AGENDA
Board of Directors Meeting # 8
October 13, 2021 – 6:00 pm
Microsoft Teams

✳CSA
Central Student Association

8.0	**Call to Order**	
8.1	**Land Acknowledgement**	
	Leila Stevens	
8.2	**Adoption of the Agenda**	
	8.2.1 Approve the Agenda	Pg. 2
	8.2.2 Declarations of Conflicts	
8.3	**Ratifications and De-Ratifications**	
	8.3.1 NA	
8.4	**Comments from the Chair**	
	8.4.1 Introductions and Pronouns	
8.5	**Approval of Past Board Minutes**	
	8.5.1 Meeting # 7 – September 29, 2021	Pg. 3
8.6	**Executive Committee Minutes**	
	8.6.1 Meeting # 14 - September 22, 2021	Pg. 24
	8.6.2 Meeting # 15 – September 29, 2021	Pg. 28
8.7	**Executive Updates**	
	8.7.1 President	Verbal
	8.7.2 VP Student Experience	updates
	8.7.3 VP Academic	only
	8.7.4 VP External	
8.8	**Director Reports**	
8.9	**CSA Services Update and Report**	
	8.9.1 NA	
8.10	**Committee Updates and Reports**	
	8.10.1 APPOINTMENT: Library Student Service Fee Advisory Committee (postponed from previous meeting)	Pg. 33
	8.10.2 APPOINTMENTS: Appoint Directors to the University Centre (UC) Board.	Pg. 34
	8.10.3 REPORT: FoodBank Assistant Hiring Committee	Pg. 36
	8.10.4 MINUTES: PBRC Meeting # 3 – July, 26, 2021	Pg. 37
8.11	**Business**	
	8.11.1 NOTICE: Separation of Appendix A – Internal CSA Policy	Pg. 46
8.12	**New Business**	
	8.12.1.	
8.13	**Announcements**	
8.14	***In Camera* Session**	
8.15	**Adjournment**	Pg. 264

Motion

Board of Directors Meeting # 8

October 13, 2021

Item 8.2.1
Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 8 on **October 13, 2021,** be approved as printed and distributed.

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:

POSSIBLE AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 8 on **October 13, 2021,** be approved as amended:

  a) To reorder the agenda so that… Item … follows Item … above
  b) To add item … under New Business items.
  c) ?

Moved:
Seconded:

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Attendance for September 29, 2021, Board of Directors Meeting #7:

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	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	
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	
Vacant	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	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	Arrived 6:30
Quinton Stummer	Lang Students' Association	Present	
Hudson Bell	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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

Guests	Affiliation
N/A	N/A

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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Summary of Significant Resolutions:

7.5.1   Board Meeting # 5 – September 15, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 6 – September 15, 2021.

Motion carried.

7.6.1   Executive Committee Meeting # 13 - September 15, 2021

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

7.6.1   Meeting # 13 - September 15, 2021

Motion carried.

7.7   Executive Updates

MOTION that the following Executive Updates be received as information:

7.7.1   President
7.7.2   VP Student Experience
7.7.3   VP Academic
7.7.4   VP External

Motion carried.

7.10.1   REPORT: SafeWalk Volunteer & Public Relations Coordinator Hiring Committee

MOTION that the hiring of Bronte Detenbeck for the SafeWalk Volunteer & Public Relations Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

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7.10.2   APPOINTMENTS: Appoint Directors to the University Centre (UC) Board

RESOLVED that:

a) The following four (4) CSA Directors be appointed to UC Board for the 2021-2022 academic year:

Joshua Vito
Bella Harris

Moved: Sara Kuwatly, VP Student Experience
Seconded: Leila Stevens

Motion is carried.

7.10.3   APPOINTMENT: Library Student Service Fee Advisory Committee

MOTION to postpone Item 7.10.3 Library Student Service Fee Advisory Committee, to the next scheduled Board Meeting.

Motion carried.

7.10.4   APPOINTMENT: Guelph Campus Co-operative (Bookstore) Board of Directors

MOTION to postpone 7.10.4 Guelph Campus Co-operative (Bookstore) Board of Directors, indefinitely.

Motion carried.

7.11.1   Director Outreach for Bus Pass Referendum & 2021 Fall By-Election

RESOLVED that:

a) Each Director schedule at least one class presentation before the end of the Fall 2021 By-Election voting period between October 4 and October 8, 2021, to

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promote the Fall 2021 By-Election, with emphasis on the Bus Pass Referendum question and the requirement of 20% quorum.

b) The Chief Returning Officer (CRO) provide Directors with suggested speaking points and with a shared tracking sheet to record the efforts made by each Director.

c) That Directors record their efforts using the tracking sheet as provided by the CRO as they complete their outreach.

d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the October 13, 2021 Board Meeting.

Motion carried.

7.11.2   National Day for Truth and Reconciliation and Orange Shirt Day

RESOLVED that:

a) The content of the National Day for Truth and Reconciliation and Orange Shirt Day statement written by the Vice President External as included in the September 29, 2021, Board Package, be endorsed by the CSA Board of Directors.

b) The CSA Board of Directors encourages our members to join students, faculty, and staff on September 30, 2021, as we come together to a ceremony honouring Residential School Survivors and the children who never returned home.

Motion carried.

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Agenda – September 29, 2021:

7.0 Call to Order
7.1 Land Acknowledgement
Maya Persram
7.2 Adoption of the Agenda
7.2.1 Approve the Agenda
7.2.2 Declarations of Conflicts
7.3 Ratifications and De-Ratifications
7.3.1 NA
7.4 Comments from the Chair
7.4.1 Introductions and Pronouns
7.5 Approval of Past Board Minutes
7.5.1 Meeting # 5 – September 15, 2021
7.6 Executive Committee Minutes
7.6.1 Meeting # 13 - September 15, 2021
7.7 Executive Updates
7.7.1 President
7.7.2 VP Student Experience
7.7.3 VP Academic
7.7.4 VP External
7.8 Director Reports
7.9 CSA Services Update and Report
7.9.1 NA
7.10 Committee Updates and Reports
7.10.1 REPORT: SafeWalk Volunteer & Public Relations Coordinator Hiring Committee
7.10.2 APPOINTMENTS: Appoint Directors to the University Centre (UC) Board
7.10.3 APPOINTMENT: Library Student Service Fee Advisory Committee
7.10.4 APPOINTMENT: Guelph Campus Co-operative (Bookstore) Board of Directors
7.11 Business
7.11.1 Director Outreach for Bus Pass Referendum & 2021 Fall By-Election.
7.11.2 National Day for Truth and Reconciliation and Orange Shirt Day
7.12 New Business
7.12.1.
7.13 Announcements
7.14 *In Camera* Session
7.15 Adjournment

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Minutes – September 29, 2021:

7.0   Call to Order

The meeting is called to order at 6:03 pm.

7.1   Land Acknowledgement

Hi everyone. I would like to acknowledge that today we are in different locations all across Turtle Island, governed by different covenants and treaties.

The place we usually gather on at the University of Guelph is the traditional land of the Attawandron people and the treaty lands and territory of the Mississaugas of the Credit. We also honour our Anishinaabe, Haudenosaunee, and Métis neighbours and recognize the significance of the Dish with One Spoon Covenant which is a reminder that upon residing on this land we have a responsibility for using its resources sustainably and protecting it from harm.

It is important that we acknowledge the peoples whose traditional lands we are on and offer our respect to them and appreciate the care they have shown these lands for centuries before settlers arrived. Moving forward we should all make the time and effort to learn more about the land we occupy and actively participate in the work of genuine reconciliation.

Maya Persram

7.2   Adoption of the Agenda

7.2.1   Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 7 on **September 29, 2021,** be approved as printed and distributed.

> **Moved:** Shilik Hamad, VP External
> **Seconded**: Lisa Kazuhara, VP Academic

Motion carried.

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7.2.2   Declarations of Conflicts

No conflicts declared tonight.

7.3   Ratifications and De-Ratifications

No ratifications or de-ratifications declared for tonight.

7.4   Comments from the Chair

Chair Cameron Olesen thanked everyone for being here tonight and explained how Members could participate in discussions and volunteering.

7.4.1   Introductions and Pronouns

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

7.5   Approval of Past Board Minutes

7.5.1   Meeting # 5 – September 15, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 6 – September 15, 2021.

> **Moved:** Bella Harris
> **Seconded**: Ariel Oleynikov

Motion carried.

7.6   Executive Committee Minutes

7.6.1   Meeting # 13 - September 15, 2021

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

> 7.6.1   Meeting # 13 - September 15, 2021

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Moved: Ariel Oleynikov
Seconded: Shilik Hamad, VP External

Motion carried.

7.7   Executive Updates

7.7.1   President

President Nicole Walker explained what is ongoing with the CSA services, and shared that some services are subject to change after Thanksgiving. She shared that all information regarding CSA's services will be up to date on the CSA's website.

She shared that she has been meeting with the Policy & Transition Manager and the Chief Returning Officer this week to go over campaigning for the Byelection. She shared that there are three folks running in election, one candidate from OAC and then two candidates from the College of Engineering and Physical Sciences. She explained the rest of the seats will be filled by an appointment process. She expressed the importance of promoting the election and encouraged Members to do what they can to promote it, as they must reach a 20% Quorum for the results to be official. She explained that their approach for the referendum promotion is educating the student body so that they can make an informed decision. She welcomed any additional ideas to promote the referendum.

Member Maya Persram sought clarification on whether the CSA was taking a stance and encouraging either a yes vote or a no vote for the referendum question.

President Nicole Walker answered that the CSA has decided not to take a stance and instead wishes to provide as much information to students as possible so they can make informed decisions on their vote.

7.7.2   VP Student Experience

VP Student Experience Sara Kuwatly explained that the O-week events were very successful, and they ran four out of the planned six events. She shared that the two other events will now be running as Halloween events as they did not have enough attendance for them during O-week. She provided information on Sexy Bingo, as it is now a hybrid event at the Brass Taps where folks can reserve a table and attend in person, but it is also being streamed for folks who cannot attend. She encouraged Members to reach out to her if they want to see any specific events being run. She shared that the CSA ran a walkout last week, which brought up the need of students being more involved in sexual violence prevention on campus. She explained she

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has reached out to a few students who expressed interest, as well as Guelph Wellness, and Guelph-Wellington Women in Crisis, to have a No Means No Working Group, to work on educational work. She shared that club's day was super successful. In addition, she shared that they are accepting volunteers for SafeWalk, and she encouraged Members to apply.

7.7.3   VP Academic

VP Academic Lisa Kazuhara shared that the Student Memorial Services occurred on September 17th, and that they were able to dedicate a spot in the Arboretum to the students who passed away between the academic years 2019, 2020, and 2021. She shared they had a lot of family and friends show up and she was happy to be able to organize that. She shared she has been working on academic concerns relating to ongoing learning and next semester, specifically the vaccine requirement and exams being online or in person. She shared she is working on the student planning tool and encouraged Members to share with her any concerns they may have regarding that. She explained that the Open and Affordable Courses is planning for one event this year to promote affordable and educational resources to support students. She shared that SHAC is planning an event soon and that students are starting to use the services which is great to see.

7.7.4   VP External

VP External Shilik Hamad shared that they have hired a FoodBank Assistant and have started having FoodBank operation meetings. In addition, she shared that they have been working hard to get the Bike Centre up and running, as there is a lot of Covid protocols which needed to be completed. However, she shared that they began a soft opening of the Bike Centre this week, which she is really excited about, and encouraged Members to book appointments if they needed to get their bikes fixed.

She emphasized the importance of meeting Quorum for the referendum, sharing they need to have about 4,000 students vote, and thus are trying to reach students in any way they can. She shared they have a Town Hall meeting tomorrow night from 6-7pm and encouraged students to come out if they have any questions related to transit.

She shared that she helped organize an all-candidates virtual event for the Federal Election, where they had candidates come together, which was successful. She shared that they are looking to start up the Supplies Code of Ethical Conduct Advisory Committee soon. In addition, she shared they had their Start BIPOC event

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yesterday which was a lot of fun and encouraged Members to promote their meetings every Thursday from 1230-130 pm. She discussed the student walkout which occurred last week, explaining how it showed the need to have more consent education, as well as organizing with folks on campus in order to provide more safety to students. She shared they are looking at organizing a consent week, and encouraged folks to reach out to her if they have anything they are passionate about and would like to see on campus.

MOTION that the following Executive Updates be received as information:

    7.7.1   President
    7.7.2   VP Student Experience
    7.7.3   VP Academic
    7.7.4   VP External

   Moved: Leila Stevens
   Seconded: Maya Persram

Motion carried.

7.8   Director Reports

Member Bella Harris shared that she attended the first SERM meeting and the BIPOC Coalition event.

Member Laura Wilson shared that she sat on the UC Board Meeting which was mostly an introduction meeting.

Member Leilani Rocha shared she went to the SERM meeting and the student walkout and the global climate strike, which was nice as she got to see some Members in person.

Member Maya Persram shared she was at UC Board, and she is looking forward to having events there. As well she encouraged folks to volunteer for SafeWalk.

7.9   CSA Services Update and Report

   No CSA Service Updates or Reports for tonight.

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7.10   Committee Updates and Reports

7.10.1   REPORT: SafeWalk Volunteer & Public Relations Coordinator Hiring Committee

MOTION that the hiring of Bronte Detenbeck for the SafeWalk Volunteer & Public Relations Coordinator be ratified, as recommended by the Hiring Committee.

> **Moved**: Sara Kuwatly, VP Student Experience
> **Seconded**: Maya Persram
>
> VP Student Experience Sara Kuwatly shared that Bronte, who goes by "B", has a lot of experience and that they are very excited to have her on board and to get SafeWalk up and running.

Motion carried.

7.10.2   APPOINTMENTS: Appoint Directors to the University Centre (UC) Board

WHEREAS the University Centre (UC) Board discusses policy, financial outcomes and outlooks, programming, HR matters, and other projects relating to the UC, and makes recommendations to UC staff on how to improve the centre; and

WHEREAS the UC Board is comprised of 10 students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including nine (9) CSA representatives appointed by the CSA Board of Directors.

RESOLVED that:

a) The following four (4) CSA Directors be appointed to UC Board for the 2021-2022 academic year:

Joshua Vito
Bella Harris

b) The following one (1) CSA Directors be appointed as 'alternates' to UC Board for the 2021-2022 academic year:

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[no volunteers]

Moved: Sara Kuwatly, VP Student Experience
Seconded: Leila Stevens

VP Student Experience Sara Kuwatly shared that this would be a small time commitment for Members and that she finds this Committee very interesting, and was elected as Chair at the last meeting. She encouraged Members to volunteer.

Member Maya Persram shared that she has been on this Committee before and it is a super low time commitment and is a lot of fun as you get to see how the UC works behind the scenes.

Motion is carried.

7.10.3   APPOINTMENT: Library Student Service Fee Advisory Committee

WHEREAS the Library Student Service Fee Advisory Committee is an advisory committee to the University of Guelph's Compulsory Fees Committee;

WHEREAS the Library Student Service Fee Advisory Committee represents a unit that receives support from a University Compulsory fee and is formed to review programming and make recommendations for fee changes to the Board of Governors; and

WHEREAS a representative from the McLaughlin Library contacted the Vice President Academic via email on September 16, 2021 requesting a CSA representative to sit on the Library Student Service Fee Advisory Committee.

RESOLVED that the following Director be appointed as the CSA representative on the Library Student Service Fee Advisory Committee for the remainder of the 2021-2022 academic year.

[no volunteers]

Moved: Lisa Kazuhara, VP Academic
Seconded: Shilik Hamad, VP External

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VP Academic Lisa Kazuhara shared that this is not a frequent meeting but just shares how the money from the compulsory fees are spent, and shared they meet about once a semester, so a very low commitment.

Due to no volunteers for this committee appointment came forward, the following motion was suggested by the Chair.

MOTION to postpone Item 7.10.3 Library Student Service Fee Advisory Committee, to the next scheduled Board Meeting.

Moved: Lisa Kazuhara, VP Academic
Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

7.10.4   APPOINTMENT: Guelph Campus Co-operative (Bookstore) Board of Directors

WHEREAS the Guelph Campus Co-operative ('co-op') is a student owned and democratically-controlled co-operative committed to serving the best interests of their membership by operating effectively in areas significant to student life - focusing on the provision of housing and textbooks;

WHEREAS Guelph Campus Co-operative representatives reached out to the CSA President via email on September 21, 2021 requesting CSA representation on their Board of Directors; and

WHEREAS a CSA representative on the Guelph Campus Co-operative Board of Directors meets the following requirements:
- a member of the Co-op (new memberships are priced at $15 and are valid for 4 years - until the end of the semester in which it was purchased)
- intent to sit on the Guelph Campus Co-operative board for up to two (2) years.
- intent to be a CSA Member for at least the next two (2) years (i.e., undergraduate student at the University of Guelph).

RESOLVED that the following CSA 2021-2022 Director(s), that meet the requirements listed above, be nominated to be considered by the Guelph Campus Co-operative Board of Directors to be appointed as a Director on their board for a period of up to a two-year term beginning on a date TBD in the Fall of 2021.

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[motion was postponed indefinitely; see below]

Moved: Nicole Walker, President
Seconded: Lisa Kazuhara, VP Academic

President Nicole Walker explained that the intention of this Motion was to nominate one of the Directors to sit on the Guelph Campus Co-op Bookstore, however she shared that it would work better to do an appointment process through advertising to General Members instead.

MOTION to postpone 7.10.4 Guelph Campus Co-operative (Bookstore) Board of Directors, indefinitely.

Moved: Joshua Vito
Seconded: Maya Persram

Motion carried.

7.11   Business

7.11.1   Director Outreach for Bus Pass Referendum & 2021 Fall By-Election

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 2 – Electoral, Section 3.2 Quorum states:

"Quorum for a referendum question posed to the membership shall be 20% of the general membership.";

WHEREAS Appendix G – Electoral, Section 10.7 states:

"There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after

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which such questions are free to be posed to the membership again."; and

WHEREAS it is vitally important to maximize our outreach efforts encouraging undergraduate members to vote in the elections, so that we can reach the minimum quorum of 20% for the referendum question; otherwise, the referendum question could fail, resulting in no decision made regarding the Universal Bus Pass for a period of at least one year, which will likely result in an unfavourable situation for members and the CSA as an organization.

RESOLVED that:

a) Each Director schedule at least one class presentation before the end of the Fall 2021 By-Election voting period between October 4 and October 8, 2021, to promote the Fall 2021 By-Election, with emphasis on the Bus Pass Referendum question and the requirement of 20% quorum.

b) The Chief Returning Officer (CRO) provide Directors with suggested speaking points and with a shared tracking sheet to record the efforts made by each Director.

c) That Directors record their efforts using the tracking sheet as provided by the CRO as they complete their outreach.

d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the October 13, 2021 Board Meeting.

   Moved: Nicole Walker, President
   Seconded: Sara Kuwatly, VP Student Experience

   President Nicole Walker shared that this Motion is looking to promote a team approach as a CSA organization to have the greatest possible outreach to students. She shared they want all students to have information on the referendum and to know that their vote matters. In addition, she shared that she understands how scary and intimidating speaking in front of class can be, so she encouraged Members to reach out to their professors to post information about the referendum on CourseLink. She also shared that the CSA is providing an incentive to encourage Members to participate in class talks, and any Member who does will be entered into a draw to win one of five, $50 Bullring gift cards.

Motion carried.

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7.11.2   National Day for Truth and Reconciliation and Orange Shirt Day

RESOLVED that:

a) The content of the National Day for Truth and Reconciliation and Orange Shirt Day statement written by the Vice President External as included in the September 29, 2021, Board Package, be endorsed by the CSA Board of Directors.

b) The CSA Board of Directors encourages our members to join students, faculty, and staff on September 30, 2021 as we come together to a ceremony honouring Residential School Survivors and the children who never returned home.

Moved: Ariel Oleynikov
Seconded: Leila Stevens

VP External Shilik Hamad shared that September 30th will be observed as National Day for Truth and Reconciliation, but since 2013, it is also Orange Shirt Day, which is the legacy of St Joseph Mission Residential School Commemoration Events in which Phyllis Webstad shared the memory of her new shiny orange shirt which was taken from her. For non-Indigenous folks this day is a day to show solidarity with Indigenous people of this land, but only if your commitment to solidarity is ongoing and continuous. She shared that residential schools is only part of Canada's ongoing colonialism, there is an epidemic of missing and murdered Indigenous girls, women, and two-spirted people.

As well, dozens of First Nations communities lack clean drinking water, and there is a disproportionate number of Indigenous children in foster care. She shared that six years after the completion of the Truth and Reconciliation Commission, the 94 calls to action have barely been completed. She shared we all have a part to play in reconciliation and since our country is not stepping up, we the people must. She encouraged folks to join the Indigenous ceremony tomorrow on Johnston Green. As well, she encouraged folks to wear orange shirts, and to donate to Indigenous organizations and communities.

Motion carried.

7.12   New Business

No new business for tonight.

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7.13   Announcements

Member Samantha Ogbeiwi shared that she went to Guelph Law Society Photoshoot which were taking headshots for LinkedIn, which was great. She shared track has been going well and that Homecoming was lots of fun.

Member Maya Persram shared that she feels like she has been in school for so long and is excited for it to be done. She shared that she is doing a Thanksgiving dinner with her friends this year and is excited for that.

Member Lily Taylor-Stackhouse shared that their parents came to visit last week, they went to Toronto to visit the Andy Warhall exhibit at the AGO which was a lot of fun. They shared they are going home for O-week in October to Nova Scotia, which is super exciting.

Member Leilani Rocha shared that not much has happened for her. She shared school feels very long and it's crazy that they are only in week three. As well, she shared how great the strike was and the student walkout.

Member Leila Stevens shared that at her home church they had an Indigenous grandmother come speak to her experience, and it was a very powerful speech, and she is looking forward to taking time tomorrow to learn about Indigenous individuals. She shared some updates on shows she has been watching.

Member Laura Wilson shared that her sister is getting married, and she lives in England, so she will be heading out there soon and is very excited and very busy.

Member Joshua Vito shared he has been busy with a lot of schoolwork but has not been too stressed. He asked Members' thoughts on a new tv show his roommates have been watching.

Member Jena Ashley shared that she has been very stressed with school and a lot of reading. She encouraged Members to come to Johnston Green tomorrow and hopes to meet some folks there tomorrow.

Member Hudson Bell shared that he has been working through school and had an in-person lab where they went to a farm which was really cool. As well, he helped out the OAC first years with their elections which was great.

Member Damilola Oguntala shared she has been very busy with school and most of her classes are online, so it has been quite boring.

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VP Student Experience Sara Kiuwatly shared she found some secondhand clothing she is excited about. As well, when she was cleaning out the club's lockers, she found lots of Halloween decorations and encouraged folks to reach out to her if they want any of it. As well she is wanting to dye her hair and is going to her boyfriend's cottage over the Thanksgiving weekend.

VP External Shilik Hamad shared she is bleaching her hair on Sunday and highlighted how excited she is for Halloween.

VP Academic Lisa Kazuhara shared that if Members have any assignments during Thanksgiving, which is during Saturday, Sunday, Monday Tuesday, to please send her screenshots, as they are not required to do any assignments during the break. As well, she shared she loves cooking, and it is her birthday on Saturday.

Scribe Sarah Dias shared she recently got back from Vancouver and enjoyed hikes out there.

President Nicole Walker shared she is reconsidering dying her hair. As well, she provided updates on the Brittney Spears court case as it was today. In addition, she went to the Bike Centre to get her bike fixed which was great.

Policy & Transition Manager Pete Wobschall shared they have scheduled their PBRC meetings for the fall and welcomed Members to come out to any meetings.

Member Bella Harris shared her dog to all Members. As well she went to her friend's cottage and to Sauble Beach which was really fun. In addition, she shared she has been listening to a lot of podcasts and is listening to one about Titanic and shared some facts she has learnt from that. She shared that GQE has more money than expected and is looking at reasonable ways to spend it.

Member Ariel Oleynikov shared that she has been busy with school and work. She shared she started watching Midnight Mass, and that she got to the Shilik today which was really nice.

Member Amanda Conibear shared that GQE has a Gender Affirmation Fund, so encouraged folks to reach out if there are specific things they need, as GQE usually accepts the requests. As well she shared that her boyfriend knows someone with a bad case of Covid and asked folks to please send out good thoughts, as Covid is very horrifying. In addition, she shared different foods she has been trying and has gotten into nail art.

MINUTES
Board of Directors Meeting # 7
September 29, 2021 – 6:00 pm
Microsoft Teams

Member Alyssa Ahmed asked for Halloween costume recommendations and that she has not stressed with school which is good but weird. As well she shared, she is going camping with her family and is very excited for that.

7.14   *In Camera* Session

No in camera session.

7.15   Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 7 of September 29, 2021, at 7:53 pm.

> **Moved:** Maya Persram
> **Seconded:** Leila Stevens

Motion carried.

Motion

Board of Directors Meeting # 8

October 13, 2021
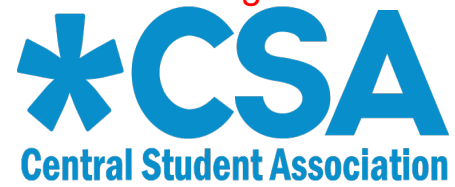
Item 8.5.1
Approval of Past Board Minutes – September 29, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 7 – September 29, 2021.

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting # 14 – September 22, 2021 – 10:00 am
Microsoft Teams

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

Regrets: None

Guests: None

1.0 Call to Order @ 10:00 am

2.0 Adoption of the Agenda

2.1. Approve the Agenda

- The agenda was approved as presented.

2.2 Declarations of Conflicts

- No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

4.1   Meeting #13 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning: Bike Centre return to campus application was submitted and received feedback to follow up on
- COVID-19 Vaccine Passport came into effect September 22nd for the Bullring for indoor dining only.
- Bike Centre Operations meeting to get the Bike Centre back up and running. Reviewing COVID-19 protocols to ensure Health & Safety of visitors and staff.

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

Minutes
Executive Committee Meeting (ECM)
Meeting # 14 – September 22, 2021 – 10:00 am
Microsoft Teams

- Fall By-Elections: Continuing to meet weekly for elections progress meetings with PTM and CRO to discuss elections promotions and director forum format.

5.2 Vice President Student Experience

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

- SafeWalk: hiring in progress for SafeWalk Volunteer & PR Coordinator – last interview is today.
- Clubs: Clubs Days is underway, organizing clubs' locker space and opening the application for clubs to request new lockers.
- SE&RM: More training sessions being added for event planners.

5.2.2 Events:

- Hybrid Sexy Bingo in person tomorrow!!
- Halloween planning
- Attended a conference on equitable and sustainable periods.

5.2.3 Social Media

5.2.4. Committees

- UC Board: elected as UC Board Chair for the next academic year.
- Sexual Violence Advisory Committee meeting tomorrow:
    - Mandate of the Sexual Violence module for all first-year student.
    - RLS Programming
    - Pro-active approach to rape culture

5.3 Vice President Academic

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

- SHAC: planning an Instagram giveaway.

5.3.2 Student Memorial Service

- Event was successful – about 100 attendees.

Minutes
Executive Committee Meeting (ECM)
Meeting # 14 – September 22, 2021 – 10:00 am
Microsoft Teams

5.3.3 Connecting with Campus Partners

5.3.4 Committees

- SLAM: Cyber Security Awareness.
- Compulsory Fees Committee: Elected as chair!

5.4 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)
- Bike Center re-opening: operational meetings to figure out last minute details before re-opening in the next few weeks.
- FoodBank: hiring in progress for the FoodBank Assistant – hoping to make an offer by the end of the week/Monday next week.

5.4.2 Transit

- Referendum: organizing promo material to raise awareness about the upcoming referendum.
- Townhall: Thursday Sept 30th - working with GSA VP External and transit to organize a townhall around the referendum.

5.4.3 Events

- Indigenous Healing Circle: waiting to hear back from the ISS about the elders' availability.
- Ontario Wide Walkout: a student reached out to the CSA Execs wanting to organize a walkout in support of sexual violence survivors in light of recent events happening on our campus and other campuses in Ontario. Reached out to other student unions to encourage them to participate.
- Global Climate Strike: co-sponsored by the CSA.
- START BIPOC event: next Thursday at 2:30.

5.4.4 Solidarity

- September 30th Truth and Reconciliation Day: ordering orange t-shirts for CSA staff. Will be submitting a statement for the Board's approval at next week's meeting.

Minutes

Executive Committee Meeting (ECM)

Meeting # 14 – September 22, 2021 – 10:00 am

Microsoft Teams

6.0. Business

7.0 New Business

7.1 Motion to receive the list of candidates from the Chief Returning Officer for the Fall 2021 By-Election.

- The candidate's list is as follows:
  - Valeria Telles (CEPS)
  - Anton Naim Ibrahim (CEPS)
  - Ishaka Maharaj (OAC)

Motioned by: VP Academic

Seconded by: VP External

Vote: 4-0-0

8.0 In Camera

- There was no in camera.

9.0 Adjournment @

Next Meeting: Wednesday, September 29th at 11:30 am

Minutes
Executive Committee Meeting (ECM)
Meeting #15 – September 29, 2021 – 11:30 am
Microsoft Teams

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

Regrets: None

Guests: None

1.0 Call to Order @ 11:30 am

2.0 Adoption of the Agenda

2.1. Approve the Agenda

- The agenda was approved as presented.

2.2 Declarations of Conflicts

- No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

4.1   Meeting #14 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Working with the Office Manager on permanent staff training
- Return to Campus planning:
  - Bike Centre application has been approved and finalized – Bike Center re-opens TODAY!

5.1.2 Committees

- Student Budget Committee: Upcoming meeting on October 4th to discuss the CSO & CCS Budgets.
  - Tuition freeze for 2021-2022 & 2022-2023

Minutes
Executive Committee Meeting (ECM)
Meeting #15 – September 29, 2021 – 11:30 am
Microsoft Teams

- Student Executive Council: first meeting on Thursday.
- Petitions, Delegations, and Representations (PDRs): first application deadline closed Thursday, September 23rd and the committee will be having their first meeting this week

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

- Fall By-Elections: weekly progress meetings.

5.1.4 SAF Update – Sustainability Action Fund

5.2 Vice President Student Experience

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

- SafeWalk: first team meeting today to transition the new coordinator.
  - Continued efforts to recruit volunteers.
- Clubs: cleaning out lockers.
- SE&RM: doing more training sessions for clubs & event planners.

5.2.2 Events

- First hybrid Sexy Bingo was on September 23rd - next one will be October 7th.
- Planning Halloweek
- Menstrual Hygiene Initiative stuff.

5.2.3 Social Media

5.2.4. Committees

- No Means No Working Group: first meeting next week:
  - GWWIC, Wellness, IHC, students.

5.3 Vice President Academic

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

- SHAC: Office hours are gaining traction.

Minutes
Executive Committee Meeting (ECM)
Meeting #15 – September 29, 2021 – 11:30 am
Microsoft Teams

5.3.2 Working on students' concerns regarding courses 2021

- CourseLink: working on improving the delivery of courses through courselink based on student feedback – early access

5.3.3 Connecting with Campus Partners

- Communicating student feedback regarding the student planning tool on WebAdvisor.

5.3.4 Committees

- Calendar Review Committee: Approval of some course changes for the Fall 2022
- Judicial Committee: Orientation Session
- OACCTF: Events for the semester and post-pandemic pedagogy plans
- Experiential Learning Advisory Committee (ELAC): transitioning.

5.4 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)
- Bike Center re-opening: soft re-opening this week. Set up online appointment booking. Will start promo next week.
- FoodBank: hired a new assistant – started today.

5.4.2 Transit and Referendum

- Townhall tomorrow night – CSA reps, GSA reps, and Guelph Transit reps.
- Presentation that explains the referendum + Q&A
- Promo work – social media, sandwich board, Aggie board, tabling, etc.

5.4.3. Indigenous Solidarity - September 30th

- Staff got orange shirts for Sept 30th.
- The Bullring will be decorated with orange ribbons in solidarity.

5.4.4 Committees

Minutes
Executive Committee Meeting (ECM)
Meeting #15 – September 29, 2021 – 11:30 am
Microsoft Teams

- Enhancement Fund Award Committee: had the meeting of the semester.
- SCECAC: meeting with VP Finance today to discuss the committee and where it's headed.
- Guelph Campus Coalition: meeting tomorrow to plan the year.

6.0. Business

7.0 New Business

7.1 Document Consolidation – Drop Box Passwords to Pete (October 1st)

7.2 Sexual Violence Education & Prevention

- **Consent Week**
- **Healing circles**
- **Mandating the CourseLink module**

7.3 Gender Neutral Bathrooms at Bullring

- GQE reached out to VPE to establish a gender-neutral washrooms in the Bullring.
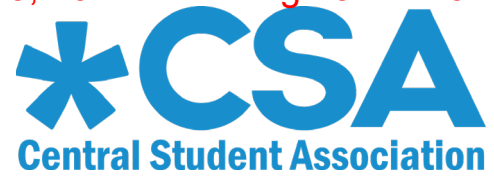
8.0 In Camera

- There was no in camera.

9.0 Adjournment @

Next Meeting: Wednesday, October 6th at 11:30 am

Motion
Board of Directors Meeting # 8
October 13, 2021

Item 8.6
Executive Committee Minutes

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

      7.6.1   Meeting # 14 - September 22, 2021
      7.6.2   Meeting # 15 – September 29, 2021

Moved: Sara Kuwatly, VP Student Experience
Seconded:

Motion
Board of Directors Meeting # 8
October 13, 2021

Item 8.10.1
Appoint Directors to the Library Student Service Fee Advisory Committee

WHEREAS the Library Student Service Fee Advisory Committee 'Committee' is an advisory committee to the University of Guelph's Compulsory Fees Committee;

WHEREAS the Committee represents a unit that receives support from a University Compulsory fee, and is formed to review programming and make recommendations for fee changes to the Board of Governors;

WHEREAS a representative from the McLaughlin Library contacted the Vice President Academic via email on September 16, 2021 requesting a CSA representative to sit on the Committee; and

WHEREAS a motion to postpone this motion to this October 13, 2021 Board Meeting was made at the previous Board Meeting on September 29, 2021.

RESOLVED that the following Director be appointed as the CSA representative on the Library Student Service Fee Advisory Committee for the remainder of the 2021-2022 academic year.

Moved:
Seconded:

More information on the Library Student Service Fee Advisory Committee can be found here.

Motion

Board of Directors Meeting # 8

October 13, 2021

Item 8.10.2
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; 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 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 'Alternates' may fill temporary absences of regular members of the Board at Board meetings;

WHEREAS at the February 10, 2021 Board Meeting, the following CSA representatives were appointed to the UC Board for the 2021-2022 academic year:

Vice President Student Experience (CSA Executive)
Haley Bilokraly
Laura Wilson
Maya Persram;

WHEREAS at the February 10, 2021 Board Meeting, the following CSA representatives were appointed to the UC Board as '**Alternates'** for the 2021-2022 academic year:

Kristine Sondergaard
Bailey Hussey;

WHEREAS at the September 29, 2021 Board Meeting, the following CSA representatives were appointed to the UC Board:

Joshua Vito
Bella Harris; and

WHEREAS there remain an additional seven (7) vacancies to fill.

Motion

Board of Directors Meeting # 8

October 13, 2021

RESOLVED that:

a) The following CSA Members be appointed to UC Board for the 2021-2022 academic year:

[1st vacancy]
[2nd vacancy]
[3rd vacancy]
[4th vacancy]

b) The following CSA Members be appointed as **'Alternates'** to UC Board for the 2021-2022 academic year:

Jas Rubab Singh [Appointed as Regular Member in Feb, 2021]
[1st vacancy]
[2nd vacancy]

Moved:

Seconded:

Motion
Board of Directors Meeting # 8
October 13, 2021

Item 8.10.3
Hiring Committee Report: FoodBank Assistant

Job Posting Date: September 3, 2021

Closing Date: September 16, 2021

Hiring Committee Membership:
- Shilik Hamad, VP External
- Alyssa Ahmed, Director
- Kandace Blaker, FoodBank Coordinator (CSA Service Staff)

Number of Applicants: 18

Number of Interviews Conducted: 3

Successful Candidate: Hillary Lo

Start Date: September 29, 2021

WHEREAS at their meeting on September 1, 2021, the CSA Board of Directors ratified Jamie Lindsey as one of two FoodBank Assistants, however due to conflicting schedules, Jamie was unable to commit to the position requirements; and

WHEREAS the Hiring Committee conducted a subsequent recruitment effort and recommends forward the hiring of Hillary Lo.

RESOLVED that the hiring of Hillary Lo as FoodBank Assistant be ratified for the 2021-2022 term, as recommended by the Hiring Committee.

Moved:
Seconded:

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

Attendance

Members

Pete Wobschall, Chair	Policy & Transition Manager	Present
Shawna Perrit	Director	Present
Jena Ashley	Director	Regrets
Nicole Walker	President	Present
Shilik Hamad	VP, External	Present

Guests

Lisa Kazuhara	VP, Academic (for item 3.6.2 only)

Scribe

Pete Wobschall	Policy & Transition Manager

Minutes

3.0	**Call to Order** 'Quorum shall be three ratified members, one of which must be a Director of the CSA.' Quorum verified and meeting was called to order at 10:04 am.
3.1	**Adoption of the Agenda** 3.1.1 Approve the Agenda Agenda was approved as circulated with no revisions. 3.1.2 Declarations of Conflicts No conflicts were declared.
3.2	**Ratifications and De-Ratifications**

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

	3.2.1 Shilik attended a second meeting in a row ad is therefore a PBRC member as per policy!
3.3	**Comments from the Chair** 3.3.1 **Select Vice-Chair for PBRC** (unfinished business). Shawna volunteered for the Vice-Chair position and the group affirmed. Since Jena was not in attendance, and if she is interested in serving as Vice Chair of PBRC, the group agreed that Jena could be Vice-Chair for the Winter semester.
3.4	**Approval of Past Minutes** 3.4.1 **PBRC Meeting # 2 – July 12, 2021** Approved as presented with no revisions. 3.4.2 Review Action Items from Previous Meeting All action items accounted for.
3.5	**Working Group Updates and Reports** 3.5.1 N/A
3.6	**Business** 3.6.1 **Next Meeting Dates** The group discussed the current list of to do items and determined that some meetings in August would be a good thing. In order to facilitate progress, the group agreed to form two working groups: • Referendum Policy Review Working Group • Future Meeting Format Working Group (PBRC) Working group terms of reference are detailed below and were formed to discuss two priority issues: future board meeting format (hybrid?) and referendum policy review. **ACTION**: PTM to schedule working group meetings and a meeting at the end of Aug for PBRC to review working group recommendations. September meeting dates will be scheduled at the beginning of Sept, when the Directors are aware of their Fall class schedule. **ACTION**: PTM to reach out to members at the beginning of Sept and schedule Fall PBRC meetings.

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

3.6.2   Appendix J - Committees, Section 1.0 Review

The group finalized Section 1.0 Committees Overview with guest Lisa Kazuhara.

The group confirmed that they are still OK with dividing App A into 3 separate appendices: one for committees, one for Exec portfolios, and one for the remaining of the current Appendix A – Internal CSA Policy.

ACTION: PTM to revise and complete the drafts and add to next meeting agenda to finalize and recommend to the board.

3.6.3   Policy Review Policy

The group reviewed the 3-year policy review cycle schedule from the PBRC Report # 2 and assigned timelines to each policy in a separate document (see meeting folder).

ACTION: PTM to develop draft workplan to complete 2021-2022 reviews for review at next PBRC meeting.

3.6.4   Director Survey: Virtual Meetings
Discuss merits of conducting a survey of (experienced) Directors re how to hold future Board Meetings: virtual, in-person, hybrid?
- Ask if they have served more than one term (i.e. experienced both formats)
- Identify benefits and challenges of both?
- Identify personal preference?
- Their recommendation for which format will work best for the CSA? In Summer, Fall, or Winter months?
- Other questions?

Time did not permit this item to be discussed; it will be added to next meeting agenda.

ACTION: PTM to add Director Survey: Virtual Meetings to next meeting agenda.

3.6.5   PBRC Outstanding Issues & Priorities

Review list of to do items, add to it if members have items to add, then develop plan to prioritize and address.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 3 – July 26, 2021 – 10:00 am

Microsoft Teams

	Time did not permit this item to be discussed; it will be added to next meeting agenda. **ACTION**: PTM to add PBRC Outstanding Issues & Priorities to next meeting agenda.
3.7	**New Business** 3.7.1 No new business was added to this meeting.
3.8	*In Camera* **Session** No in camera session was held at this meeting.
3.9	**Adjournment** 3.9.1 Review next meetings date(s) TBD (see above) 3.9.2 Review Outstanding Business List Ran out of time! To be reviewed at next meeting. 3.9.3 Adjourn Meeting adjourned at 11:32am.

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

Referendum Policy Review Working Group (PBRC)

Date Established

July 26, 2021

Members

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Nicole Walker	President
Jewel Lindemann	Chief Returning Officer (CRO)
All PBRC members welcome to join any meeting(s) they are available for!	
Additional members, including external members, may be added by the group as required.	

Meeting Date(s)

TBD

Mandate or Terms of Reference (TOR)

Review the Referendum Rules (created for the Winter 2021 General Election) and CSA policy and bylaws and create one, cohesive document relating to all things referendum.

Major Activities

See mandate.

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

Future Meeting Format Working Group (PBRC)

Date Established

July 26, 2021

Members

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Nicole Walker	President
Maya Persram	Director
All PBRC members welcome to join any meeting(s) they are available for!	
Additional members, including external members, may be added by the group as required.	

Meeting Date(s)

- Thurs, Aug 12, 1:00pm.
- Fri, Aug 13, 10:00am.

Mandate or Terms of Reference (TOR)

- Meeting with University staff (including from CCS) to share learnings and experiences.
- Discuss options for future CSA Board Meetings; including considering technological implications and barriers.
- Determine recommendations for the board to consider regarding short-, medium-, and long-term options for CSA Board Meeting format (in-person? Remote? Hybrid?)

Major Activities

See mandate.

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

Next Meeting Topics

The following topics were identified during this meeting to be added to the next meeting agenda:

1. TBD

Next Meeting Dates

- TBD

Outstanding Business List (OBL)

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting. (currently underway with the Elections Policy Review WG)
Nov 16, 2020	**ACTION:** PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece. (currently underway with the review of App J, Section 1.0 Cmte Overview)
Mar 25, 2021	**ACTION:** PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?
Mar 10, 2021	Executive Evaluation Committee Replacement How to replace? 'the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021 – 10:00 am
Microsoft Teams

Date (Assigned to OBL)	Action / Follow-up
	Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.'

Motion

Board of Directors Meeting # 8

October 13, 2021

Item 8.10.4
MINUTES: Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – July 26, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 3 on July 26, 2021, as information.

Moved: Nicole Walker, President
Seconded:

Motion

Board of Directors Meeting # 8

October 13, 2021

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Item 8.11.1

Separation of Appendix A – Internal CSA Policy

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Background

In the fall of 2020, the former CSA President and the Policy & Transition Manager identified an opportunity to develop an educational piece regarding the function of CSA Committees. This led to the Policy & Bylaw Review Committee (PBRC) overseeing the development of a 'Committees Overview' subsection dedicated to the function, formation, composition, and responsibilities of CSA Committees. During the review it was noted that the current classification of CSA committees into 'Standing' and 'Operational' was incomplete and undefined. These factors led to the development of a defined classification system for CSA committees within the 'Committees Overview' section.

It was also noted during the review that Appendix A – Internal CSA Policy is one of the CSA's longer Policy Manual appendices at 63 pages in length and includes important priority content such as CSA Committees and Executive Portfolios. After thorough review, the PBRC is recommending that the current Appendix A – Internal CSA Policy be separated into three distinct policies:

1. Appendix A – Executive Portfolios
2. Appendix D – CSA Committees*
3. Appendix J – Internal CSA Policy

The former Appendix D – Bullring Human Resources was rescinded by the CSA Board of Directors earlier this year.

Reasoning supporting separation into three distinct appendices:

1. To eliminate the long 60+ page former Appendix A and separate it into manageable reference documents in line with the length of other CSA Policy Manual appendices that average around 15-20 pages each.

2. To highlight priority content such as Executive Portfolios and CSA Committees by providing them with their own dedicated appendix.

3. To decrease the time required to navigate policies and find important day-to-day information quickly; for example: Executive Portfolio duties, which are included as the last section of the current Appendix A – Internal CSA Policy.

Motion

Board of Directors Meeting # 8

October 13, 2021

Summary of Revisions

Please Note

- There are several examples of CSA staff positions that are highlighted in purple throughout the proposed appendices, which are currently under review by PBRC, and recommended revisions will be presented to the board upon completion.
- PBRC, in consultation with core staff and the CSA Executive, is updating various CSA committee terms of references and mandates, and recommended revisions will be presented to the board upon completion.

Appendix A – Executive Portfolios

- No substantive changes.
- Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.
- Replaced 'Board Member(s)' with 'Director(s)' where the meaning and context are appropriate (Board Members = Executive + Directors).

Appendix D – CSA Committees

- Newly develop 'Committees Overview' section describes the function, formation, composition, and responsibilities of CSA Committees.
- "Committees Overview' section includes a defined classification system of 'Standing', 'Operational', 'Internal' and 'External' committees.
- Reclassification of the following committees:
  - **Accessibility Committee**: formally called the Accessibility Working Group; formally an 'Operational' committee, now proposed as a 'Standing' committee.
  - **Capacity, Analysis, and Planning Committee (CAPCOM):** formally an 'Operational' committee, now proposed as a 'Standing' committee.
  - **Ethical Purchasing Committee**: formally not classified, now proposed as an 'Operational' committee.
- Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.
- Replaced 'Board Member(s)' with 'Director(s)' where meaning and context are appropriate (Board Members = Executive + Directors).

Appendix J – Internal CSA Policy

- No substantive changes.
- Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.

Motion

Board of Directors Meeting # 8

October 13, 2021

- Replaced 'Board Member(s)' with 'Director(s)' where meaning and context are appropriate (Board Members = Executive + Directors).

Table of Contents Comparison

Current Appendix A – Internal CSA Policy (63 pages)

1.0   Director and Executive Files
2.0   Standing Committees
3.0   Operational Committees
4.0   Confidentiality
5.0   Protection of Privacy and Access to Information
6.0   Special Projects
7.0   University Centre Board
8.0   Dietary Policy
9.0   E-mail Policy
10.0   Ethical Purchasing
11.0   Accessible Services Provision (AODA)
12.0   Co-Curricular Transcript Policy
13.0   Policy Review Policy
14.0   Executive Officer Portfolio Duties

Proposed Appendix A – Executive Portfolios (15 pages)

1.0   Executive Officer General Duties
2.0   President
3.0   Vice President Student Experience
4.0   Vice President Academic
5.0   Vice President External

Proposed Appendix D – CSA Committees (33 pages)

1.0   Preamble
2.0   Definitions
3.0   Committees Overview (NEW)
4.0   Executive Committee
5.0   ~~Executive Evaluation Committee~~
6.0   Finance Committee
7.0   Petitions, Delegations and Representations (PDR) Committee
8.0   Policy and Bylaw Review Committee (PBRC)
9.0   Accessibility Committee (formally the Accessibility Working Group – AWG)
10.0   Capacity, Analysis, and Planning Committee (CAPCOM)
11.0   Bike Centre Committee

Motion

Board of Directors Meeting # 8

October 13, 2021

12.0   FoodBank Committee

13.0   Student Health and Advocacy Centre (SHAC) Advisory Committee

14.0   Bullring Operations Committee

15.0   Ethical Purchasing Committee

Proposed Appendix J – Internal CSA Policy (25 pages)

1.0   Director and Executive Files

2.0   Confidentiality

3.0   Protection of Privacy and Access to Information

4.0   Special Projects

5.0   University Centre Board

6.0   Dietary Policy

7.0   E-mail Policy

8.0   Ethical Purchasing

9.0   Accessible Services Provision (AODA)

10.0   Co-Curricular Transcript Policy

11.0   Policy Review Policy

NOTICE

WHEREAS the Policy & Bylaw Review Committee (PBRC) carefully reviewed the separation of Appendix A – Internal CSA Policy into three distinct appendices over a series of meetings beginning in early 2021 and recommends forward the following to the CSA Board of Directors for consideration.

RESOLVED that:

a) The separation of Appendix A – Internal CSA Policy into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy as presented in the October 13, 2021 Board Package.

b) Bylaw 1- Organizational, Section 8.1 be updated to reflect the Standing Committees classification as identified in the proposed Appendix D – CSA Committees:

The Board shall maintain the following Standing Committees:
a) Executive Committee
b) Executive Evaluation Committee
c) Finance Committee
d) Petitions, Delegations and Representations (PDR) Committee

Motion

Board of Directors Meeting # 8

October 13, 2021

e) Policy and Bylaw Review Committee (PBRC)

f) Accessibility Committee

g) Capacity, Analysis, and Planning Committee (CAPCOM)

Motivate: Nicole Walker, President

Appendix A
Executive Portfolios

✱CSA
Central Student Association

Executive Officer Portfolio Duties

Table of Contents

This is the new proposed
Appendix A - Executive Portfolios.

Appendix A
Executive Portfolios

✳CSA
Central Student Association

Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Information in this revised Appendix A – Executive Portfolios includes minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.	
Pete Wobschall, Policy & Transition Manager	
Signature	**Date**

Appendix A
Executive Portfolios

1.0   Executive Officer General Duties

1.1   Each Executive member shall be responsible for an area or areas of concentration called portfolios.

1.2   Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.

1.3   Each Executive member shall take direction from the CSA Board of Directors when given.

1.4   Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.

1.5   Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

2.0   President

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

   2.1.1   To work with a team of Executive, Directors and staff to make decisions with the collective interests of students in mind.

   2.1.2   To ensure that CSA operations and services are managed effectively and efficiently.

   2.1.3   To lead the Executive Committee.

   2.1.4   To support the coordination of human resources and the development of training and transition for staff, Executive, Directors and volunteers, and to ensure that appropriate resources and support are available.

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

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

2.4   **Public Relations**

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Executive Portfolios

2.4.1   To act as the primary spokesperson of the CSA.

2.4.2   To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.

- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.

- To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.

- To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).

2.4.3   To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.

2.4.4   To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.

2.4.5   To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.

- To coordinate all "meet and greet" and appreciation events with the CSA membership, staff, volunteers and Executive.

2.4.6   To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

2.5   Human Resources

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

2.5.2   To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

2.5.3   To direct that training plans exist in all service areas, to promote

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Executive Portfolios

★CSA
Central Student Association

participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.

2.5.4   To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.

2.5.5   To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.

2.5.6   To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

2.6   Finances

2.6.1   To act as "Corporate President" and to be a primary signing authority of the CSA.

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

2.6.3   To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.

2.6.4   To present financial reports to the Board of Directors and the CSA membership.

2.6.5   To act as the Executive liaison with the Business Office, especially on matters relating to the budget.

2.6.6   To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.

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

2.6.8   To seek new revenue generating opportunities consistent with the association's mandate.

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Executive Portfolios

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

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

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

2.6.11 To manage Affordable Housing Initiative funding requests.

2.7 Operations

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

2.7.2 To be Executive Supervisor for all CSA permanent staff.

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

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

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

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

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

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

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

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

2.8 Committees

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Executive Portfolios

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

3.0 Vice President Student Experience

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

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

3.3 To be a primary signing authority of the CSA.

3.4 To be involved in event planning pertaining to University of Guelph undergraduate students.

   3.4.1 To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.

   3.4.2 To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.

   3.4.3 To coordinate and plan Orientation Week events.

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

3.6 To seek alternative ways of publicizing CSA events to students.

3.7 To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.

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3.8   To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.

3.9   To supervise CSA Clubs and SafeWalk staff.

3.10   To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.

3.11   To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.

3.12   To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

3.13   Collaboration

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

    3.13.2   To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.

    3.13.3   To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

    3.13.4   To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

    3.13.5   To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

3.14   Club Space

    3.14.1   To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.

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

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required.

3.14.3 To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.

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

3.15 Student Space Initiatives

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

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

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

3.16 Committees

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

4.0 Vice President Academic

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

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

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4.3　　To represent undergraduate students with all matters pertaining to accessibility and academic programming.

4.4　　To coordinate the annual Teaching Excellence Award.

4.5　　To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.

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

4.7　　To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.

4.8　　To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

4.9　　To supervise the Student Help and Advocacy Centre staff.

4.10　Financial Support

　4.10.1　To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).

　4.10.2　To promote the financial aid available to students.

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

4.11　Academics

　4.11.1　To collaborate with and act as a resource to other student leaders and student organizations.

　4.11.2　To communicate with students regarding various academic initiatives that are occurring on campus.

　4.11.3　To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

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4.11.4 To represent undergraduate students on all academic and accessibility related committees.

4.11.5 To actively engage with students on academic issues that are currently relevant to the undergraduate student body.

4.11.6 To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

4.12 Advocacy

4.12.1 To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]

4.12.2 To advocate on behalf of undergraduate students who self-identify as having a disability.

4.12.3 To work with student leaders and organizations to increase access to support services for academic advocacy.

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

4.13 Tenancy Rights

4.13.1 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

4.13.2 To refer students to the appropriate community organization when advocacy requires a legal opinion.

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

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

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4.14 Senate

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

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

4.15 Committees

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

5.0 Vice President External

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

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

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

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

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

5.6 Campaigns

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

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- To inform, educate, mobilize and involve as many students as possible in these campaigns.

- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

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

5.7   Federal, Provincial and Municipal Governance

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

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

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

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

5.7.3   To establish and maintain working relationships with the MPP and MP for Guelph.

5.7.4   To disseminate municipal, provincial or federal election information to students.

5.7.5   To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.

5.7.6   To record information about student issues mentioned in party platforms and to follow-up with elected candidates.

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5.7.7 To remain non-partisan during the campaigning period and voting days, both in person and online.

5.8 Social and Environmental Justice and Coalition Work

5.8.1 To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:

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

5.8.2 To address issues of sustainability on and off campus, in collaboration with campus and community partners.

5.8.3 To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

5.9 Labour Unions

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

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

5.10 Advocacy / Lobbying

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

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

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

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

5.11 Bus Pass Distribution

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

5.12 Committees

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

Appendix A
Internal CSA PolicyExecutive Portfolios

Executive Officer Portfolio Duties

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This is a compare docs of the current Appendix A -
Internal CSA Policy, Executive Portfolios section
only and the new proposed
Appendix A - Executive Portfolios

Appendix A
~~Internal CSA Policy~~Executive Portfolios

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Appendix A
~~Internal CSA Policy~~Executive Portfolios

Central Student Association

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Pete Wobschall, Policy & Transition Manager	
Signature	**Date**
	~~June 2, 2021~~

Appendix A
~~Internal CSA Policy~~Executive Portfolios

1.0 Executive Officer General Duties

1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.

1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.

1.3 Each Executive member shall take direction from the CSA Board of Directors when given.

1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.

1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

2.0 President

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

2.1.1 To work with a team of Executive, ~~directors~~Directors and staff to make decisions with the collective interests of students in mind.

2.1.2 To ensure that CSA operations and services are managed effectively and efficiently.

2.1.3 To lead the Executive Committee.

2.1.4 To support the coordination of human resources and the development of training and transition for staff, Executive, ~~Board Members~~Directors and volunteers, and to ensure that appropriate resources and support are available.

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

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

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2.4   Public Relations

2.4.1   To act as the primary spokesperson of the CSA.

2.4.2   To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.

- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.

- To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.

- To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).

2.4.3   To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.

2.4.4   To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.

2.4.5   To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.

- To coordinate all "meet and greet" and appreciation events with the CSA membership, staff, volunteers and Executive.

2.4.6   To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

2.5   Human Resources

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

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~~Internal CSA Policy~~Executive Portfolios

2.5.2   To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

2.5.3   To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.

2.5.4   To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.

2.5.5   To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.

2.5.6   To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

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2.6.1   To act as "Corporate President" and to be a primary signing authority of the CSA.

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

2.6.3   To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.

2.6.4   To present financial reports to the Board of Directors and the CSA membership.

2.6.5   To act as the Executive liaison with the Business Office, especially on matters relating to the budget.

2.6.6   To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.

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

2.6.8   To seek new revenue generating opportunities consistent with the association's mandate.

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

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

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

2.6.11   To manage Affordable Housing Initiative funding requests.

2.7   Operations

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

2.7.2   To be Executive Supervisor for all CSA permanent staff.

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

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

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

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

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

2.7.8   To ensure the planning of the "Year at a Glance" calendar of events and

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~~Internal CSA Policy~~Executive Portfolios

responsibilities for the year, in collaboration with CSA staff.

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

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

2.8   Committees

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

3.0   Vice President Student Experience

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

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

3.3   To be a primary signing authority of the CSA.

3.4   To be involved in event planning pertaining to University of Guelph undergraduate students.

3.4.1   To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.

3.4.2   To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.

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3.4.3   To coordinate and plan Orientation Week events.

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

3.6   To seek alternative ways of publicizing CSA events to students.

3.7   To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.

3.8   To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.

3.9   To supervise CSA Clubs and SafeWalk staff.

3.10   To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.

3.11   To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.

3.12   To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

3.13   **Collaboration**

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

3.13.2   To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.

3.13.3   To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

3.13.4   To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

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3.13.5 To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

3.14 Club Space

3.14.1 To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.

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

3.14.3 To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.

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

3.15 Student Space Initiatives

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

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

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

3.16 Committees

a) Executive Committee (Secretary)
b) University Centre Board (member)
c) Student Leaders and Administration Meeting (member)
d) Athletics Advisory Committee (member)
e) CSA Finance Committee (member)
f) Orientation Week Advisory Committee (member)
g) Student Life Advisory Committee (member)
h) Sexual Violence Committee and sub-committees (member)

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      i)   Student Wellness Advisory Group (member)
      j)   1 in 5 Planning Committee (member)
      k) OUTline Advisory Committee (member)
      l)   thecannon.ca Operating Committee (member)
      m) Innovation Fund Committee (member)
      n) Student Events and Risk Management Committee (Co-Chair)

4.0   Vice President Academic

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

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

4.3   To represent undergraduate students with all matters pertaining to accessibility and academic programming.

4.4   To coordinate the annual Teaching Excellence Award.

4.5   To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.

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

4.7   To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.

4.8   To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

4.9   To supervise the Student Help and Advocacy Centre staff.

4.10 **Financial Support**

    4.10.1   To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).

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4.10.2   To promote the financial aid available to students.

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

4.11   Academics

4.11.1   To collaborate with and act as a resource to other student leaders and student organizations.

4.11.2   To communicate with students regarding various academic initiatives that are occurring on campus.

4.11.3   To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

4.11.4   To represent undergraduate students on all academic and accessibility related committees.

4.11.5   To actively engage with students on academic issues that are currently relevant to the undergraduate student body.

4.11.6   To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

4.12   Advocacy

4.12.1   To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]

4.12.2   To advocate on behalf of undergraduate students who self-identify as having a disability.

4.12.3   To work with student leaders and organizations to increase access to

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support services for academic advocacy.

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

4.13 Tenancy Rights

4.13.1   To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

4.13.2   To refer students to the appropriate community organization when advocacy requires a legal opinion.

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

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

4.14 Senate

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

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

4.15 Committees

a) Executive Committee (member)
b) Student Leaders and Administration Meeting (member)
c) Academic Policy and Procedures Committee (member)
d) Campus Accessibility Committee (member)
e) Compulsory Fees Committee (member)
f) Calendar Review Committee (member)
g) Committee of Undergraduate Academic Advising (member)
h) Judicial Committee (member)
i) Student Budget Caucus (member)
j) Student Rights and Responsibilities (member)

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k) Special service fee committees (member)
l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible.

5.0   Vice President External

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

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

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

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

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

5.6   **Campaigns**

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

- To inform, educate, mobilize and involve as many students as possible in these campaigns.

- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

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

5.7   **Federal, Provincial and Municipal Governance**

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

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

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

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

5.7.3   To establish and maintain working relationships with the MPP and MP for Guelph.

5.7.4   To disseminate municipal, provincial or federal election information to students.

5.7.5   To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.

5.7.6   To record information about student issues mentioned in party platforms and to follow-up with elected candidates.

5.7.7   To remain non-partisan during the campaigning period and voting days, both in person and online.

5.8   **Social and Environmental Justice and Coalition Work**

5.8.1   To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:

- Office of Diversity & Human Rights (DHR)
- Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
- Ontario Public Interest Research Group Guelph (OPIRG)

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- Indigenous Student Association (ISS)
- Guelph Black Students Association (GBSA)
- Guelph Queer Equality (GQE)
- International Student Organization (ISO)
- CFRU FM
- The Peak

5.8.2   To address issues of sustainability on and off campus, in collaboration with campus and community partners.

5.8.3   To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

5.9   Labour Unions

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

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

5.10   Advocacy / Lobbying

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

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

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

5.10.4   To establish and maintain positive working relationships with student

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lobby groups.

5.11 Bus Pass Distribution

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

5.12 Committees

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

Appendix D
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Table of Contents

This is the new proposed
Appendix D - CSA Committees.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM. Replacing 'Board Member(s)' with 'Director(s)' where meaning and context are appropriate.	
Pete Wobschall, Policy & Transition Manager	
Signature	**Date**

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1.0   Preamble

A well-functioning Board of Directors is essential to the health, sustainability, and growth of the Central Student Association (CSA).

The CSA's Board of Directors ('board') accomplishes much of its work through CSA Board Committees ('committees') to enhance board productivity and organizational effectiveness.

2.0   Definitions

In this policy, unless the context otherwise requires, these shall be the definitions:

"**Board**" means the Board of Directors of the CSA.

"**Chair**" means the Chair of the Board.

"**Director**" means an individual occupying the position of Director of the CSA by whatever name they are called.

"**Executive**", sometimes referred to as Executive Officers means one, or all of the four Executive of the CSA, namely, the President, Vice President Student Experience, Vice President Academic, and Vice President External.

"**Full-time undergraduate**" means a person who is registered at the University of Guelph as a full-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph.

"**Member**" means a member of the CSA, as defined in the bylaws.

"**Members**" means the collective membership of the CSA.

"**Officer**" means an officer of the Corporation.

"**Part-time undergraduate**" means a person who is registered at the University of Guelph as a part-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph.

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"**Registered undergraduate student**" means a person who is registered at the University of Guelph as an undergraduate student.

3.0　Committees Overview

3.1　Authority (Decision-Making)

3.1.1　In general, unless specifically stated in CSA bylaws or policy, or within the committee's terms of reference, committees are not decision-making bodies, but rather working committees responsible for:

　　a)　Providing input prior to matters coming to the Board.
　　b)　Considering issues as directed by the Board.
　　c)　Making recommendations to the Board.

3.1.2　The board is responsible for the consideration and final approval of all committee recommendations; however, the board is not obligated to agree with the recommendations.

In other words, committee recommendations can be considered as 'suggestions for the board's consideration'.

3.2　Purpose of Committees

Committees allow the board to divide work into manageable sections, so that proper time is provided to board members to research and consider issues.

In addition, committees permit broader participation, so skills and expertise external to the board can be consulted on issues of importance.

3.3　Establishing Committees

The board may establish the number and nature of its committees, including the membership of them except whereas a committee is mandated by legislation, such as the Joint Health and Safety Committee, which is mandated by the Ontario Health and Safety Act (OSHA).

3.4　Accountability

CSA committees provide the benefit of strong accountability. Committee members

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have specific assigned tasks and are directly accountable to the board for completing them.

Committees have dedicated time for addressing agenda items, and the board expects them to conduct due diligence and be thorough, yet timely, in pursuing their responsibilities.

Committees provide comprehensive information to the board that is presented in a concise manner to help inform Directors' votes on specific issues.

Committees are expected to be accountable for making timely reports to the board, as outlined in the terms of reference of each committee.

3.5   Composition

CSA committees utilize the varied and specific talents, expertise, skills and knowledge of CSA Members, Directors, Executive, staff, and volunteers to provide a complete and broad perspective on issues.

Committees may include members external to the CSA considered to be subject matter experts that can contribute to fulfilling a committee's mandate by providing even broader expertise and perspective.

3.6   Member Conduct

Committee members shall exhibit the following behaviours in the course of their work:

a) Embrace a spirit of collaboration.
b) Contribute to discussion and build on the ideas of others.
c) Be willing to ask probing questions and explore various perspectives and alternatives.
d) Assist in evaluating the adequacy of available data.
e) Willing to take extra time when needed to seek out additional sources of expertise before making final decisions.

3.7   Member Responsibilities

Committee work requires members be willing to spend the necessary time and effort needed to research issues, and who understand that committee work is in addition to regular board work.

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3.8   Terms of Reference (Committees)

3.8.1   Each CSA committee shall have a formal terms of reference (TOR) to determine their responsibilities and expectations. The terms of reference should include:

a) The composition of the committee.
b) The objectives, purpose and activities.
c) The powers that have been delegated.
d) Any mandate to make recommendations to the board.
e) The lifespan of the committee.
f) Meeting frequency, meeting roles (Scribe (note taker, secretary, etc.), Chair, Vice-chair) and requirements for quorum.
g) A scheduled review of the TOR.
h) How the committee reports to the board.

3.8.2   When developing a committee TOR, the board should consider that the committee's work is primarily advisory in nature.

A committee's TOR should detail the types of recommendations the board is looking for, and define the committees' authority, whether it is expressed or implied.

3.9   Committee Classification

3.9.1   The CSA uses the following classifications for committees:

a) Standing Committees
b) Operational Committees
c) Internal Committees
d) External Committees

3.10 Standing Committees

3.10.1   Standing Committees report directly to the CSA Board of Directors and are established within Bylaw 1 – Organizational by the CSA Board of Directors as approved by the CSA Membership.

3.10.2   Standing Committee mandates are integral to the effective governance and management of the CSA.

3.10.3   The CSA has established the following Standing Committees as defined in Bylaw 1 – Organizational:

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a) Executive Committee
b) ~~Executive Evaluation Committee~~
c) Finance Committee
d) Petitions, Delegations and Representations (PDR) Committee
e) Policy & Bylaw Review Committee (PBRC)
f) Accessibility Committee
g) Capacity, Analysis, and Planning Committee (CAPCOM)

3.11   Operational Committees

3.11.1   CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix J – CSA Committees.

3.11.2   Operational Committee mandates are integral to the effective implementation of CSA Services.

3.11.3   The CSA has established the following Operational Committees as defined in this Appendix:
a) Bullring Operations Committee
b) Bike Centre Committee
c) Ethical Purchasing Committee
d) FoodBank Committee
e) Student Help & Advocacy Centre (SHAC) Advisory Committee

3.12   Internal Committees

3.12.1   Internal Committees do not report directly to the CSA Board of Directors.

3.12.2   Internal Committee reporting structures vary and are detailed within their terms of reference (TOR).

The CSA Board of Directors is, however, ultimately responsible for the committee's actions as per Bylaw 1 – Organizational, Section 4.0 Board of Directors: 'The affairs of the CSA shall be managed by a Board of Directors'

3.12.3   Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.

3.12.4   The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:

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a) Standing Referendum Committee (SRC)
b) Elections Appeals Board (EAB)
c) Affordable Housing Initiative (AHI)
d) Clubs Tribunal (CSA Clubs Conduct Tribunal)

3.13   External Committees

3.13.1   External Committees are those that include membership of one or more CSA Directors and/or Executive Officers, and are administered within a partnership or collaboration agreement with an external body, or is under the direct administration of an external body.

3.13.2   There are numerous External Committees and examples include, but are not limited to, the Student Health & Dental Committee, GSA/CSA Transit Committee, Sexual Violence Committee, University of Guelph's Information Technology Student Advisory Committee, and Academic Policy and Procedures Committee.

3.13.3   A list of Executive Officer and CSA Director membership to External Committees is maintained by the Executive Committee to ensure comprehensive representation or membership, and to assist in Executive Officer transition.

3.14   Committee Minutes

3.14.1   Standing Committees

a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings.

b) All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

3.14.2   Operational & Internal Committees

3.14.3   All Operational and Internal Committees shall maintain an archive of meeting minutes.

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4.0 Executive Committee

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

5.0 ~~Executive Evaluation Committee~~

[*the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.]

6.0 Finance Committee

6.1 Terms of Reference

The Finance Committee ("the Committee") is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

6.2 Purpose

6.2.1 To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.

6.2.2 To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

6.2.3 To provide input to the budgetary process before it is presented to the Board of Directors.

6.2.4 To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

6.3 Membership of the Committee

6.3.1 The Committee shall be made up of six members: the President, a second member of the Executive Committee, three Directors, and the

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Business Manager.

6.3.2   Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.

6.3.3   Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

6.4   Responsibilities of the Committee Members

6.4.1   To act at all times in the best financial interests of the students and all levels of the CSA.

6.4.2   To adhere to all sections set forth in CSA Bylaw 3 - Financial.

6.4.3   The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.

6.4.4   The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5,000 and over.

6.5   Meetings

6.5.1   The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.

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

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6.5.3   Decision-making shall be conducted in a consensus-based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

6.6   Reporting

6.6.1   The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:

- **Summer** semester report shall contain a review of financial bylaws, policies, and year end statements.

- **Fall** semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.

- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

7.0   Petitions, Delegations and Representations (PDR) Committee

7.1   Preamble
The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Petitions, Delegations and Representations Committee ("the Committee") is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

7.2   Purpose

7.2.1   To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

7.2.2   To maintain a standardized PDR request form or method.

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7.2.3   To make recommendations to the Finance Committee for annual funding for PDR lines.

7.2.4   To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

7.3   Membership of the Committee

7.3.1   The Committee shall consist of a maximum of six members.

7.3.2   The President shall be a member of this Committee.

7.3.3   One (1) seat on this Committee shall be reserved for an At-Large or College representative.

7.3.4   One (1) seat on this Committee shall be reserved for a Student Organization representative.

7.3.5   One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.

7.3.6   The remaining seats may be filled by up to two (2) Directors.

7.3.7   The membership of this Committee shall be selected by the Board of Directors.

7.4   Responsibilities of the Committee Members

7.4.1   The President shall be the Chair of the Committee.

7.4.2   The Vice-Chair shall be selected by the membership of the Committee.

7.4.3   The Scribe shall be selected by the membership of the Committee.

7.4.4   Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.

7.4.5   Each member shall act as a member of the CSA, and not as a member of their own constituency.

7.4.6   Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are

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determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

7.4.7   The Chair shall have the following responsibilities:

a) Facilitate meetings.
b) Ensure that proper minutes are taken for every meeting.
c) Book meeting locations.
d) Compile semesterly reports for the Board.
e) Manage all communications to and from the Committee.

7.4.8   The Vice-Chair shall have the following responsibilities:

a) Assist the Chair in their duties.
b) Assume the responsibilities of the Chair in their absence.

7.4.9   The Scribe shall have the following responsibilities:

a) Take meeting minutes and record decisions.
b) Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.

7.5   Meetings

7.5.1   PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

7.5.2   The schedule of meetings shall be at the discretion of the Committee.

7.5.3   Quorum for meetings shall be set at a simple majority of members.

7.5.4   If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

7.5.5   During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

7.6   Reports

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7.6.1   Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

7.6.2   A report shall be submitted to the Board of Directors following each semester. These reports shall include:

a) A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
b) The amount granted for each PDR request, and the line from which that grant was taken.

7.6.3   A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

7.7   PDR Requirements

7.7.1   An applicant for PDR funds must be a CSA member of good standing.

7.7.2   Each year, the CSA will budget funds to be made available by request to qualifying groups.

7.7.3   Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

7.7.4   Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

7.7.5   Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

7.7.6   A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

7.7.7   Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has

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been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

7.8   **PDR Application Process**

    7.8.1   The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

    7.8.2   Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

    7.8.3   Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

    7.8.4   All parties must also disclose as to whether their organization/ group collects student fees.

    7.8.5   Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

    7.8.6   In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

    7.8.7   Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

    The PDR Committee will rank each funding application based on the following priority system:

        i.   Internal accredited CSA clubs.
        ii.   Special Status Groups.
        iii.   University of Guelph accredited undergraduate student organizations, other CSA members.

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iv. Non-members.

7.8.8 The PDR Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.

7.8.9 Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.

7.8.10 The President will notify organizations within 72 hours of a PDR Committee decision.

7.9   Appeals Process

7.9.1 Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

a) The Committee violated any CSA Bylaws or Policies.
b) A member of the PDR Committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.

7.9.2 Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

7.9.3 Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

7.9.4 Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.

7.9.5 The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

7.9.6 Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both

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verbally and in writing.

7.9.7   The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

a) A motion to deny the appeal and uphold the Committee's decision.
b) A motion to grant the appeal and make any changes necessary to the PDR Committee in order to ensure a fair hearing.
c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question.

7.10 Amendments

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

8.0   Policy and Bylaw Review Committee (PBRC)

8.1   Responsibilities

8.1.1   To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.

8.1.2   To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.

8.1.3   To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

8.1.4   To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

8.1.5   To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

8.2   Membership

8.2.1   Any member of the CSA and/or member of the CSA Board of Directors

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may be a member of the PBRC.

8.2.2 Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

8.2.3 Members who miss two meetings without regrets will be de-ratified from the committee.

8.2.4 The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.

8.2.5 At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

8.3 Structure

8.3.1 The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.

8.3.2 The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

8.3.3 Quorum shall be three ratified members, one of which must be a Director of the CSA.

8.4 Decision Making

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

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8.5   Reporting

8.5.1   The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

8.5.2   Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

8.6   Conflict of Interest

8.6.1   Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.

8.6.2   Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.

8.6.3   In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

8.7   Working Groups

8.7.1   A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.

8.7.2   The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

8.7.3   There shall be at least one member in a working group. Each working

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group will be responsible for reporting back to the PBRC as appropriate.

9.0   Accessibility Committee
(formally the Accessibility Working Group - AWG)

9.1   Preamble

Those with disabilities face additional barriers to participation in the CSA and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of the CSA including Board meetings, services, by-laws and policies, events, and space.

9.2   Mandate

The AWG will act as a forum for discussing and promoting accessibility for persons with disabilities within the CSA.

9.2.1   To act as a resource for accessibility within the organization.

9.2.2   To promote the development of critical disabilities assessment within the CSA.

9.2.3   To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.

9.2.4   To explore and deconstruct all real and potential barriers within the CSA.

9.2.5   To promote the reduction of the stigma surrounding disabilities.

9.2.6   To promote broader understanding of the experiences of students with disabilities.

9.2.7   To promote an accessible environment for all members of the CSA.

9.2.8   To discuss the experiences of members with disabilities.

9.2.9   To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

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9.2.10 To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.

9.2.11 To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

9.3.1 Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

9.3.2 Membership lists will not be made public outside of the Accessibility Working Group (AWG).

9.3.3 Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

Responsibilities of Members

9.3.4 **General Members**

a) To uphold the mandate of the AWG.
b) To maintain the confidentiality of the membership.
c) To appoint a Vice-Chair from the membership.

9.3.5 **Chair**

a) Vice President Academic will be the Chair.
b) Responsible for meeting facilitation.
c) Responsible for acting as a primary contact for the group.
d) To act as a liaison to the greater CSA and university community.
e) Responsible for executing the decisions made by the Accessibility Working Group (AWG).
f) To act in the best interests of the group.
g) To act as a moderator and uphold a safe space for meetings.
h) Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
i) To be aware of diverse abilities of students on campus/ educate yourself.

9.3.6 **Vice-Chair**

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a) Act as an assistant to the Chair.
b) In the absence of the Chair take up the responsibilities of the group.
c) Be comfortable disclosing publicly that they are a member of the Accessibility Working Group.

9.4   Removal of Members

Recognizing that the AWG needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the AWG.

9.4.1   If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.

a) The Chair and the Vice Chair will meet with the member in question.

b) If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.

c) Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4. [PTM unable to find the section this references as of Aug 13, 2021. Policy Manual reviewed back to 2014.]

9.4.2   Potential members who are a threat to the confidential nature or safe space of the Accessibility Working Group will not be allowed to participate. This decision is made in confidence by the membership.

9.5   Meetings

9.5.1   Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

9.5.2   No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

9.5.3   The Chair will be responsible for compiling a summary of business transacted at meetings:

a) Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.

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b) Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

9.5.4 The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.

9.5.5 The AWG will strive to create and uphold a safe space for all participants:

a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.

b) A safe space is a place to allow students to feel more comfortable participating fully in the AWG.

c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

9.5.6 Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

9.6   Reports

9.6.1 The Chair will submit a report to the CSA Board of Directors at the end of each semester.

9.6.2 The report must include:

a) Overview of membership, without listing names of participants.
b) Timeline of activities.
c) Selected highlights of agenda items and group initiatives.
d) Future work for the next semester.

9.6.3 Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.

9.6.4 All reports must be approved by the membership before submission to the Board.

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10.0 Capacity, Analysis, and Planning Committee (CAPCOM)

10.1 Purpose

The mandate of this Committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of Directors, Executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

10.2 Responsibilities

10.2.1 To review the final report created by the previous year's CAPCOM.

10.2.2 To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:
a) A list of goals addressing the identified core and perceived structural issues.
b) A summary of the problem and the desirable outcomes.
c) A timeline of progress and completion of dates.

10.2.3 To make regular reports to the Board on the committee's progress.

10.2.4 To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
a) A summary of goals, what has been achieved, and the progress made.
b) What did not work and what barriers are to blame.
c) Reflection of committee effectiveness.
d) Suggestions for next year's CAPCOM.
e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

10.3 Membership

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10.3.1   Membership of the Committee shall be made up of a minimum of six members: two Executive members and four (4) Directors. Additional members may be appointed by the committee from within the CSA membership and staff.

10.3.2   Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

10.4   Meetings

10.4.1   The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

10.4.2   The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

10.4.3   Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.

10.4.4   The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

11.0 Bike Centre Committee

11.1   Preamble

The Bike Centre Committee will aid the Bike Centre Coordinators and the Vice President Student Experience in helping create, direct and review Bike Centre initiatives. The Bike Centre Committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre

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activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

11.2 Membership

11.2.1 Membership shall consist of the Bike Centre Coordinator, two duly appointed Directors, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.

11.2.2 The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).

11.2.3 Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

11.3 Meetings

11.3.1 Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.

11.3.2 Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.

11.3.3 Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

11.3.4 The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

11.4 Anti-Oppression Commitment

11.4.1 The Bike Centre committee shall operate with the anti-oppression

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mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

This includes, but is not limited to the following provisions:

a) The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.

b) The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.

c) Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.

d) The Bike Centre Committee should strive for a diverse membership, encouraging Directors, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.

e) Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

11.5 Purpose

11.5.1 To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.

11.5.2 To provide constructive critiques / feedback on current projects to give direction for future projects.

11.5.3 To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

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11.6   Reports

11.6.1   The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.

11.6.2   Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

12.0 FoodBank Committee

12.1   Purpose

12.1.1   The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.

12.1.2   The Committee is the formal link between the CSA main office and the CSA FoodBank.

12.1.3   The Committee shall act as an advisory body to any sub-committees of this Committee.

12.2   Membership

12.2.1   Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.

12.2.2   Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.

12.2.3   Above members shall be considered active members of the Committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

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12.2.4   The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.

12.2.5   Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

12.3 Sub-Committees

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

12.4 Responsibilities

12.4.1   The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.

12.4.2   The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.

12.4.3   The ~~Human Resources and Operations Manager~~, [this position does not exist and PBRC is working to correct – Aug 13, 2021] in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.

12.4.4   All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

12.5 Meetings

12.5.1   Decisions must be made on a consensus model of active members.

12.5.2   There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External and the FoodBank Coordinator.

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13.0 Student Health and Advocacy Centre (SHAC) Advisory Committee

13.1 Preamble

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

13.2 Purpose

13.2.1 The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester.

This document will contain the following:

a) A summary of findings from its consultative review.

b) A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.

c) A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.

d) Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.

e) An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

13.3 Membership

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13.3.1   Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

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

13.3.3   The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

13.4   Meetings

13.4.1   The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

13.4.2   The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

13.4.3   Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

14.0 Bullring Operations Committee

14.1   Preamble

The Bullring Operations Committee (hereafter "the Committee) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter "the Bullring").

14.2   Purpose

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

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14.3 Membership

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

14.4 Responsibilities

14.4.1 The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.

14.4.2 The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.

14.4.3 The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.

14.4.4 All members of the Committee shall be responsible for:

a) Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.

b) Ensuring the financial viability of the Bullring.

c) Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of $60,000, once per fiscal year.

d) Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.

e) Approving all recurring bookings and major events held outside regular business hours prior to confirmation.

f) Approving all decisions to revoke booking privileges and terms for reinstatement.

g) Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.

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h) Conducting a user survey of the Bullring at least once every two years.

i) Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

14.5 Meetings

14.5.1 All three (3) members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.

14.5.2 Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.

14.5.3 Committee meetings shall be held regularly, at least three times a semester.

15.0 Ethical Purchasing Committee

Details on the Ethical Purchasing Committee, can be found in Appendix J – Internal CSA Policy, Section 8.0 Ethical Purchasing, Subsection 8.5 Ethical Purchasing Committee.

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Table of Contents

This is a compare docs of the current Appendix A - Internal CSA Policy, Committees section only and the new proposed
Appendix D - CSA Committees.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM. Replacing 'Board Member(s)' with 'Director(s)' where meaning and context are appropriate.	
Pete Wobschall, Policy & Transition Manager	
Signature	**Date**
	June 2, 2021

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CSA Committees

1.0 Preamble

A well-functioning Board of Directors is essential to the health, sustainability, and growth of the Central Student Association (CSA).

The CSA's Board of Directors ('board') accomplishes much of its work through CSA Board Committees ('committees') to enhance board productivity and organizational effectiveness.

2.0 Definitions

In this policy, unless the context otherwise requires, these shall be the definitions:

"**Board**" means the Board of Directors of the CSA.

"**Chair**" means the Chair of the Board.

"**Director**" means an individual occupying the position of Director of the CSA by whatever name they are called.

"**Executive**", sometimes referred to as Executive Officers means one, or all of the four Executive of the CSA, namely, the President, Vice President Student Experience, Vice President Academic, and Vice President External.

"**Full-time undergraduate**" means a person who is registered at the University of Guelph as a full-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph.

"**Member**" means a member of the CSA, as defined in the bylaws.

"**Members**" means the collective membership of the CSA.

"**Officer**" means an officer of the Corporation.

"**Part-time undergraduate**" means a person who is registered at the University of Guelph as a part-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph.

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"**Registered undergraduate student**" means a person who is registered at the University of Guelph as an undergraduate student.

3.0   Committees Overview

3.1   Authority (Decision-Making)

3.1.1   In general, unless specifically stated in CSA bylaws or policy, or within the committee's terms of reference, committees are not decision-making bodies, but rather working committees responsible for:

a) Providing input prior to matters coming to the Board.
b) Considering issues as directed by the Board.
c) Making recommendations to the Board.

3.1.2   The board is responsible for the consideration and final approval of all committee recommendations; however, the board is not obligated to agree with the recommendations.

In other words, committee recommendations can be considered as 'suggestions for the board's consideration'.

3.2   Purpose of Committees

Committees allow the board to divide work into manageable sections, so that proper time is provided to board members to research and consider issues.

In addition, committees permit broader participation, so skills and expertise external to the board can be consulted on issues of importance.

3.3   Establishing Committees

The board may establish the number and nature of its committees, including the membership of them except whereas a committee is mandated by legislation, such as the Joint Health and Safety Committee, which is mandated by the Ontario Health and Safety Act (OSHA).

3.4   Accountability

CSA committees provide the benefit of strong accountability. Committee members have specific assigned tasks and are directly accountable to the board for

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completing them.

Committees have dedicated time for addressing agenda items, and the board expects them to conduct due diligence and be thorough, yet timely, in pursuing their responsibilities.

Committees provide comprehensive information to the board that is presented in a concise manner to help inform Directors' votes on specific issues.

Committees are expected to be accountable for making timely reports to the board, as outlined in the terms of reference of each committee.

3.5   Composition

CSA committees utilize the varied and specific talents, expertise, skills and knowledge of CSA Members, Directors, Executive, staff, and volunteers to provide a complete and broad perspective on issues.

Committees may include members external to the CSA considered to be subject matter experts that can contribute to fulfilling a committee's mandate by providing even broader expertise and perspective.

3.6   Member Conduct

Committee members shall exhibit the following behaviours in the course of their work:

a) Embrace a spirit of collaboration.
b) Contribute to discussion and build on the ideas of others.
c) Be willing to ask probing questions and explore various perspectives and alternatives.
d) Assist in evaluating the adequacy of available data.
e) Willing to take extra time when needed to seek out additional sources of expertise before making final decisions.

3.7   Member Responsibilities

Committee work requires members be willing to spend the necessary time and effort needed to research issues, and who understand that committee work is in addition to regular board work.

3.8   Terms of Reference (Committees)

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3.8.1 Each CSA committee shall have a formal terms of reference (TOR) to determine their responsibilities and expectations. The terms of reference should include:

    a) The composition of the committee.
    b) The objectives, purpose and activities.
    c) The powers that have been delegated.
    d) Any mandate to make recommendations to the board.
    e) The lifespan of the committee.
    f) Meeting frequency, meeting roles (Scribe (note taker, secretary, etc.), Chair, Vice-chair) and requirements for quorum.
    g) A scheduled review of the TOR.
    h) How the committee reports to the board.

3.8.2 When developing a committee TOR, the board should consider that the committee's work is primarily advisory in nature.

A committee's TOR should detail the types of recommendations the board is looking for, and define the committees' authority, whether it is expressed or implied.

3.9 Committee Classification

3.9.1 The CSA uses the following classifications for committees:

    a) Standing Committees

    b) Operational Committees
    c) Internal Committees
    d) External Committees

3.10 Standing Committees

3.10.1 Standing Committees report directly to the CSA Board of Directors and are established within Bylaw 1 – Organizational by the CSA Board of Directors as approved by the CSA Membership.

3.10.2 Standing Committee mandates are integral to the effective governance and management of the CSA.

3.10.3 The CSA has established the following Standing Committees as defined in Bylaw 1 – Organizational:
    a) Executive Committee

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b) ~~Executive Evaluation Committee~~
c) Finance Committee
d) Petitions, Delegations and Representations (PDR) Committee
e) Policy & Bylaw Review Committee (PBRC)
f) Accessibility Committee
g) Capacity, Analysis, and Planning Committee (CAPCOM)

3.11   Operational Committees~~General Rules~~

3.11.1   CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix J – CSA Committees.

3.11.2   Operational Committee mandates are integral to the effective implementation of CSA Services.

3.11.3   The CSA has established the following Operational Committees as defined in this Appendix:
a) Bullring Operations Committee
b) Bike Centre Committee
c) Ethical Purchasing Committee
d) FoodBank Committee
e) Student Help & Advocacy Centre (SHAC) Advisory Committee

3.12   Internal Committees

3.12.1   Internal Committees do not report directly to the CSA Board of Directors.

3.12.2   Internal Committee reporting structures vary and are detailed within their terms of reference (TOR).

The CSA Board of Directors is, however, ultimately responsible for the committee's actions as per Bylaw 1 – Organizational, Section 4.0 Board of Directors: 'The affairs of the CSA shall be managed by a Board of Directors'

3.12.3   Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.

3.12.4   The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:
a) Standing Referendum Committee (SRC)

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b) Elections Appeals Board (EAB)

c) Affordable Housing Initiative (AHI)

d) Clubs Tribunal (CSA Clubs Conduct Tribunal)

3.13 External Committees

3.13.1 External Committees are those that include membership of one or more CSA Directors and/or Executive Officers, and are administered within a partnership or collaboration agreement with an external body, or is under the direct administration of an external body.

3.13.2 There are numerous External Committees and examples include, but are not limited to, the Student Health & Dental Committee, GSA/CSA Transit Committee, Sexual Violence Committee, University of Guelph's Information Technology Student Advisory Committee, and Academic Policy and Procedures Committee.

3.13.3 A list of Executive Officer and CSA Director membership to External Committees is maintained by the Executive Committee to ensure comprehensive representation or membership, and to assist in Executive Officer transition.

3.14 Committee Minutes

~~3.9.2~~3.14.1 Standing Committees

a) All ~~standing committees~~ Standing Committees of the CSA shall take minutes at each one of its respective meetings.

b) All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

3.14.2 Operational & Internal Committees

3.14.3 All Operational and Internal Committees shall maintain an archive of meeting minutes.

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4.0   Executive Committee

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

5.0   ~~Executive Evaluation Committee~~

[*the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.]

6.0   Finance Committee

~~5.1~~6.1 Terms of Reference

The Finance Committee ("the Committee") is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

~~5.2~~6.2 Purpose

~~5.2.1~~6.2.1   To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.

~~5.2.2~~6.2.2   To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

~~5.2.3~~6.2.3   To provide input to the budgetary process before it is presented to the Board of Directors.

~~5.2.4~~6.2.4   To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

~~5.3~~6.3 Membership of the Committee

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5.3.16.3.1   The Committee shall be made up of six members: the President, a second member of the Executive Committee, three ~~members from the Board of~~ Directors, and the Business Manager.

5.3.26.3.2   Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.

5.3.36.3.3   Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

5.46.4 Responsibilities of the Committee Members

5.4.16.4.1   To act at all times in the best financial interests of the students and all levels of the CSA.

5.4.26.4.2   To adhere to all sections set forth in CSA Bylaw 3 - Financial.

5.4.36.4.3   The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.

5.4.46.4.4   The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5,000 and over.

5.56.5 Meetings

5.5.16.5.1   The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.

5.5.26.5.2   Quorum for meetings shall be reached when those in attendance

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include the Business Manager, the President, and one voting member the Board of Directors.

5.5.36.5.3   Decision-making shall be conducted in a consensus-based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

5.66.6 Reporting

5.6.16.6.1   The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:

- **Summer** semester report shall contain a review of financial bylaws, policies, and year end statements.

- **Fall** semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.

- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

6.07.0   Petitions, Delegations and Representations (PDR) Committee

6.17.1 Preamble

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Petitions, Delegations and Representations Committee ("the Committee") is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

6.27.2 Purpose

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6.2.17.2.1 To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

6.2.27.2.2 To maintain a standardized PDR request form or method.

6.2.37.2.3 To make recommendations to the Finance Committee for annual funding for PDR lines.

6.2.47.2.4 To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

6.37.3 Membership of the Committee

6.3.17.3.1 The Committee shall consist of a maximum of six members.

6.3.27.3.2 The President shall be a member of this Committee.

6.3.37.3.3 One (1) seat on this Committee shall be reserved for an At-Large or College representative.

6.3.47.3.4 One (1) seat on this Committee shall be reserved for a Student Organization representative.

6.3.57.3.5 One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.

6.3.67.3.6 The remaining seats may be filled by up to two members of the CSA Board of(2) Directors.

6.3.77.3.7 The membership of this Committee shall be selected by the Board of Directors.

6.47.4 Responsibilities of the Committee Members

6.4.17.4.1 The President shall be the Chair of the Committee.

6.4.27.4.2 The Vice-Chair shall be selected by the membership of the Committee.

6.4.37.4.3 The Scribe shall be selected by the membership of the Committee.

6.4.47.4.4 Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.

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6.4.57.4.5   Each member shall act as a member of the CSA, and not as a member of their own constituency.

6.4.67.4.6   Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

6.4.77.4.7   The Chair shall have the following responsibilities:

   a) Facilitate meetings.
   b) Ensure that proper minutes are taken for every meeting.
   c) Book meeting locations.
   d) Compile semesterly reports for the Board.
   e) Manage all communications to and from the Committee.

6.4.87.4.8   The Vice-Chair shall have the following responsibilities:

   a) Assist the Chair in their duties.
   b) Assume the responsibilities of the Chair in their absence.

6.4.97.4.9   The Scribe shall have the following responsibilities:

   a) Take meeting minutes and record decisions.
   b) Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.

6.57.5 Meetings

6.5.17.5.1   PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

6.5.27.5.2   The schedule of meetings shall be at the discretion of the Committee.

6.5.37.5.3   Quorum for meetings shall be set at a simple majority of members.

6.5.47.5.4   If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

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6.5.57.5.5   During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

6.67.6 Reports

6.6.17.6.1   Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

6.6.27.6.2   A report shall be submitted to the Board of Directors following each semester. These reports shall include:

    a) A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
    b) The amount granted for each PDR request, and the line from which that grant was taken.

6.6.37.6.3   A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

6.77.7 PDR Requirements

6.7.17.7.1   An applicant for PDR funds must be a CSA member of good standing.

6.7.27.7.2   Each year, the CSA will budget funds to be made available by request to qualifying groups.

6.7.37.7.3   Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

6.7.47.7.4   Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

6.7.57.7.5   Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

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6.7.67.7.6   A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

6.7.77.7.7   Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

6.87.8 PDR Application Process

6.8.17.8.1   The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

6.8.27.8.2   Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

6.8.37.8.3   Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

6.8.47.8.4   All parties must also disclose as to whether their organization/ group collects student fees.

6.8.57.8.5   Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

6.8.67.8.6   In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

6.8.77.8.7   Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who

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choose not to be invoiced for the CSA fee will not receive PDR funding.

The PDR Committee will rank each funding application based on the following priority system:

i.   Internal accredited CSA clubs.
ii.   Special Status Groups.
iii. University of Guelph accredited undergraduate student organizations, other CSA members.
iv.   Non-members.

6.8.87.8.8   The PDR Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.

6.8.97.8.9   Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.

6.8.107.8.10 The President will notify organizations within 72 hours of a PDR Committee decision.

6.97.9 Appeals Process

6.9.17.9.1   Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

a) The Committee violated any CSA Bylaws or Policies.
b) A member of the PDR Committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.

6.9.27.9.2   Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

6.9.37.9.3   Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

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6.9.47.9.4   Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.

6.9.57.9.5   The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

6.9.67.9.6   Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

6.9.77.9.7   The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

   a) A motion to deny the appeal and uphold the Committee's decision.
   b) A motion to grant the appeal and make any changes necessary to the PDR Committee in order to ensure a fair hearing.
   c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question.

6.107.10   Amendments

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

7.08.0   Policy and Bylaw Review Committee (PBRC)

7.18.1 Responsibilities

7.1.18.1.1   To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.

7.1.28.1.2   To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.

7.1.38.1.3   To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

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7.1.48.1.4   To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

7.1.58.1.5   To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

7.28.2 Membership

7.2.18.2.1   Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

7.2.28.2.2   Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

7.2.38.2.3   Members who miss two meetings without regrets will be de-ratified from the committee.

7.2.48.2.4   The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.

7.2.58.2.5   At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

7.38.3 Structure

7.3.18.3.1   The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.

7.3.28.3.2   The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

7.3.38.3.3   Quorum shall be three ratified members, one of which must be a

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Director of the CSA.

7.48.4 Decision Making

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

7.58.5 Reporting

7.5.18.5.1   The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

7.5.28.5.2   Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

7.68.6 Conflict of Interest

7.6.18.6.1   Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.

7.6.28.6.2   Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.

7.6.38.6.3   In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

7.78.7 Working Groups

7.7.18.7.1   A working group is defined as a committee of no set membership

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with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.

7.7.28.7.2   The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

7.7.38.7.3   There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.

8.0 Accessibility Committee
(formally the Operational Committees

9.0 *Accessibility Working Group (- AWG)*

9.1 Preamble

Those with disabilities face additional barriers to participation in the CSA and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of the CSA including Board meetings, services, by-laws and policies, events, and space.

9.2 Mandate

The AWG will act as a forum for discussing and promoting accessibility for persons with disabilities within the CSA.

9.2.1   To act as a resource for accessibility within the organization.

9.2.2   To promote the development of critical disabilities assessment within the CSA.

9.2.3   To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.

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9.2.4   To explore and deconstruct all real and potential barriers within the CSA.

9.2.5   To promote the reduction of the stigma surrounding disabilities.

9.2.6   To promote broader understanding of the experiences of students with disabilities.

9.2.7   To promote an accessible environment for all members of the CSA.

9.2.8   To discuss the experiences of members with disabilities.

9.2.9   To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

9.2.10   To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.

9.2.11   To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3   Membership

9.3.1   Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

9.3.2   Membership lists will not be made public outside of the Accessibility Working Group (AWG).

9.3.3   Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

Responsibilities of Members

9.3.4   **General Members**

a) To uphold the mandate of the AWG.
b) To maintain the confidentiality of the membership.
c) To appoint a Vice-Chair from the membership.

9.3.5   **Chair**

a) Vice President Academic will be the Chair.

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b) Responsible for meeting facilitation.
c) Responsible for acting as a primary contact for the group.
d) To act as a liaison to the greater CSA and university community.
e) Responsible for executing the decisions made by the Accessibility Working Group (AWG).
f) To act in the best interests of the group.
g) To act as a moderator and uphold a safe space for meetings.
h) Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
i) To be aware of diverse abilities of students on campus/ educate yourself.

9.3.6   Vice-Chair

a) Act as an assistant to the Chair.
b) In the absence of the Chair take up the responsibilities of the group.
c) Be comfortable disclosing publicly that they are a member of the Accessibility Working Group.

9.4   Removal of Members

Recognizing that the AWG needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the AWG.

9.4.1   If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.

a) The Chair and the Vice Chair will meet with the member in question.

b) If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.

c) Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4. [PTM unable to find the section this references as of Aug 13, 2021. Policy Manual reviewed back to 2014.]

9.4.2   Potential members who are a threat to the confidential nature or safe space of the Accessibility Working Group will not be allowed to participate. This decision is made in confidence by the membership.

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9.5   Meetings

9.5.1   Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

9.5.2   No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

9.5.3   The Chair will be responsible for compiling a summary of business transacted at meetings:

a) Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.

b) Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

9.5.4   The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.

9.5.5   The AWG will strive to create and uphold a safe space for all participants:

a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.

b) A safe space is a place to allow students to feel more comfortable participating fully in the AWG.

c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

9.5.6   Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

9.6   Reports

9.6.1   The Chair will submit a report to the CSA Board of Directors at the end of each semester.

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9.6.2   The report must include:

a) Overview of membership, without listing names of participants.
b) Timeline of activities.
c) Selected highlights of agenda items and group initiatives.
d) Future work for the next semester.

9.6.3   Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.

9.6.4   All reports must be approved by the membership before submission to the Board.

10.0 Capacity, Analysis, and Planning Committee (CAPCOM)

10.1 Purpose

The mandate of this Committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of Directors, Executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

10.2 Responsibilities

10.2.1   To review the final report created by the previous year's CAPCOM.

10.2.2   To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:
a) A list of goals addressing the identified core and perceived structural issues.
b) A summary of the problem and the desirable outcomes.
c) A timeline of progress and completion of dates.

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10.2.3   To make regular reports to the Board on the committee's progress.

10.2.4   To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
  a) A summary of goals, what has been achieved, and the progress made.
  b) What did not work and what barriers are to blame.
  c) Reflection of committee effectiveness.
  d) Suggestions for next year's CAPCOM.
  e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

10.3   Membership

10.3.1   Membership of the Committee shall be made up of a minimum of six members: two Executive members and four (4) Directors. Additional members may be appointed by the committee from within the CSA membership and staff.

10.3.2   Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

10.4   Meetings

10.4.1   The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

10.4.2   The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

10.4.3   Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.

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10.4.4 The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

~~10.0~~11.0 Bike Centre Committee

~~10.1~~11.1 Preamble

The Bike Centre Committee will aid the Bike Centre Coordinators and the Vice President Student Experience in helping create, direct and review Bike Centre initiatives. The Bike Centre Committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

~~10.2~~11.2 Membership

~~10.2.1~~11.2.1 Membership shall consist of the Bike Centre Coordinator, two duly appointed ~~Board members~~Directors, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.

~~10.2.2~~11.2.2 The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).

~~10.2.3~~11.2.3 Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

~~10.3~~11.3 Meetings

~~10.3.1~~11.3.1 Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.

~~10.3.2~~11.3.2 Facilitation of meetings shall rotate in order to afford committee

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members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.

~~10.3.3~~11.3.3 Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

~~10.3.4~~11.3.4 The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

~~10.4~~11.4   Anti-Oppression Commitment

~~10.4.1~~11.4.1 The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

This includes, but is not limited to the following provisions:

a) The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.

b) The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.

c) Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.

d) The Bike Centre Committee should strive for a diverse membership, encouraging ~~Board members~~Directors, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.

e) Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another;

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that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

~~10.5~~11.5   Purpose

~~10.5.1~~11.5.1 To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.

~~10.5.2~~11.5.2 To provide constructive critiques / feedback on current projects to give direction for future projects.

~~10.5.3~~11.5.3 To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

~~10.6~~11.6   Reports

~~10.6.1~~11.6.1 The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.

~~10.6.2~~11.6.2 Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

~~11.0~~11.0   ~~Capacity, Analysis, and Planning Committee (CAPCOM)~~

~~11.1~~11.1   ~~Purpose~~

~~The mandate of this Committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, Executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.~~

~~The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.~~

~~11.2~~11.1   ~~Responsibilities~~

~~11.2.1~~11.1.1 ~~To review the final report created by the previous year's CAPCOM.~~

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11.2.21.1.1   To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:
 a) A list of goals addressing the identified core and perceived structural issues.
 b)a)A summary of the problem and the desirable outcomes.
 c)a)A timeline of progress and completion of dates.

11.2.31.1.1   To make regular reports to the Board on the committee's progress.

11.2.41.1.1   To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
 a) A summary of goals, what has been achieved, and the progress made.
 b)a)What did not work and what barriers are to blame.
 c)a)Reflection of committee effectiveness.
 • Suggestions for next year's CAPCOM.

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

11.31.1   Membership

11.3.11.1.1   Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.

11.3.21.1.1   Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

11.41.1   Meetings

11.4.11.1.1   The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a

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meeting, the committee will select a scribe from its membership.

11.4.21.1.1 The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

11.4.31.1.1 Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.

11.4.41.1.1 The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

12.0 FoodBank Committee

12.1 Purpose

12.1.1 The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.

12.1.2 The Committee is the formal link between the CSA main office and the CSA FoodBank.

12.1.3 The Committee shall act as an advisory body to any sub-committees of this Committee.

12.2 Membership

12.2.1 Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.

12.2.2 Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.

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12.2.3   Above members shall be considered active members of the Committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

12.2.4   The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.

12.2.5   Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

12.3   Sub-Committees

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

12.4   Responsibilities

12.4.1   The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.

12.4.2   The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.

12.4.3   The ~~Human Resources and Operations Manager~~, [this position does not exist and PBRC is working to correct – Aug 13, 2021] in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.

12.4.4   All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

12.5   Meetings

12.5.1   Decisions must be made on a consensus model of active members.

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12.5.2 There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External and the FoodBank Coordinator.

13.0 Student Health and Advocacy Centre (SHAC) Advisory Committee

12.613.1   Preamble

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

12.713.2   Purpose

12.7.113.2.1 The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester.

This document will contain the following:

a) A summary of findings from its consultative review.

b) A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.

c) A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.

d) Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to

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future changes in programming, services, or the budget.

e) An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

13.3 Membership

12.7.213.3.1 Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

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

12.7.413.3.3 The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

12.813.4   Meetings

12.8.113.4.1 The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

12.8.213.4.2 The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

12.8.313.4.3 Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

13.014.0   Bullring Operations Committee

Preamble

13.114.1

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The Bullring Operations Committee (hereafter "the Committee) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter "the Bullring").

~~13.2~~14.2   Purpose

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

~~13.3~~14.3   Membership

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

~~13.4~~14.4   Responsibilities

~~13.4.1~~14.4.1 The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.

~~13.4.2~~14.4.2 The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.

~~13.4.3~~14.4.3 The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.

~~13.4.4~~14.4.4 All members of the Committee shall be responsible for:

a) Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.

b) Ensuring the financial viability of the Bullring.

c) Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of $60,000, once per fiscal year.

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d) Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.

e) Approving all recurring bookings and major events held outside regular business hours prior to confirmation.

f) Approving all decisions to revoke booking privileges and terms for reinstatement.

g) Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.

h) Conducting a user survey of the Bullring at least once every two years.

i) Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

13.514.5   Meetings

13.5.114.5.1 All three (3) members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.

13.5.214.5.2 Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.

14.5.3   Committee meetings shall be held regularly, at least three times a semester.

14.015.0   Ethical Purchasing Committee

Details on the Ethical Purchasing Committee, can be found in Appendix J – Internal CSA Policy, Section 8.0 Ethical Purchasing, Subsection 8.5 Ethical Purchasing Committee.

Appendix J
Internal CSA Policy

Table of Contents

This is the new proposed
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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.	
Pete Wobschall, Policy & Transition Manager	
Signature	**Date**

1.0   Director and Executive Files

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    1.1.1   Files shall be created for each Director, as determined by the Board of Directors.

        a) These files shall be kept separate from staff files.

        b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.

    1.1.2   These files may include, but are not limited to, confidentiality agreements, and grievances.

    1.1.3   The Director and Executive files (hereafter referred to as "the files") shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.

        a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.

        b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.

    1.1.4   Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.

    1.1.5   Files shall be kept for five years after the Executive's or Director's term.

2.0 Confidentiality

2.1   Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.

2.2   Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive

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information that they acquire during their service to the Board and CSA.

2.3   A breach of confidentiality may happen for a variety of reasons including but not limited to:

   2.3.1   Disclosure of confidential information;

   2.3.2   Disclosure of personal information, and

   2.3.3   Conflicts of interest.

2.4   During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.

2.5   Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.

2.6   Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.

2.7   All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.

2.8   Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.

2.9   It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

3.0   Protection of Privacy and Access to Information

Preamble

As a functioning not-for-profit corporation, the CSA respects and abides by the

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Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

3.1   Definitions

For the purpose of this policy:

"Records" means any information stored within the CSA, whether in electronic, print or any other form.

"Personal information" means any information that is recorded within the CSA about any individual.

"Confidential nature" means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

"Secure" means stored in a place that is inaccessible to the public and protected in a reasonable manner.

"Consent" means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

3.2   Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

3.3   Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

3.3.1   Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.

3.3.2   Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or

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other negotiations with outside groups.

3.3.3 Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.

3.3.4 Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.

3.3.5 Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.

3.3.6 Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

3.4 Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

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

3.4.2 If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

3.5 Collection

3.5.1 The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:

    a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.

    b) Performance evaluation of a staff or volunteer member.

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3.5.2   Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

4.0 Special Projects

4.1   Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

4.1.1   The project is designed to serve the students of the University of Guelph.

4.1.2   Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.

4.1.3   Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).

4.1.4   The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

5.0 University Centre Board

5.1 Preamble

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate

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members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.

5.2   Appointments

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

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

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

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

5.3   University Centre Board Undergraduate Student Representatives (UCBUSR)

5.3.1   The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

5.3.2   UCBUSR is expected to make regular reports to the CSA Board of Directors.

5.3.3   UC Board members are expected to attend all University Centre Board

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of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

5.3.4   The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.

5.3.5   The Vice President Student Experience shall chair the UCBUSR meetings.

5.3.6   For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.

5.4   CSA Position on the University Centre Board

5.4.1   The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:

a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.

b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.

c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.

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d) To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

5.5   CSA Board of Directors Directives

5.5.1   The CSA Board of Directors, as the appointing body, has the ability to give suggestions to the University Centre Board Undergraduate Student Representatives (UCBUSR) through the Chair of UCBUSR.

Suggestions may be given for the following reasons:

a) The CSA Board of Directors deems the issues to be of significant importance to student interest.

b) The CSA Board of Directors wishes to make its views known publicly.

5.6   Reserved Rights of the CSA Board of Directors

5.6.1   The CSA Board of Directors reserves the right to:

a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.

b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.

c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).

d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

e) Expect alternate members of the University Centre Board of

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Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.

h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

5.7   Recall of UCBUSR Members

5.7.1   A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.

5.7.2   After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

6.0   Dietary Policy

6.1   Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

6.2   Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

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

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

6.5   The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

7.0   E-mail Policy

7.1   The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.

7.2   Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.

7.3   The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the Front Office Manager.

7.4   There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

   7.4.1   **Mass E-mail**
   This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

   7.4.2   **High Volume E-mail**
   This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

   7.4.3   **Listserv**
   This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

7.5   All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSA By-Laws and Policy

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Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

7.6   Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

7.6.1   Mass E-mail Set-Up

a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.

b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.

c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

7.6.2   Mass E-Mail Maintenance
There are no maintenance requirements for this mode of communication.

7.6.3   Mass E-Mail Guidelines
The mass e-mails will abide by all policies outlined in this policy.

7.6.4   High Volume E-mail (HVM)

a) **General Information**

- Set-up begins as early as May 1.

- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.

- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).

- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.

- On April 30 of each school year, CCS will delete the entire list.

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

b) **Guidelines**

- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.

- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.

- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.

- Only one HVM can be sent out in a one (1) week period (every 168 hours).

- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.

- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

7.6.5   Listserv

a) **Set-Up**

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.

- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) **Maintenance**

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

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c) **Guidelines**

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

7.6.6   Mass E-mail Endorsement Policy

a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.

b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.

c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.

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

e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

8.0 Ethical Purchasing

8.1   Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

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We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

8.2   Definitions

For the purpose of this policy:

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

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

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

'Apparel' means any item that can be worn on the body (i.e., hats, clothes, bags).

8.3   Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one's body, or bears the logo of the CSA.

8.4   Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph's Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

8.5   Ethical Purchasing Committee

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8.5.1   **Purpose**: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

8.5.2   **Timeline**: to meet at minimum once a semester.

8.5.3   **Membership**: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer

8.5.4   **Quorum**: Five members, one of which must be the Vice President External.

8.5.5   **Responsibilities of the Chair**
The Chair is responsible for the following duties:

a) Calling the meetings.

b) Ensuring that a scribe is present.

c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.

d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.

e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

8.5.6   **Non-Compliance**

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

a) **Informal Warning**

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A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**
Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**
Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

8.5.7   Choosing a Supplier

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

b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.

c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

8.5.8   Reporting

a) **Contents**: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.

b) **Timelines**: Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first

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Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

c) **Transparency**: the report will be included in the CSA Board package and will be posted on the CSA website.

8.6   Engaging the Membership

8.6.1   The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

8.6.2   The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

8.7   Policy Review

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

9.0   Accessible Services Provision (AODA)

9.1   Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

9.2   Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

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9.2.1   Communication

We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

9.2.2   Telephone Services

We are committed to providing fully accessible telephone service to the users of our services. We will train staff to communicate with users over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with users by e-mail, TTY (TTY users can use the Bell Relay System by calling 1-800-267-6511) or support person if telephone communication is not suitable to their communication needs or is not available.

9.2.3   Assistive Devices

We are committed to serving people who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by users while accessing our goods or services.

9.2.4   Billing

We are committed to providing accessible invoices to all of our users. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, or e-mail. We will answer any questions users of our services may have about the content of the invoice in person, by telephone or email.

9.3   Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

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Fees will not be charged for support persons for admission to CSA events or services.

9.4   Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

9.5   Training of Staff

The CSA will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approval of service policies, practices and procedures. This training will be provided within the first three weeks after a staff person commences their duties.

Training will include the following:

a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.

b) How to interact and communicate with people with various types of disabilities.

c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.

e) The CSA's policies, practices and procedures relating to the service standard.

f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

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9.6   Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

9.7   Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

9.8   Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

10.0 Co-Curricular Transcript Policy

10.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

10.2 Validation Requirements

10.2.1   Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of

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each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

10.2.2 Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.

10.2.3 Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

10.2.4 Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

10.3 In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:

10.3.1 A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.

10.3.2 Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.

10.3.3 Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).

10.4 Petitions may be heard only after the completion of the Director's term.

10.5 The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.

10.6 All motions to waive requirements for validation must include the following information:
   a) the name of the Director that the petition is for; and
   b) the academic year that they were ratified as a Director.

10.7 Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

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10.8 All petitions to waive the validation requirements must be heard on a case-by-case basis.

11.0 Policy Review Policy

11.1 All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.

11.2 Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

11.3 **Policy Review Classification**

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

   a) **Frequent Reviews**
   Policies requiring more frequent review than the required minimum three-year review cycle.

   b) **Requested Reviews**
   Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.

   c) **Scheduled Three-Year Reviews**
   Any remaining policies and bylaws not included in a) or b) above.

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

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

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

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

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

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

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

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Table of Contents

This is a compare docs of the current Appendix A - Internal CSA Policy, all sections excluding Executive Portfolios and Committees, and the new proposed Appendix J - Internal CSA policy

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.	
Pete Wobschall, Policy & Transition Manager	
Signature	**Date** June 2, 2021

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1.0   Director and Executive Files

1.1.1   Files shall be created for each Director, as determined by the Board of Directors.

a) These files shall be kept separate from staff files.

b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.

1.1.2   These files may include, but are not limited to, confidentiality agreements, and grievances.

1.1.3   The Director and Executive files (hereafter referred to as "the files") shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.

a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.

b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.

1.1.4   Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.

1.1.5   Files shall be kept for five years after the Executive's or Director's term.

2.0   Confidentiality

2.1   Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.

2.2   Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also

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means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.

2.3 A breach of confidentiality may happen for a variety of reasons including but not limited to:
   2.3.1 Disclosure of confidential information;
   2.3.2 Disclosure of personal information, and
   2.3.3 Conflicts of interest.

2.4 During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.

2.5 Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.

2.6 Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.

2.7 All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.

2.8 Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.

2.9 It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

3.0 Protection of Privacy and Access to Information

Preamble

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As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

3.1   Definitions

For the purpose of this policy:

"Records" means any information stored within the CSA, whether in electronic, print or any other form.

"Personal information" means any information that is recorded within the CSA about any individual.

"Confidential nature" means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

"Secure" means stored in a place that is inaccessible to the public and protected in a reasonable manner.

"Consent" means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

3.2   Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

3.3   Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

   3.3.1   Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.

   3.3.2   Ongoing economic interests: Any information regarding plans,

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proposals, or other information that may jeopardize current contract or other negotiations with outside groups.

3.3.3 Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.

3.3.4 Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.

3.3.5 Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.

3.3.6 Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

3.4   Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

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

3.4.2 If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

3.5   Collection

3.5.1 The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:

a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.

b) Performance evaluation of a staff or volunteer member.

3.5.2 Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

4.0 Special Projects

4.1 Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

4.1.1 The project is designed to serve the students of the University of Guelph.

4.1.2 Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.

4.1.3 Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).

4.1.4 The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

5.0 University Centre Board

5.1 **Preamble**

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of

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Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.

5.2   Appointments

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

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

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

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

5.3   University Centre Board Undergraduate Student Representatives (UCBUSR)

5.3.1   The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

5.3.2   UCBUSR is expected to make regular reports to the CSA Board of Directors.

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5.3.3   UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

5.3.4   The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.

5.3.5   The Vice President Student Experience shall chair the UCBUSR meetings.

5.3.6   For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.

5.4   CSA Position on the University Centre Board

5.4.1   The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:

a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.

b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.

c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a

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vacancy.

d) To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

5.5   CSA Board of Directors Directives

5.5.1   The CSA Board of Directors, as the appointing body, has the ability to give suggestions to the University Centre Board Undergraduate Student Representatives (UCBUSR) through the Chair of UCBUSR.

Suggestions may be given for the following reasons:

a) The CSA Board of Directors deems the issues to be of significant importance to student interest.

b) The CSA Board of Directors wishes to make its views known publicly.

5.6   Reserved Rights of the CSA Board of Directors

5.6.1   The CSA Board of Directors reserves the right to:

a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.

b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.

c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).

d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

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e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.

h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

5.7   Recall of UCBUSR Members

5.7.1   A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.

5.7.2   After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

6.0 Dietary Policy

6.1   Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

6.2   Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

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

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

6.5 The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

7.0 E-mail Policy

7.1 The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.

7.2 Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.

7.3 The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the Front Office Manager.

7.4 There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

    7.4.1 Mass E-mail
    This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

    7.4.2 High Volume E-mail
    This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

    7.4.3 Listserv
    This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

7.5 All forms of electronic forms of mass communication will abide by CSA and

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University policy including, but not limited to, the CSA By-Laws and Policy Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

7.6 Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

7.6.1 Mass E-mail Set-Up

a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.

b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.

c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

7.6.2 Mass E-Mail Maintenance
There are no maintenance requirements for this mode of communication.

7.6.3 Mass E-Mail Guidelines
The mass e-mails will abide by all policies outlined in this policy.

7.6.4 High Volume E-mail (HVM)

a) **General Information**

- Set-up begins as early as May 1.

- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.

- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).

- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.

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- On April 30 of each school year, CCS will delete the entire list.

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

b) Guidelines

- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.

- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.

- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.

- Only one HVM can be sent out in a one (1) week period (every 168 hours).

- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.

- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

7.6.5   Listserv

a) Set-Up

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.

- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) Maintenance

- The group who requested the listserv is responsible for the

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maintenance of the listserv.

   c) **Guidelines**

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

7.6.6   Mass E-mail Endorsement Policy

   a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.

   b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.

   c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.

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

   e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

8.0   Ethical Purchasing

8.1   Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

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We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

8.2   Definitions

For the purpose of this policy:

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

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

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

'Apparel' means any item that can be worn on the body (i.e., hats, clothes, bags).

8.3   Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one's body, or bears the logo of the CSA.

8.4   Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph's Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

8.5   Ethical Purchasing Committee

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8.5.1 **Purpose**: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

8.5.2 **Timeline**: to meet at minimum once a semester.

8.5.3 **Membership**: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer

8.5.4 **Quorum**: Five members, one of which must be the Vice President External.

8.5.5 **Responsibilities of the Chair**
The Chair is responsible for the following duties:

 a) Calling the meetings.

 b) Ensuring that a scribe is present.

 c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.

 d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.

 e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

8.5.6 **Non-Compliance**

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

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a) **Informal Warning**
A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**
Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**
Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

8.5.7   Choosing a Supplier

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

b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.

c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

8.5.8   Reporting

a) **Contents**: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.

b) **Timelines**: Summer report should be made at the first Board

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meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

c) **Transparency**: the report will be included in the CSA Board package and will be posted on the CSA website.

8.6   Engaging the Membership

8.6.1   The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

8.6.2   The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

8.7   Policy Review

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

9.0   Accessible Services Provision (AODA)

9.1   Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

9.2   Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

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9.2.1 Communication
We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

9.2.2 Telephone Services
We are committed to providing fully accessible telephone service to the users of our services. We will train staff to communicate with users over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with users by e-mail, TTY (TTY users can use the Bell Relay System by calling 1-800-267-6511) or support person if telephone communication is not suitable to their communication needs or is not available.

9.2.3 Assistive Devices
We are committed to serving people who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by users while accessing our goods or services.

9.2.4 Billing
We are committed to providing accessible invoices to all of our users. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, or e-mail. We will answer any questions users of our services may have about the content of the invoice in person, by telephone or email.

9.3 Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

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Fees will not be charged for support persons for admission to CSA events or services.

9.4   Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

9.5   Training of Staff

The CSA will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approval of service policies, practices and procedures. This training will be provided within the first three weeks after a staff person commences their duties.

Training will include the following:

a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.

b) How to interact and communicate with people with various types of disabilities.

c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.

e) The CSA's policies, practices and procedures relating to the service standard.

f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when

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changes are made to these policies, practices and procedures.

9.6   Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

9.7   Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

9.8   Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

10.0 Co-Curricular Transcript Policy

10.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

10.2 Validation Requirements

10.2.1   Attend at minimum 70% of the total number of Board meetings

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scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

    10.2.2   Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.

    10.2.3   Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

    10.2.4   Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

10.3   In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:

    10.3.1   A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.

    10.3.2   Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.

    10.3.3   Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).

10.4   Petitions may be heard only after the completion of the Director's term.

10.5   The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.

10.6   All motions to waive requirements for validation must include the following information:
        a) the name of the Director that the petition is for; and
        b) the academic year that they were ratified as a Director.

10.7   Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

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10.8 All petitions to waive the validation requirements must be heard on a case-by-case basis.

11.0 Policy Review Policy

11.1 All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.

11.2 Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

11.3 **Policy Review Classification**

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

    a) **Frequent Reviews**
    Policies requiring more frequent review than the required minimum three-year review cycle.

    b) **Requested Reviews**
    Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.

    c) **Scheduled Three-Year Reviews**
    Any remaining policies and bylaws not included in a) or b) above.

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

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

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

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

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during the three-year period.

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

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

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

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Table of Contents

This is the current Appendix A - Internal CSA policy for comparison purposes.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Pete Wobschall, Policy & Transition Manager	
Signature	**Date**
	June 2, 2021

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1.0   Director and Executive Files

1.1.1   Files shall be created for each Director, as determined by the Board of Directors.

a) These files shall be kept separate from staff files.

b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.

1.1.2   These files may include, but are not limited to, confidentiality agreements, and grievances.

1.1.3   The Director and Executive files (hereafter referred to as "the files") shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.

a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.

b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.

1.1.4   Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.

1.1.5   Files shall be kept for five years after the Executive's or Director's term.

2.0   Standing Committees

2.1   General Rules

2.1.1   All standing committees of the CSA shall take minutes at each one of its respective meetings.

2.1.2   All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

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2.2   Executive Committee

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

2.3   ~~Executive Evaluation Committee~~

[*the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.]

2.4   Finance Committee

Terms of Reference

The Finance Committee ("the Committee") is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

2.4.1   Purpose

a) To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.

b) To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

c) To provide input to the budgetary process before it is presented to the Board of Directors.

d) To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

2.4.2   Membership of the Committee

a) The Committee shall be made up of six members: the President, a second member of the Executive Committee, three members from the Board of Directors, and the Business Manager.

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b) Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.

c) Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

2.4.3   Responsibilities of the Committee Members

a) To act at all times in the best financial interests of the students and all levels of the CSA.

b) To adhere to all sections set forth in CSA Bylaw 3 - Financial.

c) The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.

d) The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5,000 and over.

2.4.4   Meetings

a) The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.

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

c) Decision-making shall be conducted in a consensus-based model.

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In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

2.4.5 Reporting

a) The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:

- Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
- Fall semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

2.5 Petitions, Delegations and Representations (PDR) Committee

2.5.1 Preamble
The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Petitions, Delegations and Representations Committee ("the Committee") is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

2.5.2 Purpose

a) To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

b) To maintain a standardized PDR request form or method.

c) To make recommendations to the Finance Committee for annual funding for PDR lines.

d) To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

2.5.3   Membership of the Committee

a) The Committee shall consist of a maximum of six members.

b) The President shall be a member of this Committee.

c) One seat on this Committee shall be reserved for an At-Large or College representative.

d) One seat on this Committee shall be reserved for a Student Organization representative.

e) One seat on this Committee shall be reserved for an additional member of the Executive Committee.

f) The remaining seats may be filled by up to two members of the CSA Board of Directors.

g) The membership of this Committee shall be selected by the Board of Directors.

2.5.4   Responsibilities of the Committee Members

a) The President shall be the Chair of the Committee.

b) The Vice-Chair shall be selected by the membership of the Committee.

c) The Scribe shall be selected by the membership of the Committee.

d) Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.

e) Each member shall act as a member of the CSA, and not as a member of their own constituency.

f) Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority

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vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

g) The Chair shall have the following responsibilities:

- Facilitate meetings.
- Ensure that proper minutes are taken for every meeting.
- Book meeting locations.
- Compile semesterly reports for the Board.
- Manage all communications to and from the Committee.

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

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

i) The Scribe shall have the following responsibilities:

- Take meeting minutes and record decisions.
- Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.

2.5.5   Meetings

a) PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

b) The schedule of meetings shall be at the discretion of the Committee.

c) Quorum for meetings shall be set at a simple majority of members.

d) If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

e) During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

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2.5.6   Reports

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

b)   A report shall be submitted to the Board of Directors following each semester. These reports shall include:

- A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
- The amount granted for each PDR request, and the line from which that grant was taken.

c)   A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

2.5.7   PDR Requirements

a)   An applicant for PDR funds must be a CSA member of good standing.

b)   Each year, the CSA will budget funds to be made available by request to qualifying groups.

c)   Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

d)   Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

e)   Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

f)   A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

g)   Should a party requesting funding omit information pertaining to

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CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

2.5.8   PDR Application Process

a) The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

b) Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

c) Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

d) All parties must also disclose as to whether their organization/ group collects student fees.

e) Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

f) In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

g) Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

The PDR Committee will rank each funding application based on the

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following priority system:

i.   Internal accredited CSA clubs.
ii.   Special Status Groups.
iii. University of Guelph accredited undergraduate student organizations, other CSA members.
iv.   Non-members.

h) The PDR Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.

i) Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.

j) The President will notify organizations within 72 hours of a PDR Committee decision.

2.5.9   Appeals Process

a) Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- The Committee violated any CSA Bylaws or Policies.
- A member of the PDR Committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.

b) Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

c) Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

d) Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.

e) The appealing party will be given fifteen (15) minutes to present

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both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

f)   Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

g)   The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

- A motion to deny the appeal and uphold the Committee's decision.
- A motion to grant the appeal and make any changes necessary to the PDR Committee in order to ensure a fair hearing.
- A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question.

2.5.10   Amendments

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

2.6   Policy and Bylaw Review Committee (PBRC)

2.6.1   Responsibilities

a)   To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.

b)   To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.

c)   To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

d)   To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

e)   To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

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2.6.2   Membership

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

b) Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

c) Members who miss two meetings without regrets will be de-ratified from the committee.

d) The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.

e) At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

2.6.3   Structure

a) The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.

b) The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

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

2.6.4   Decision Making

a) The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other

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procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

2.6.5   Reporting

a) The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

b) Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

2.6.6   Conflict of Interest

a) Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.

b) Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.

c) In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

2.6.7   Working Groups

a) A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of

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Directors.

b) The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

c) There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.

3.0   Operational Committees

3.1   Accessibility Working Group (AWG)

3.1.1   Preamble

Those with disabilities face additional barriers to participation in the CSA and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of the CSA including Board meetings, services, by-laws and policies, events, and space.

3.1.2   Mandate

The AWG will act as a forum for discussing and promoting accessibility for persons with disabilities within the CSA.

a) To act as a resource for accessibility within the organization.

b) To promote the development of critical disabilities assessment within the CSA.

c) To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.

d) To explore and deconstruct all real and potential barriers within the CSA.

e) To promote the reduction of the stigma surrounding disabilities.

f) To promote broader understanding of the experiences of students with disabilities.

g) To promote an accessible environment for all members of the CSA.

h) To discuss the experiences of members with disabilities.

i) To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

j) To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.

k) To uphold and promote the Declaration of the Rights of Students with Disabilities.

3.1.3   Membership

a) Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

b) Membership lists will not be made public outside of the Accessibility Working Group (AWG).

c) Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

3.1.4   Responsibilities of Members

a) General Members
  - To uphold the mandate of the AWG.
  - To maintain the confidentiality of the membership.
  - To appoint a Vice-Chair from the membership.

b) Chair
  - Vice President Academic will be the Chair.
  - Responsible for meeting facilitation.
  - Responsible for acting as a primary contact for the group.
  - To act as a liaison to the greater CSA and university community.
  - Responsible for executing the decisions made by the Accessibility Working Group (AWG).

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- To act in the best interests of the group.
- To act as a moderator and uphold a safe space for meetings.
- Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
- To be aware of diverse abilities of students on campus/ educate yourself.

c) Vice-Chair
- Act as an assistant to the Chair.
- In the absence of the Chair take up the responsibilities of the group.
- Be comfortable disclosing publicly that they are a member of the Accessibility Working Group.

3.1.5   Removal of Members

Recognizing that the AWG needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the AWG.

a) If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.
- The Chair and the Vice Chair will meet with the member in question.
- If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.
- Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4.

b) Potential members who are a threat to the confidential nature or safe space of the Accessibility Working Group will not be allowed to participate. This decision is made in confidence by the membership.

3.1.6   Meetings

a) Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

b) No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

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c) The Chair will be responsible for compiling a summary of business transacted at meetings:
   - Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.
   - Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

d) The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.

e) The AWG will strive to create and uphold a safe space for all participants:
   - A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
   - A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
   - Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

f) Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

3.1.7   Reports

a) The Chair will submit a report to the CSA Board of Directors at the end of each semester.

b) The report must include:
   - Overview of membership, without listing names of participants.
   - Timeline of activities.
   - Selected highlights of agenda items and group initiatives.
   - Future work for the next semester.

c) Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.

d) All reports must be approved by the membership before submission to the Board.

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3.2   Bike Centre Committee

3.2.1   Preamble

The Bike Centre Committee will aid the Bike Centre Coordinators and the Vice President Student Experience in helping create, direct and review Bike Centre initiatives. The Bike Centre Committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

3.2.2   Membership

a) Membership shall consist of the Bike Centre Coordinator, two duly appointed Board members, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.

b) The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).

c) Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

3.2.3   Meetings

a) Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.

b) Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will

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be selected as facilitator.

c) Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

d) The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

3.2.4   Anti-Oppression Commitment

a) The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

This includes, but is not limited to the following provisions:

- The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.

- The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.

- Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.

- The Bike Centre Committee should strive for a diverse membership, encouraging Board members, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.

- Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

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3.2.5   Purpose

a) To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.

b) To provide constructive critiques / feedback on current projects to give direction for future projects.

c) To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

3.2.6   Reports

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

b) Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

3.3   Capacity, Analysis, and Planning Committee (CAPCOM)

3.3.1   Purpose

The mandate of this Committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, Executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

3.3.2   Responsibilities

a) To review the final report created by the previous year's CAPCOM.

b) To produce an initial report to be submitted to the Board of Directors

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by the first Board meeting of the Fall semester. This document will contain the following:

- A list of goals addressing the identified core and perceived structural issues.
- A summary of the problem and the desirable outcomes.
- A timeline of progress and completion of dates.

c) To make regular reports to the Board on the committee's progress.

d) To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:

- A summary of goals, what has been achieved, and the progress made.
- What did not work and what barriers are to blame.
- Reflection of committee effectiveness.
- Suggestions for next year's CAPCOM.

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

3.3.3   Membership

a) Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.

b) Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

3.3.4   Meetings

a) The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

b) The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

c) Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.

d) The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

3.4   FoodBank Committee

3.4.1   Purpose

a) The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.

b) The Committee is the formal link between the CSA main office and the CSA FoodBank.

c) The Committee shall act as an advisory body to any sub-committees of this Committee.

3.4.2   Membership

a) Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.

b) Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.

c) Above members shall be considered active members of the Committee until such time that they are absent for two consecutive

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regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

d) The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.

e) Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

3.4.3   Sub-Committees

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

3.4.4   Responsibilities

a) The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.

b) The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.

c) The ~~Human Resources and Operations Manager~~, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.

d) All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

3.4.5   Meetings

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

b) There shall be a minimum of two (2) meetings per semester, as

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scheduled by the Vice President External and the FoodBank Coordinator.

3.5   Student Health and Advocacy Centre (SHAC) Advisory Committee

Preamble

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

3.5.1   Purpose

a) The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester. This document will contain the following:

- A summary of findings from its consultative review.

- A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.

- A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.

- Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.

- An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

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3.5.2   Membership

a) Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

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

c) The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

3.5.3   Meetings

a) The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

b) The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

c) Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

3.6   Bullring Operations Committee

Preamble

The Bullring Operations Committee (hereafter "the Committee) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter "the Bullring").

3.6.1   Purpose

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

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3.6.2   Membership

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

3.6.3   Responsibilities

a) The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.

b) The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.

c) The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.

d) All members of the Committee shall be responsible for:

- Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.

- Ensuring the financial viability of the Bullring.

- Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of $60,000, once per fiscal year.

- Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.

- Approving all recurring bookings and major events held outside regular business hours prior to confirmation.

- Approving all decisions to revoke booking privileges and terms for reinstatement.

- Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.

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- Conducting a user survey of the Bullring at least once every two years.

- Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

3.6.4   Meetings

a) All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.

b) Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.

c) Committee meetings shall be held regularly, at least three times a semester.

4.0   Confidentiality

4.1   Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.

4.2   Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.

4.3   A breach of confidentiality may happen for a variety of reasons including but not limited to:

4.3.1   Disclosure of confidential information;
4.3.2   Disclosure of personal information, and
4.3.3   Conflicts of interest.

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4.4   During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.

4.5   Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.

4.6   Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.

4.7   All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.

4.8   Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.

4.9   It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

5.0   Protection of Privacy and Access to Information

Preamble
As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

5.1   **Definitions**

For the purpose of this policy:

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"**Records**" means any information stored within the CSA, whether in electronic, print or any other form.

"**Personal information**" means any information that is recorded within the CSA about any individual.

"**Confidential nature**" means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

"**Secure**" means stored in a place that is inaccessible to the public and protected in a reasonable manner.

"**Consent**" means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

5.2   Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

5.3   Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

5.3.1   Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.

5.3.2   Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups.

5.3.3   Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.

5.3.4   Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.

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5.3.5   Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.

5.3.6   Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

5.4   Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

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

5.4.2   If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

5.5   Collection

5.5.1   The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:

   a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.

   b) Performance evaluation of a staff or volunteer member.

5.5.2   Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

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6.0   Special Projects

6.1   Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

   6.1.1   The project is designed to serve the students of the University of Guelph.

   6.1.2   Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.

   6.1.3   Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).

   6.1.4   The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

7.0   University Centre Board

7.1   **Preamble**

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their

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own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.

7.2   Appointments

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

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

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

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

7.3   University Centre Board Undergraduate Student Representatives (UCBUSR)

7.3.1   The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

7.3.2   UCBUSR is expected to make regular reports to the CSA Board of Directors.

7.3.3   UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

7.3.4   The UCBUSR will meet as a group to discuss the student perspective in

regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.

7.3.5   The Vice President Student Experience shall chair the UCBUSR meetings.

7.3.6   For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.

7.4   CSA Position on the University Centre Board

7.4.1   The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:

a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.

b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.

c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.

d) To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

7.5   CSA Board of Directors Directives

7.5.1   The CSA Board of Directors, as the appointing body, has the ability to give suggestions to the University Centre Board Undergraduate Student Representatives (UCBUSR) through the Chair of UCBUSR.

Suggestions may be given for the following reasons:

    a) The CSA Board of Directors deems the issues to be of significant importance to student interest.

    b) The CSA Board of Directors wishes to make its views known publicly.

7.6   Reserved Rights of the CSA Board of Directors

7.6.1   The CSA Board of Directors reserves the right to:

    a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.

    b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.

    c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).

    d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

    e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

    f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

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g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.

h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

7.7   Recall of UCBUSR Members

7.7.1   A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.

7.7.2   After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

8.0   Dietary Policy

8.1   Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

8.2   Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

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

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

8.5   The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

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9.0 E-mail Policy

9.1 The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.

9.2 Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.

9.3 The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the Front Office Manager.

9.4 There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

    9.4.1 Mass E-mail
    This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

    9.4.2 High Volume E-mail
    This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

    9.4.3 Listserv
    This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

9.5 All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSA By-Laws and Policy Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

9.6 Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

    9.6.1 Mass E-mail Set-Up

      a) To send a mass e-mail, the President will send the e-mail to the

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Office of Student Affairs.

b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.

c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

9.6.2   Mass E-Mail Maintenance
There are no maintenance requirements for this mode of communication.

9.6.3   Mass E-Mail Guidelines
The mass e-mails will abide by all policies outlined in this policy.

9.6.4   High Volume E-mail (HVM)

a) **General Information**

- Set-up begins as early as May 1.

- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.

- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).

- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.

- On April 30 of each school year, CCS will delete the entire list.

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

b) **Guidelines**

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- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.

- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.

- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.

- Only one HVM can be sent out in a one (1) week period (every 168 hours).

- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.

- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

9.6.5   Listserv

a) Set-Up

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.

- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) Maintenance

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

c) Guidelines

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

9.6.6   Mass E-mail Endorsement Policy

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a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.

b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.

c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.

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

e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

10.0 Ethical Purchasing

10.1 Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

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10.2 Definitions

For the purpose of this policy:

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

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

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

'Apparel' means any item that can be worn on the body (i.e., hats, clothes, bags).

10.3 Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one's body, or bears the logo of the CSA.

10.4 Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph's Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

10.5 Ethical Purchasing Committee

10.5.1 **Purpose**: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

10.5.2 **Timeline**: to meet at minimum once a semester.

10.5.3 **Membership**: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer

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10.5.4 Quorum: Five members, one of which must be the Vice President External.

10.5.5 Responsibilities of the Chair
The Chair is responsible for the following duties:

a) Calling the meetings.

b) Ensuring that a scribe is present.

c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.

d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.

e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

10.5.6 Non-Compliance

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

a) **Informal Warning**
A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**
Written warning on file. Formal apology to the CSA Board of

Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**
Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

10.5.7   Choosing a Supplier

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

b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.

c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

10.5.8   Reporting

a) **Contents**: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.

b) **Timelines**: Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

c) **Transparency**: the report will be included in the CSA Board package and will be posted on the CSA website.

10.6 Engaging the Membership

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    10.6.1   The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

    10.6.2   The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

10.7 Policy Review

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

11.0 Accessible Services Provision (AODA)

11.1 Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

11.2 Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

    11.2.1   **Communication**
    We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

    11.2.2   **Telephone Services**
    We are committed to providing fully accessible telephone service to the

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users of our services. We will train staff to communicate with users over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with users by e-mail, TTY (TTY users can use the Bell Relay System by calling 1-800-267-6511) or support person if telephone communication is not suitable to their communication needs or is not available.

11.2.3   Assistive Devices

We are committed to serving people who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by users while accessing our goods or services.

11.2.4   Billing

We are committed to providing accessible invoices to all of our users. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, or e-mail. We will answer any questions users of our services may have about the content of the invoice in person, by telephone or email.

11.3   Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

Fees will not be charged for support persons for admission to CSA events or services.

11.4   Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption,

its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

11.5 Training of Staff

The CSA will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approval of service policies, practices and procedures. This training will be provided within the first three weeks after a staff person commences their duties.

Training will include the following:

a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.

b) How to interact and communicate with people with various types of disabilities.

c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.

e) The CSA's policies, practices and procedures relating to the service standard.

f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

11.6 Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with

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disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

11.7 Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

11.8 Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

12.0 Co-Curricular Transcript Policy

12.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

12.2 Validation Requirements

12.2.1 Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

12.2.2 Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.

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12.2.3   Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

12.2.4   Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

12.3   In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:

12.3.1   A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.

12.3.2   Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.

12.3.3   Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).

12.4   Petitions may be heard only after the completion of the Director's term.

12.5   The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.

12.6   All motions to waive requirements for validation must include the following information:
   a) the name of the Director that the petition is for; and
   b) the academic year that they were ratified as a Director.

12.7   Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

12.8   All petitions to waive the validation requirements must be heard on a case-by-case basis.

13.0 Policy Review Policy

13.1   All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.

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13.2 Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

13.3 **Policy Review Classification**

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

a) **Frequent Reviews**
Policies requiring more frequent review than the required minimum three-year review cycle.

b) **Requested Reviews**
Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.

c) **Scheduled Three-Year Reviews**
Any remaining policies and bylaws not included in a) or b) above.

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

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

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

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

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

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

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

14.0 Executive Officer Portfolio Duties

14.1 Executive Officer General Duties

14.1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.

14.1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.

14.1.3 Each Executive member shall take direction from the CSA Board of Directors when given.

14.1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.

14.1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

14.2 President

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

a) To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind.

b) To ensure that CSA operations and services are managed effectively and efficiently.

c) To lead the Executive Committee.

d) To support the coordination of human resources and the

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development of training and transition for staff, Executive, Board Members and volunteers, and to ensure that appropriate resources and support are available.

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

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

14.2.4   Public Relations

a) To act as the primary spokesperson of the CSA.

b) To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.

- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.

- To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.

- To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).

c) To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.

d) To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.

e) To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.

- To coordinate all "meet and greet" and appreciation events with the CSA membership, staff, volunteers and Executive.

f) To attend and speak at the annual Student Memorial Tree

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Dedication on behalf of the CSA and undergraduate students.

14.2.5   Human Resources

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

b) To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

c) To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.

d) To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.

e) To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.

f) To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

14.2.6   Finances

a) To act as "Corporate President" and to be a primary signing authority of the CSA.

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

c) To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.

d) To present financial reports to the Board of Directors and the CSA membership.

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e) To act as the Executive liaison with the Business Office, especially on matters relating to the budget.

f) To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.

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

h) To seek new revenue generating opportunities consistent with the association's mandate.

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

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

j) To engage in the planning of the annual University budget.

k) To manage Affordable Housing Initiative funding requests.

14.2.7   Operations

a) To be knowledgeable of the operations of all CSA services.

b) To be Executive Supervisor for all CSA permanent staff.

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

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

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

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f) To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee.

g) To be responsible for the oversight of CSA designated spaces.

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

i) To initiate new projects that address the needs of the students.

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

14.2.8 Committees

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

14.3 Vice President Student Experience

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

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

14.3.3 To be a primary signing authority of the CSA.

14.3.4 To be involved in event planning pertaining to University of Guelph undergraduate students.

a) To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.

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b) To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.

c) To coordinate and plan Orientation Week events.

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

14.3.6 To seek alternative ways of publicizing CSA events to students.

14.3.7 To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.

14.3.8 To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.

14.3.9 To supervise CSA Clubs and SafeWalk staff.

14.3.10 To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.

14.3.11 To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.

14.3.12 To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

14.3.13 Collaboration

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

b) To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.

c) To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

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d) To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

e) To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

14.3.14 Club Space

a) To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.

b) To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required.

c) To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.

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

14.3.15 Student Space Initiatives

a) To investigate and report CSA-specific space and building initiatives.

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

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

14.3.16 Committees

a) Executive Committee (Secretary)
b) University Centre Board (member)
c) Student Leaders and Administration Meeting (member)
d) Athletics Advisory Committee (member)
e) CSA Finance Committee (member)
f) Orientation Week Advisory Committee (member)

g) Student Life Advisory Committee (member)
h) Sexual Violence Committee and sub-committees (member)
i) Student Wellness Advisory Group (member)
j) 1 in 5 Planning Committee (member)
k) OUTline Advisory Committee (member)
l) thecannon.ca Operating Committee (member)
m) Innovation Fund Committee (member)
n) Student Events and Risk Management Committee (Co-Chair)

14.4 Vice President Academic

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

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

14.4.3   To represent undergraduate students with all matters pertaining to accessibility and academic programming.

14.4.4   To coordinate the annual Teaching Excellence Award.

14.4.5   To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.

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

14.4.7   To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.

14.4.8   To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

14.4.9   To supervise the Student Help and Advocacy Centre staff.

14.4.10 **Financial Support**

a) To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate

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Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).

b) To promote the financial aid available to students.

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

14.4.11 Academics

a) To collaborate with and act as a resource to other student leaders and student organizations.

b) To communicate with students regarding various academic initiatives that are occurring on campus.

c) To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

d) To represent undergraduate students on all academic and accessibility related committees.

e) To actively engage with students on academic issues that are currently relevant to the undergraduate student body.

f) To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

14.4.12 Advocacy

a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]

b) To advocate on behalf of undergraduate students who self-identify as having a disability.

c) To work with student leaders and organizations to increase access to support services for academic advocacy.

d) To advocate for increasing student engagement and representation on committees.

14.4.13 Tenancy Rights

a) To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

b) To refer students to the appropriate community organization when advocacy requires a legal opinion.

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

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

14.4.14 Senate

a) To act as an ex-officio member of Senate.

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

14.4.15 Committees

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

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14.5 Vice President External

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

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

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

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

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

    14.5.6   **Campaigns**

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

- To inform, educate, mobilize and involve as many students as possible in these campaigns.

- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

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

    14.5.7   **Federal, Provincial and Municipal Governance**

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

- To monitor initiatives, programs, policies and legislation that

impact students and inform undergraduate students about the effect upon students.

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

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

c) To establish and maintain working relationships with the MPP and MP for Guelph.

d) To disseminate municipal, provincial or federal election information to students.

e) To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.

f) To record information about student issues mentioned in party platforms and to follow-up with elected candidates.

g) To remain non-partisan during the campaigning period and voting days, both in person and online.

14.5.8   Social and Environmental Justice and Coalition Work

a) To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:

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

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b) To address issues of sustainability on and off campus, in collaboration with campus and community partners.

c) To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

14.5.9   Labour Unions

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

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

14.5.10   Advocacy / Lobbying

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

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

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

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

14.5.11   Bus Pass Distribution

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

Appendix A
Internal CSA Policy

14.5.12 Committees

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

Motion
Board of Directors Meeting # 8
October 13, 2021
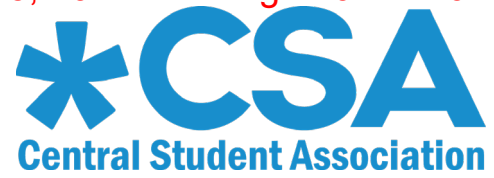
Item 8.15
Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 8 of October 13, 2021, at
_____ pm.

Moved:
Seconded: