

## AGENDA

Board of Directors Meeting # 9

October 27, 2021 – 6:00 pm

Microsoft Teams



<b>9.0 Call to Order</b>	
<b>9.1 Land Acknowledgement</b> Quinton Stummer	
<b>9.2 Adoption of the Agenda</b> 9.2.1 Approve the Agenda 9.2.2 Declarations of Conflicts	Pg. 2
<b>9.3 Ratifications and De-Ratifications</b> 9.3.1 NA	
<b>9.4 Comments from the Chair</b> 9.4.1 Introductions and Pronouns	
<b>9.5 Approval of Past Board Minutes</b> 9.5.1 Meeting # 8 – October 13, 2021	Pg. 3
<b>9.6 Executive Committee Minutes</b> 9.6.1 Meeting # 16 – October 6, 2021	Pg. 32
<b>9.7 Executive Updates</b> 9.7.1 President 9.7.2 VP Student Experience 9.7.3 VP Academic 9.7.4 VP External	Pg. 38 Pg. 40 Pg. 43 Pg. 46
<b>9.8 Director Reports</b>	
<b>9.9 CSA Services Update and Report</b> 9.9.1 NA	
<b>9.10 Committee Updates and Reports</b> 9.10.1 APPOINTMENT: Appoint Directors to the Clubs Conduct Tribunal 9.10.2 APPOINTMENT: Appoint Directors to the Policy & Bylaw Review Committee 9.10.3 APPOINTMENT: Appoint Director to the Guelph Centre for Urban Organic Farming Stakeholder Advisory Group	Pg. 49 Pg. 50 Pg. 51
<b>9.11 Business</b> 9.11.1 Separation of Appendix A – Internal CSA Policy	Pg. 52
<b>9.12 New Business</b> 9.12.1	
<b>9.13 Announcements</b>	
<b>9.14 In Camera Session</b>	
<b>9.15 Adjournment</b>	Pg. 270

**Motion**

Board of Directors Meeting # 9

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**Item 9.2.1**  
**Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 9 on **October 27, 2021**, be approved as printed and distributed.

**Moved:**

**Seconded:**

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**POSSIBLE AMENDMENT (REORDER)**

**MOTION TO AMEND:** To reorder the agenda so that:

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

**Moved:**

**Seconded:**

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**POSSIBLE AMENDMENT (NEW BUSINESS ITEM)**

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

**Moved:**

**Seconded:**

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**POSSIBLE AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 9 on **October 27, 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 #8:

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences		
Anton Naim Ibraim	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
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		
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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<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
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)	Present	
Shawna Perritt	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors		
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Nicole Walker	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

<b>Guests</b>	<b>Affiliation</b>
Jewel Lindemann	Chief Returning Officer (CRO)

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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## Summary of Significant Resolutions:

### 8.5.1 Meeting # 7 – September 29, 2021

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

**Motion carried.**

### 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

**Motion carried.**

### 8.7 Executive Updates

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

- 8.7.1 President
- 8.7.2 VP Student Experience
- 8.7.3 VP Academic
- 8.7.4 VP External

**Motion carried.**

### 8.10.1 APPOINTMENT: Library Student Service Fee Advisory Committee (postponed from previous meeting)

**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.

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Keshini Digamber

**Motion carried.**

**8.10.2 APPOINTMENTS: Appoint Directors to the University Centre (UC) Board.**

**RESOLVED** that:

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

Isha Maharaj

- 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]

**Motion carried.**

**8.10.3 REPORT: FoodBank Assistant Hiring Committee**

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

**Motion carried.**

**8.10.4 MINUTES: 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.

**Motion carried.**

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**8.12.1 Fall 2021 By-Election & Bus Pass Referendum Results PRESENTATION:  
CRO to present Election Report**

**RESOLVED** that:

- a) The results of the CSA Fall 2021 By-Election, as reported by the Chief Returning Officer and included in the October 13, 2021 Board Package, be ratified and declared official.
- b) The results of the CSA Bus Pass Referendum with a majority of ‘Yes’ votes, as reported by the Chief Returning Officer and included in the October 13, 2021 Board Package, be ratified and declared official.
- c) The following Undergraduate Members be ratified as At-Large College Representatives on the 2021-2022 CSA Board of Directors effective immediately:

<b>College of Engineering and Physical Sciences</b>	Valeria Telles Anton Naim Ibraim
<b>Ontario Agricultural College</b>	Isha Maharaj

- d) To receive the report from the Chief Returning Officer as information.

**Motion carried.**

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**Agenda – October 13, 2021:**

- 8.0 Call to Order**
- 8.1 Land Acknowledgement**
  - Leila Stevens
- 8.2 Adoption of the Agenda**
  - 8.2.1 Approve the Agenda
  - 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
- 8.6 Executive Committee Minutes**
  - 8.6.1 Meeting # 14 - September 22, 2021
  - 8.6.2 Meeting # 15 – September 29, 2021
- 8.7 Executive Updates**
  - 8.7.1 President
  - 8.7.2 VP Student Experience
  - 8.7.3 VP Academic
  - 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)
  - 8.10.2 APPOINTMENTS: Appoint Directors to the University Centre (UC) Board.
  - 8.10.3 REPORT: FoodBank Assistant Hiring Committee
  - 8.10.4 MINUTES: PBRC Meeting # 3 – July, 26, 2021
- 8.11 Business**
  - 8.11.1 NOTICE: Separation of Appendix A – Internal CSA Policy
- 8.12 New Business**
  - 8.12.1 Fall 2021 By-Election & Bus Pass Referendum Results  
PRESENTATION: CRO to present Election Report  
MOTION: Ratify results
- 8.13 Announcements**
- 8.14 In Camera Session**
- 8.15 Adjournment**



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**Minutes – October 13, 2021:****8.0 Call to Order**

The meeting is called to order at 6:02pm.

**8.1 Land Acknowledgement**

I'd like to begin by acknowledging that although many of us are scattered across different lands, the University of Guelph, our home, resides on the ancestral lands of the Attawandron people, and more recently the Treaty Lands and Territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land, and offer our respects to our Anishinaabe, Haudenosaunee, and Métis neighbours, as we try to strengthen our relationships with them. Today this gathering place is home to many First Nations, Metis, and Inuit people, and acknowledging them reminds us of this important connection to this land, where we learn and work. Personally, I reap the benefits of the land of which I reside, and I enjoy the privileges and benefits that come with being a citizen of so-called Canada. To combat my privilege and actions I try to express my gratitude to the land, by reducing my carbon print and spending time in untouched nature, without distractions when possible. Together, we mourn the loss of life identity, independence, and culture of Indigenous people, which was imposed to secure this land for the use of settlers. On sept 30, national day for truth and reconciliation, I was grateful to see so many individuals showing their support in the afternoon on Johnston Green on campus. Wearing orange shirts, participating in prayers, and more. Although this ceremony was a small step in the right direction, remember, our work does not end here. Moving forward we should always educate, remember, and strengthen our relationship with Indigenous people. Thank you.

Leila Stevens

**8.2 Adoption of the Agenda****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:** Lisa Kazuhara, VP Academic

**Seconded:** Shilik Hamad, VP External

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**MOTION TO AMEND:** To add item 8.12.1 Fall 2021 By-Election & Bus Pass Referendum Results under New Business items.

**Moved:** Nicole Walker, President

**Seconded:** Bella Harris

**Motion to amend carried.**

**MOTION TO AMEND:** To reorder the agenda so that item 8.12.1. Fall 2021 By-Election & Bus Pass Referendum Results immediately follows item 8.4.1 Introductions and Pronouns.

**Moved:** Maya Persram

**Seconded:** Lisa Kazuhara, VP Academic

**Motion to amend carried.**

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

- a) To add item 8.12.1 Fall 2021 By-Election & Bus Pass Referendum Results under New Business items.
- b) To reorder the agenda so that item 8.12.1. Fall 2021 By-Election & Bus Pass Referendum Results immediately follows item 8.4.1 Introductions and Pronouns.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Shilik Hamad, VP External

**Amended Motion carried.**

**8.2.2 Declarations of Conflicts**

No conflicts declared tonight.

**8.3 Ratifications and De-Ratifications**

No ratifications or de-ratifications declared for tonight.

**8.4 Comments from the Chair**

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

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**8.4.1 Introductions and Pronouns**

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

**8.5 Approval of Past Board Minutes****8.5.1 Meeting # 7 – September 29, 2021**

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

**Moved:** Maya Persram

**Seconded:** Sara Kuwatly, VP Student Experience

**Motion carried.**

**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:** Shilik Hamad, VP External

**Seconded:** Maya Persram

**Motion carried.**

**8.7 Executive Updates****8.7.1 President**

Nicole Walker shared she is taking the lead to help draft the report and presentation for the Student Budget Committee and explained the various things the committee has been doing. She has been spending the last while providing support to the Referendum Team, and reminded Members of the PBR Committee to update their availability on the Let us Meet so that she can book the meetings. She thanked all

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Members for doing class talks and she shared the winners of the draw for all Members who had participated in class talks.

**8.7.2 VP Student Experience**

Sara Kuwatly shared she has been busy planning for Halloween and Sexy Bingo which is next week. She shared there is an escape room event next week, that she will be planning a haunted house escape room and will be doing a spooky sexy bingo with costume contests. She shared she put together a working group called the Student Advisory Committee on Consent and encouraged Members to join this working group. She shared they are trying to put together a Town Hall to provide students with resources they have on campus and to see what more they would like to see on consent and sexual violence supports on campus.

**8.7.3 VP Academic**

Lisa Kazuhara shared she has been working on reports that are due by the end of October. She shared they had the Senate meeting and that the Open Education Resource will have a Halloween event, and she is excited to promote Open Education on campus. She shared the next few weeks she has a lot of meetings which she will provide updates on for the next board meeting.

**8.7.4 VP External**

Shilik Hamad reminded folks that the Bike Centre is open and encouraged Members to bring their bikes if they need services. She shared with Members that the BIPOC Coalition meets every Thursday and encouraged Members to join. She had a Committee meeting with the Suppliers Code of Ethical Conduct Advisory Committee. She shared she has been supporting VP Student Experience with a Town Hall meeting she is organizing for the Student Advisory Committee on Consent. She shared there is a Water Shed event which focuses on the Big C's: Colonialism, Climate Change, and Capitalism, and she encouraged folks to contact her if they wish to attend the event. She shared she is organizing next steps for Fight the Fees Campaign and police-free campus. She encouraged Members to reach out if they want to see any changes or had any ideas.

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

- 8.7.1 President
- 8.7.2 VP Student Experience
- 8.7.3 VP Academic
- 8.7.4 VP External

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**Moved:** Leila Stevens**Seconded:** Isha Maharaj**Motion carried.****8.8 Director Reports**

Member Bella Harris sat on a PBR Meeting, and they were able to cover everything they needed to.

Member Joshua Vito sat on the UC Board for the second meeting of the year, and shared that Sara Kuwatly was a great Chair for the meeting.

Member Samantha Ogbeiwi shared that the ESL Social just was approved today.

**8.9 CSA Services Update and Report**

No service updates or reports for this Meeting.

**8.10 Committee Updates and Reports****8.10.1 APPOINTMENT: Library Student Service Fee Advisory Committee  
(postponed from previous meeting)**

**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.

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**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.

Keshini Digamber

**Moved:** Lisa Kazuhara, VP Academic  
**Seconded:** Leila Stevens

VP Academic Lisa Kazuhara shared there is just one meeting right now, and it is a very light commitment and she encouraged Members to volunteer.

**Motion carried.**

**8.10.2 APPOINTMENTS: 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;

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**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.

**RESOLVED** that:

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

Isha Maharaj
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- d) 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]
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**Moved:** Sara Kuwatly, VP Student Experience

**Seconded:** Maya Persram

VP Student Experience Sara Kuwatly shared that sitting on this Board is a very low time commitment. She shared you learn a lot of the behind-the-scenes actions of the UC and that you can be assigned to subcommittees based on your interests. She explained the importance of the UC and having undergraduate representation on this commitment and encouraged Members to volunteer.

Member Joshua Vito said that the UC Board is important and encouraged Members to join as it is very interesting, and Sara Kuwatly is a great Chair.

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Member Maya Persram shared this is her second time on the UC Board and that it has been a very enjoyable experience for her and it's really cool to see how the Centre is run. She shared they don't meet very often, but it always is interesting information when you do sit on it.

**Motion carried.**

**8.10.3 REPORT: FoodBank Assistant Hiring Committee**

**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:** Shilik Hamad, VP External

**Seconded:** Lisa Kazuhara, VP Academic

VP External Shilik Hamad shared she is very thankful for the Hiring Committee as this was a very smooth process and they have the support they need at the FoodBank.

**Motion carried.**

**8.10.4 MINUTES: 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:** Lisa Kazuhara, VP Academic

**Seconded:** Nicole Walker, President

**Motion carried.**



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**8.11 Business****8.11.1 NOTICE: Separation of Appendix A – Internal CSA Policy**

**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
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee
- g) Capacity, Analysis, and Planning Committee (CAPCOM)

President Nicole Walker shared that the Policy & Transition Manager has been working very hard on this. She shared they are hopeful that this can organize things in a way that will make sense for their policies. She shared that PBRC has looked over this extensively and that this process began before the 2021-2022 Executives came into office, so they have had two sets of Executives of the CSA looking over these changes and have helped with this process.

*Notice of this item was provided for consideration at the next meeting.*

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**8.12 New Business****8.12.1 Fall 2021 By-Election & Bus Pass Referendum Results PRESENTATION:  
CRO to present Election Report**

*This item was discussed earlier in the Meeting, after 8.4.1 Introductions and Pronouns, as the Agenda was amended*

**MOTION** to extend speaking rights to Jewel Lindemann, Chief Returning Officer (CRO) for item 8.12.1 PRESENTATION: Fall 2021 By-Election & Bus Pass Referendum Results.

**Moved:** Nicole Walker, President

**Seconded:** Lisa Kazuhara, VP Academic

**Motion carried.**

Chief Returning Officer Jewel Lindemann provided a summary of the Election Report and all the results as attached in the Minutes.

Policy & Transition Manager Pete Wobschall shared that Jewel Lindemann has done a lot of work and deserves credit for a successful election.

**WHEREAS** the CSA Board of Directors approved the following Bus Pass Referendum question at their meeting on July 28, 2021:

**Do you support a Universal Bus Pass fee for all University of Guelph, main campus, full-time and part-time, undergraduate and graduate students, effective January 1, 2022, with the following terms?**

- Priced at \$151 per each Fall, Winter and Summer semester, with an annual price increase of no more than 2% per academic year.
- The City of Guelph commits to hold the fee increase at 2% or less for the next 5 years.
- The contract term is indefinite unless the annual increase exceeds 2%, at which time another referendum must be held.

**YES**

**NO; and**

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**WHEREAS** the CSA’s 10% quorum requirement for Director positions, and 20% quorum requirement for referendum questions were met, and the voting results were presented by the Chief Returning Officer (CRO) at the October 13, 2021 Board Meeting.

**RESOLVED** that:

- e) The results of the CSA Fall 2021 By-Election, as reported by the Chief Returning Officer and included in the October 13, 2021 Board Package, be ratified and declared official.
- f) The results of the CSA Bus Pass Referendum with a majority of ‘Yes’ votes, as reported by the Chief Returning Officer and included in the October 13, 2021 Board Package, be ratified and declared official.
- g) The following Undergraduate Members be ratified as At-Large College Representatives on the 2021-2022 CSA Board of Directors effective immediately:

<b>College of Engineering and Physical Sciences</b>	Valeria Telles Anton Naim Ibraim
<b>Ontario Agricultural College</b>	Isha Maharaj

- h) To receive the report from the Chief Returning Officer as information.

**Moved:** Justin Mihaly

**Seconded:** Shilik Hamad, VP External

**Motion carried.**

**8.13 Announcements**

Member Samantha Ogbeiwi wished everyone a happy Thanksgiving, she shared track has been going well. As well she is now able to be in buildings on campus which is really nice. She shared she is getting ready for Halloween and will be doing a Friendsgiving with her friends this week.

Member Maya Persram wished everyone a relaxing long weekend. She shared her and her friends had done Friendsgiving and that the food was very good. As well she ordered a bunch of Chinese food which was good and has a midterm tomorrow morning.

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Member Lily Taylor-Stackhouse shared that they are making soup right now.

Member Leilani Rocha shared she went home for Thanksgiving and it was her sister's birthday so that was a really good time. Unfortunately, she got tonsillitis again and was in the ER and is now on antibiotics and still at home.

Member Leila Stevens wished Member Rocha a speedy recovery. She shared she went home for Thanksgiving which was really nice. As well her club Spero at Guelph had their first in person event and raised funds to end homelessness in Guelph. She shared her birthday is in two days and she is very excited.

Member Keshini Digamber shared her place no longer has cockroaches which is really great. As well, she did class talks in Rozanski which is completely out of her comfort zone, but she is proud to have done it. As well, she is painting the cannon tonight.

Member Joshua Vito wished everyone a happy Thanksgiving. He shared it was the first time in a while seeing all his family, which was nice. As well, they played Family Feud, which was really fun. He wished Member Rocha a speedy recovery and a happy birthday to Member Stevens

Member Jena Ashley shared she has been very busy. She recently found out she will be going to Nova Scotia and Newfoundland to go to some meetings for circle of First Nations and Metis students, which she is really excited for.

Member Isha Maharaj thanked the Board for ratifying her. She wished Member Rocha a quick recovery and a happy birthday to Member Stevens. As well, she shared her dog had surgery today, which went well. She shared her clubs are hosting some events for Diwali, which is really exciting.

Member Damilola Oguntala shared she had a very nice Thanksgiving weekend and that she celebrated her Dad's birthday which was fun. She has been busy with work and school.

VP Student Experience Sara Kuwatly shared that she had a nice long weekend at her boyfriend's cottage and that she went to his family's house for Thanksgiving which was nice. She is currently finishing a book which is interesting, and she is very excited for Sexy Bingo tomorrow and for the Halloween Sexy Bingo.

VP External Shilik Hamad shared she did not bleach or cut her hair. As well, she spent a lot of the weekend catching up on sleep which was nice. She went on a nice hike which was fun, but otherwise not too much is going on.

**MINUTES**

Board of Directors Meeting # 8

October 13, 2021 – 6:00 pm

Microsoft Teams



VP Academic Lisa Kazuhara congratulated VP Student Experience for having a full registration for Sexy Bingo. She shared she is getting a haircut soon and is super excited. She has celebrated five birthdays, including hers, so she has been very busy celebrating. She also went to a cottage with her friends which was fun and has a bunch of homemade food. She was invited from a Japanese Study Aboard Company which is partnering up with Canadian Embassy in Tokyo, to be one of the three speakers there and she is super excited to be working with the Government of Canada.

Scribe Sarah Dias shared she worked at Grad Tour this weekend which was fun and spent the weekend with family.

President Nicole Walker shared she painted the Aggie Board which was fun. She shared her and her family celebrated Thanksgiving three days in a row which was nice. She shared she has her first midterm tomorrow and is doing beach volleyball training and is excited for that.

Policy & Transition Manager Pete Wobschall welcomed the new Members to the CSA Board.

Member Bella Harris shared she had vegan chicken from Pizza Nova and that it is the same from Pizza Pizza, she has been reorganizing her shirts and has too many t-shirts.

Member Amanda Conibear shared that her boyfriend had a family member who was in the hospital due and passed away due to Covid. She shared that the school paper, the Ontarian, asked her to write from her experience, which will be nice to share the reality of the Covid situation, as it is important to do that. She shared she works at an escape room and has been hiding candy in the room, which has been super fun. As well, she shared some nail art she has been doing.

Member Alyssa Ahmed shared that she is glad to hear everyone is doing well. She shared she is very happy to be part of the CSA, and that she did a haunted house last week and survived it. She also shared that she finally painted the cannon and now feels like an official Gryphon.

**8.14 In Camera Session**

No in camera session for this meeting.

**MINUTES**

Board of Directors Meeting # 8

October 13, 2021 – 6:00 pm

Microsoft Teams



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**8.15 Adjournment**

**MOTION** to adjourn the CSA Board of Directors Meeting # 8 of October 13, 2021, at 7:45 pm.

**Moved:** Maya Persram

**Seconded:** Lisa Kazuhara, VP Academic

**Motion carried.**

**CSA Board Meeting # 8 - October 13, 2021 - Attachment**



# **Elections Report**

**Fall 2021 – By-Election**

October 13, 2021



## Notes

This election was conducted with a hybrid model. There was promotion done by the elections team both online and on campus, which extended our reach. Candidates, however, were asked to campaign only in a virtual capacity (or with poster runs as these are on campus but available online). This was done to ensure an equitable election as we did not know the circumstances of candidates and if they would be able to effectively campaign on campus.

## Nomination Forms

Nomination packages were sent to anyone who requested a package directly from the CRO. This allowed the elections team to have an accurate number of candidates running, as well as gave the elections team a contact list in case immediate communications needed to be sent out. All nomination paperwork was sent out as a PDF that was signed in Adobe Acrobat.

## Signature Validation

There was an extra week added in between the close of nominations and the first day of campaigning to ensure there was enough time for signature validation. This was based off a recommendation that came from the Winter 2021 General Election.

100% of signature forms were able to be verified. One candidate only had eight valid signatures at the close of nominations and was unable to fulfill the nomination requirements.

- **Recommendation:** The ARO and CRO are going to create a checklist for who can act as a nominator for a candidate for the General Election. It will clearly outline who would count as a valid signature in the nomination process.





### **Appeal**

No appeals were made during this election.

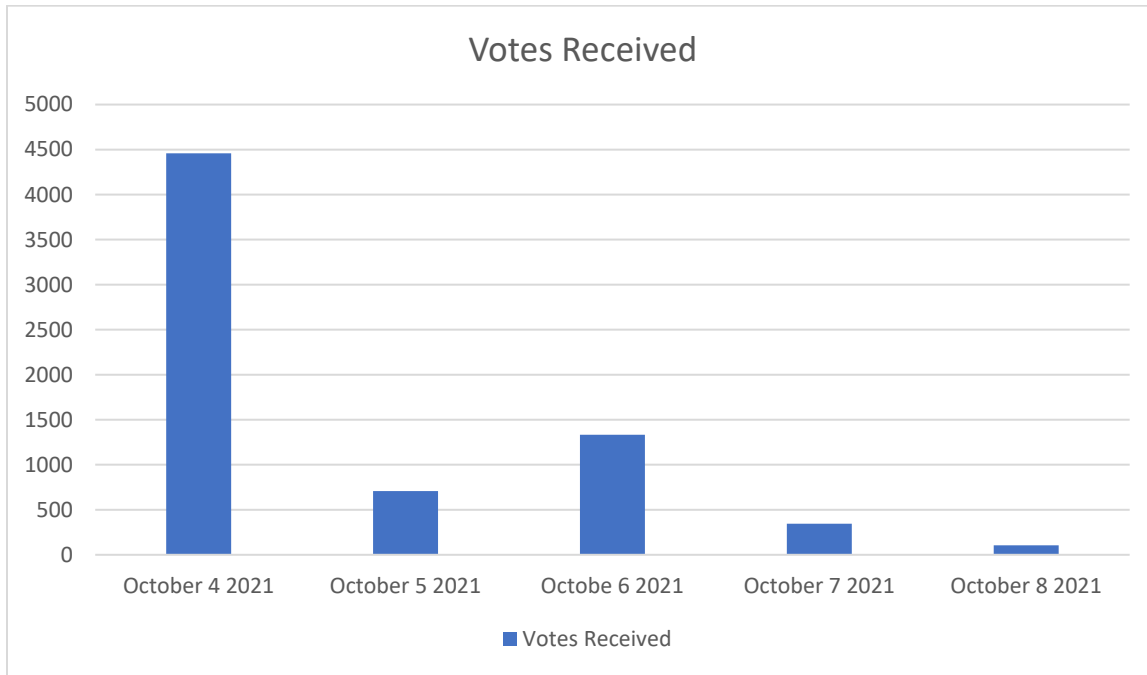
### **Campaign Period**

Campaign period took place from September 27, 2021, to October 8, 2021. This year, candidates received an additional week between the close of Nominations and the beginning of Campaigning. This gave the elections team time to verify signatures and allowed candidates to have extra time to create campaign material to use during the election.

### **Voting Period**

The voting period took place from October 4, 2021, to October 8, 2021. Unfortunately, some undergraduate students were left off the contact list sent from the Registrar. They were added to the contact list once the CRO was made aware that they had been missed. For the next election, a checklist and precise email has been drafted to send to the Registrar to ensure that no CSA member in good standing is left out.

Quorum of 20% for the Referendum was met by the second day of voting. The highest voter turnout was on the first day of the voting period; which is typical for elections.



The graph above displayed the voter turnout each day. A reminder email was sent out on October 6, 2021. This is why this day had the second largest voter turnout.

**Unofficial Election Results: Fall 2021 By-Election**

In order to calculate Quorum, we referenced the total number of surveys completed with the number of Undergraduate students. Please note, declined votes included students who either selected decline on a ballot or did not indicate their preference on a ballot, but had submitted their survey.

**Referendum: Quorum Met (31.7%)**

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Quorum: 20% (4229 votes) – Ballots submitted: 6703

- **Yes: 6055**
- No: 626
- Decline: 22

The transit referendum received a majority Yes vote.

**College of Engineering and Physical Sciences: Quorum Met (30.2%)**

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Quorum: 10% (338 votes) – Ballots submitted: 1023

The candidates for the College of Engineering and Physical Sciences were Valeria Telles and Anton Naim Ibrahim.

- **Valeria Telles: 593**
- **Anton Naim Ibraim: 324**
- Decline: 276

**Ontario Agricultural College: Quorum Met (38.5%)**

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Quorum: 10% (241 votes) – Ballots submitted: 927

The candidate for the Ontario Agricultural College was Isha Maharaj.

- **Yes (in support of Isha Maharaj as the representative): 669**
- No: 34
- Decline: 224

The following were elected:

- **CEPS Directors at Large:** Valeria Telles and Anton Naim Ibrahim
- **OAC Director at Large:** Isha Maharaj

### **Complaints**

No complaints were received during the election period.

**Promotion Done by Elections Team**



A promotional plan was created by CSA President, CSA Policy and Transition Manager, CSA Promo, and the CRO in August 2021. In addition to this, the CSA and GSA had a promotional plan for the referendum, which reached more students.

The promotional plan was a hybrid model. There were banners and physical posters placed around campus, as well as social media outreach on Instagram.

The full promotional plan was received by the Board of Directors on September 1, 2021.

### **Recommendations: Promotion**

- Continue to have a hybrid approach to promotions in the General Election to allow more outreach
- Begin some promotion in November or December as a call to action for nominations, as the nomination period begins shortly after the return to classes.
- Have the executives and directors share testimonials to increase turnout for the nomination period

**Jewel Lindemann**

**Chief Returning Officer**

**October 13, 2021**



## Schedule A

### Copy of the Bus Pass Referendum Question and Associated Motion passed at the July 28, 2021 CSA Board Meeting.

#### Item 4.11.1

#### Bus Pass Referendum Question

For more than 20 years, the Central Student Association (CSA) and the Graduate Students' Association (GSA) have negotiated with the City of Guelph for a Universal Bus Pass (UPass) that offers unlimited rides on Guelph Transit at a lower rate than the City of Guelph Post-secondary Semester Bus Pass. The UPass provides all University of Guelph main campus students with affordable transportation to campus, downtown, and the greater City of Guelph.

The previous UPass contract, which was negotiated for a five-year term, expired on April 30, 2021. In year-five of the UPass contract, the cost was \$150 per student, per semester.

The CSA and GSA have negotiated a new UPass contract with the City of Guelph, priced at \$151 per semester, with an annual price increase of no more than 2% per academic year, effective January 1, 2022. The contract term is indefinite unless the annual increase exceeds 2%, at which time another referendum must be held. The City of Guelph has committed to hold the annual fee increase at 2% or less for the next 5 years.

Should the referendum pass, the bus pass fee will be charged to all University of Guelph main campus students for the Winter 2022 semester, and UPass service will resume January 1, 2022. The Universal Bus Pass fee will be mandatory, with no opt-out option. Should the referendum fail, there will be no UPass, and students who require Guelph Transit services will be able to purchase passes directly from Guelph Transit. Currently the City of Guelph offers a Post-secondary Semester Bus Pass priced at \$272 per semester and is subject to annual approval by City Council. The regular monthly fare for adult riders is \$80 per month.

The below question is being asked to all undergraduate and graduate students enrolled at the University of Guelph main campus. Due to the joint nature of the bus pass negotiations, ballots for graduate and undergraduate students are combined for the purposes of counting; however, quorum for each student group must be reached independently in accordance with the CSA and GSA quorum by-laws. Provided that quorum is satisfied at both the undergraduate and graduate level, student approval will require a majority (50%+1 vote) of the total valid votes cast.

**Question:**

**Do you support a Universal Bus Pass fee for all University of Guelph, main campus, full-time and part-time, undergraduate and graduate students, effective January 1, 2022, with the following terms?**

- Priced at \$151 per each Fall, Winter and Summer semester, with an annual price increase of no more than 2% per academic year.
- The City of Guelph commits to hold the fee increase at 2% or less for the next 5 years.
- The contract term is indefinite unless the annual increase exceeds 2%, at which time another referendum must be held.

**YES****NO**

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**MOTION to Approve the Bus Pass Referendum Question  
for the Fall 2021 CSA By-Election**

**WHEREAS** for more than 20 years, the Central Student Association (CSA) and the Graduate Students' Association (GSA) have negotiated with the City of Guelph (Guelph Transit) for a Universal Bus Pass (UPass) that offers unlimited rides on Guelph Transit at a lower rate than Guelph Transit's Post-Secondary Semester Bus Pass offers;

**WHEREAS** the previous UPass contract, which was negotiated for a five-year term, expired on April 30, 2021, and the negotiated terms of the proposed new minimum 5-year contract with the Guelph Transit would continue to offer CSA Members with favourable costs for unlimited transit rides;

**WHEREAS** the CSA recognizes that if approved, the UPass fee will be mandatory, with no opt-out option, and that the proposed terms of the new contract with Guelph Transit may provide little or no value to Members that do not regularly use Guelph Transit and therefore the proposed UPass contract terms should be put to the membership as a referendum question; and

**WHEREAS** the wording of the question has been agreed upon by all parties within the CSA/GSA Transit Committee and resultantly cannot be amended.

**RESOLVED** that the CSA Board of Directors ratify the **Bus Pass Referendum Question** brought forward by the CSA/GSA Transit Committee and as presented by the CSA President at the July 28, 2021, CSA Board Meeting be included in the Fall 2021 CSA By-Election.

**Motion**

Board of Directors Meeting # 9  
October 27, 2021

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**Item 9.5.1**

**Approval of Past Board Minutes – October 13, 2021**

**MOTION** that the Minutes be approved for CSA Board Meeting # 8 – October 13, 2021.

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)  
Meeting #16 – October 6, 2021 – 11:30 am  
Microsoft Teams

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**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 #15 Minutes**

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- Return to Campus planning: the front office is now open from Monday – Friday 10 –3 as of October 15<sup>th</sup>.
  - Expanding the operations of the Bullring to Mon-Thurs 9am-7pm, Fri 9am 4pm, effective Monday, October 18<sup>th</sup>
- Next All-Staff meetings have been booked for October 20<sup>th</sup> & 21<sup>st</sup>
- The next CSA newsletter will be sent out Monday, October 18<sup>th</sup>

**5.1.2 Committees**



## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 6, 2021 – 11:30 am

Microsoft Teams

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- Student Budget Committee: Listened to presentations from CCS and CSO. Discussions around defunding Campus police – this will be considered when writing reports and making recommendations to the Board of Governors Finance Committee in the Winter semester.
- PDR Committee: The committee met for an orientation and to review the first group of applications. The next PDR deadline is Thursday, October 21<sup>st</sup>.

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

- Fall By-Elections: some students were having issues accessing their ballots – elections staff are working to remedy this issue.

### **5.1.4 SAF**

- Signed the agreement for the Sustainability Action Fund – the committee is currently being brought together in collaboration with the Sustainability Office.

## **5.2 Vice President Student Experience**

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

- SafeWalk: Currently interviewing volunteers and planning training. The service will be operating on a reduced schedule till we have a sufficient number of volunteers.
- Clubs: accreditation deadline is approaching.
- SE&RM: More training sessions.

### **5.2.2 Events:**

- Sexy Bingo: slightly altered the schedule to accommodate the host.
- Halloweek: 4 planned events to celebrate Halloween.

### **5.2.3 Social Media**

### **5.2.4. Committees:**

- Student Advisory Committee on Consent: VPSE created this committee. Met on Monday to discuss students' needs when it

## Minutes

Executive Committee Meeting (ECM)  
Meeting #16 – October 6, 2021 – 11:30 am  
Microsoft Teams

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- comes to consent and sexual violence on campus – will be planning a townhall in collaboration with campus partners.
- Campus Programming Group: planning weekend programming to tackle Halloween.

### 5.3 Vice President Academic

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

- SHAC: Event planning, time log check for thanksgiving

Looking into having appointment-based office hours.

#### 5.3.2 Events

- Open Educational Resource event  
October 28<sup>th</sup>: part of Halloweek programming.
- Art in the Bullring  
Initiate planning conversation

#### 5.3.3 Working on students' concerns

- CourseLink and Course Outline access
- Assessments during the Thanksgiving Study break

#### 5.3.4 Committees

- CELIC (Co-curricular Experiential Learning Integrity Committee): finalizing the evaluation process.
- Library: met to talk about open educational resources and the Halloween events. Also was provided with updates on the library operations including COVID guidelines, study space, etc.
- Student Senate Caucus and Senate: discussed study space, unsanctioned gathering, reporting of COVID cases, improved wastewater updates, Sexual Violence prevention, etc.

### 5.4 Vice President External

## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 6, 2021 – 11:30 am

Microsoft Teams

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### **5.4.1 Supervisory (JD Objective check-in, Demand, & time log check)**

- Bike Center re-opening: operations meeting yesterday to finalize re-opening.
- FoodBank

### **5.4.2 Transit:**

- Hit the quorum for the referendum.
- Will be working with transit on implementing the tap system on student cards.

### **5.4.3 Committees**

- SCECAC: met with VP Finance to discuss the structure of the committee – will be meeting with the whole committee later.
- Guelph Campus Coalition: met last week. Lots of discussions on hybrid format. Reviewing the membership.

### **5.4.4 Campaigns**

- Fight the Fees: meeting with CFS.
- Cops off Campus: CFS Working Group to inform the work of this committee.
- Student Advisory Committee on Consent: supporting VPSE.

### **5.4.5 Gender Neutral Bathrooms in Bullring**

- Inviting GQE members to a Bullring operations meeting.

## **6.0. Business**

### **6.1 Student Advisory Committee on Consent:**

- Townhall: planning for early November. To educate students on current resources and survey them for their needs.
- Reviewing membership: Student Experience, Student Wellness, IHC, CSA, GWWIC, first-year students.
- Working with GWWIC to provide training for folks sitting on the committee.
- Promo work for the Sexual Violence Module.
- Pressuring the University to mandate the Sexual Violence Module to all first-year students living in res starting W22.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #16 – October 6, 2021 – 11:30 am  
Microsoft Teams

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### 7.0 New Business

#### 7.1 IHC's Fall Leadership Conference - theme: Grow on Campus

- Looking to involve CSA and other student organizations in networking events.

#### 7.2 Educational Workshop on 2-Spiritedness and Contemporary Issues

- GQE reached out asking if the CSA is interested in supporting the event.

### 8.0 In Camera

- There was no in camera.

### 9.0 Adjournment @

***Next Meeting: Wednesday, September 29<sup>th</sup> at 11:30 am***

**Motion**

Board of Directors Meeting # 9

October 27, 2021

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**Item 9.6**  
**Executive Committee Minutes**

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

8.6.1 Meeting # 16 – October 6, 2021

**Moved:** Sara Kuwatly, VP Student Experience

**Seconded:**

## Executive Update

President

October 27, 2021

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Hello Board of Directors,

It has been an exciting few weeks with a successful Fall By-Election, and referendum for the Student Bus Pass. My focus for the upcoming weeks will be PDR's, continuing to work on organizational planning & reporting process, and starting to plan for the general elections in January. I know the weather this week is a bit gloomy, so here is a spooky joke for this week: Why couldn't the skeleton help being afraid of the storm? They just didn't have any guts. Happy Halloweek!

### Ongoing Projects:

**Return to Campus:** We are reviewing the current operations for our services as COVID-19 guidelines evolve and we will keep you updated as we continue to progress the re-opening of our services. Please check our website for updates to our services.

- SafeWalk: Return to Campus Application for SafeWalk was approved. COVID-19 protocols and the COVID-19 Safety Plan were finalized for the SafeWalk team.
- Bullring: As of October 18<sup>th</sup>, the Bullring has extended its hours to be open Monday to Thursday from 9:00 am to 7:00 pm and Friday from 9:00 am to 4:00 pm. Additional tables and chair have been added to increase indoor dining.

**Promotional & Design Services:** Starting November 1<sup>st</sup>, our Promotional & Graphic Designer (Irene), will be working on campus only two days a week. For any promo inquiries, please email [csapromo@uoguelph.ca](mailto:csapromo@uoguelph.ca).

**Programmer:** The programmer is responsible for fulfilling the live entertainment referendum by putting on live events, concerts, and movie screenings such as Sunday Cinema. Our programmer, John Bonnar, has decided to take an early retirement. Thank you, John, for all of your dedication the past 35 years (since 1986) to the CSA and our undergraduate students. We wish you all the best with your retirement! We are currently brainstorming options to gather student input on live entertainment.

### General Updates

**All-Staff Meetings:** All staff meetings are monthly meetings with all CSA staff, including our service staff to provide updates of what is happening in the organization, but also hear how services are going. Our second set of meetings took place on Wednesday, October 20<sup>th</sup> and Thursday, October 21<sup>st</sup>, in which it was lovely seeing our CSA team!

**CSA Newsletter:** The October edition of the CSA newsletter went out on Thursday, October 21<sup>st</sup>. The November edition will be sent out on Monday, November 8<sup>th</sup>. If you have any suggestions on what you would like to see from our newsletter, let me know!

**Late Night Service:** I am happy to announce that the CSA and GSA have chartered a Late Night Service for Halloween weekend to support student safety and ensure

## Executive Update

President

October 27, 2021



students have safe ride home. This means free transportation for ALL University of Guelph students this Friday, Saturday, and Sunday. More information can be found on the Guelph Transit website. We are currently working on additional promo, but please spread the word as much as possible.

### Committees:

**Petitions, Delegations, and Representations (PDRs):** Our second PDR submission deadline closed on Thursday, October 21<sup>st</sup>. PDR meetings to review applications have been scheduled for the remainder of the Fall semester. The committee will be meeting this week to discuss the first round of applications submitted. There was a minor delay in sending out funding awarded and declined letters for the first deadline since we had some issues to sort out with admin side of the PDR process. I will be continuing to develop a PDR process and look to the committee to help with some PDR policy recommendations. For anyone who missed this deadline, our final PDR deadline for the fall semester is Thursday, November 18. Please encourage folx who have questions about the PDR process to reach out.

**Student Budget Committee (SBC):** The SBC is a forum for ongoing consultation with students during the University budget development process. I am taking the lead for preparing a presentation and report to present to the Finance Committee of the Board of governors in the Winter Semester. Since our last Board meeting, we have had presentations from:

- Library
- Physical Resources/Parking
- Strategic Enrolment
- Student Financial Services and Financial Aid
- Office of the Vice-President Research

**Student Life Enhancement Fund (SLEF) Committee:** The SLEF committee reviews applications for funding submitted by recognized student organizations and clubs, registered students, and University departments for non-academic initiatives. The committee reviewed all the applications for the Fall deadline. The next SLEF deadline will be Thursday, January 13th, 2022 for anyone interested in applying.

As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!



### ***Sara – CSA VP Student Experience***

Hi friends! Happy spooky season Hope you're staying warm and spooky these days!

Here's what I've been up to:

- Committee work:
  - Student Advisory Committee on Consent: this is a working group that I have started. I have invited students, Guelph-Wellington Women in Crisis, IHC reps, Student Experience reps, and reps from Wellness to sit on the committee. The committee's focus for the next little bit will be to provide training for folks who sit on the committee as well as work on a townhall. The townhall will be a presentation about all the services that UofG currently offers to support Sexual Violence Prevention and Education as well as an open floor to gather feedback.
  - Halloween Planning: some campus stakeholders have been meeting on a weekly basis to offer alternative programming for students over the Halloween week/weekend. Please share far and wide!  
Programming offered:

PROGRAM	DATE AND TIME	LOCATION	HOSTED BY	LINK
Spooky Stories	Wednesday October 27 <sup>th</sup> from 7-9 pm	Virtual	English Students Society	<a href="https://gryphlife.uoguelph.ca/event/191621">https://gryphlife.uoguelph.ca/event/191621</a>
Hybrid Sexy Bingo	Wednesday October 27 <sup>th</sup> at 7pm	Live in Brass Taps.	CSA	<a href="https://twitch.tv/csavpstudentexperience">twitch.tv/csavpstudentexperience</a>
Psychology Society Presents: Pumpkin	Thursday October 28 <sup>th</sup> at 12 am to Monday	Instagram	Psychology Society	<a href="https://gryphlife.uoguelph.ca/event/191845">https://gryphlife.uoguelph.ca/event/191845</a>





Carving Contest	November 1 <sup>st</sup> at 2 pm			
Reynolds Haunted House-SOCIS	Friday October 29 <sup>th</sup> from 7- 8:30 pm	Reynolds Building, University of Guelph 474 Gordon St, Guelph, ON N1G 1Y4 Reynolds Bldg. Rm. 0002. Basement, Guelph, Ontario	Society of Computing and Information Science	<a href="https://gryphlife.uoguelph.ca/event/191679">https://gryphlife.uoguelph.ca/event/191679</a>
Trick-or-treating with OCUS	Friday October 29 <sup>th</sup> , 2021. 7:00pm-10:00pm.	Starting at Peter Clark Hall and then proceeding all across campus (RSVP required due to indoor, in-person component to event.	OCUS	
Halloween K Drama Movie Night	Friday October 29 <sup>th</sup> from 8-9 pm	CSA Club Room 50 Research Lane, Guelph, Ontario	Korean Pop Club	<a href="https://gryphlife.uoguelph.ca/event/191660">https://gryphlife.uoguelph.ca/event/191660</a>



Halloween Movie Night	Friday October 29 <sup>th</sup> from 8- 10:30 pm	East Town Hall Alumni Walk, Guelph, ON N1G 2W1	East Hall Council - IHC	<a href="https://gryphlife.uoguelph.ca/event/191583">https://gryphlife.uoguelph.ca/event/191583</a>  max. 25
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Services:

- Clubs: the first accreditation deadline has already passed. We extended the deadline until Sunday, October 24. So far, we have received a total of 128 applications.
- SafeWalk: SafeWalk is back!!!!!!! Currently, we are operating under a reduced schedule since we don't have enough volunteers to operate a full schedule. But we are hoping to go back to a full schedule in mid-November.

Events:

- Halloweek:
  - Monday October 25<sup>th</sup>: Haunted Room escape room at 6PM.
  - Wednesday October 27<sup>th</sup>: Spooky and Sexy Bingo.
  - Thursday October 28<sup>th</sup>: Textbook Horror Stories.
  - All week: Instagram giveaway.
- Menstrual Hygiene Initiative:
  - Diva Cup giveaway on social media and tabling in the UC on November 9<sup>th</sup>. The Diva Cup distribution will be on November 16<sup>th</sup> with Diva Cup reps there to answer questions from students.

## Executive Update

VP Academic

October 22nd, 2021



## CSA VP Academic Update: Oct 27<sup>th</sup> CSA Board Meeting

### ***Important Dates:***

- Oct 28<sup>th</sup> – Halloween Horror Stories
- Mid-November course selection opening for Winter 2022 semester

### ***Ongoing Projects:***

- Halloween Horror Stories
  - Open Educational Resources (OER) Halloween event
    - Collecting students' stories on access and costs associated with course materials.
    - Asking students what changes they like to see regarding course materials.
    - Provide resources on how to save money when purchasing textbooks, Library reserve resources and spread the words of the benefits that OER have
- Art in the Bullring
  - Meeting with FAN and the Bullring to discuss details of the event
    - Event will be held late October in the Bullring

### ***Committees:***

- OACCTF (Open and Affordable Course Content Task Force) Meeting – Sep 28<sup>th</sup>, Oct 13<sup>th</sup>
  - Halloween Horror Stories Event
  - OER evaluation checklist
  - Post pandemic pedagogy strategies
- START BIPOC – Sep 28<sup>th</sup>
  - Attended the event and it was successful. Great way to connect with BIPOC students on campus
- Experiential Learning Advisory Committee – Sep 28<sup>th</sup>
  - Updates from previous working groups
- Student Budget Committee – Sep 28<sup>th</sup>
  - Updates on Hospitality, Student Wellness and Athletics Budget
- Student Senate Caucus – Oct 1<sup>st</sup>, Senate – Oct 4<sup>th</sup>
  - Discussions about return to campus and the winter semester
- CSA, GSA, Library meeting – Oct 5<sup>th</sup>

**Executive Update**

VP Academic

October 22nd, 2021



- Library is monitoring student flow using technology, the library website has a live capacity monitor where students can see how busy the library is
- No grad rooms this year due to capacity limits and equality, individual rooms available to book for all students.
- No food allowed, covered drinks allowed.
- CELIC (Co-curricular and Experiential Learning Integrity Committee) – Oct 6<sup>th</sup>
  - Finalizing the evaluation of Experiential Learning opportunity proposals and review of the first proposal
- SLAM (Student Leadership and Admin Meeting)– Oct 7<sup>th</sup>
  - Return to campus, vaccination and deregistration, compliance, exemptions
  - Student Study space, potential of expanding study space – PCH becoming a study area
  - Student events updates
- Student Fee Committee (Library) – Oct 13<sup>th</sup>
  - Working on the report to be submitted to the Compulsory Fee Committee
- CRC (Calendar Review Committee) – Oct 14<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>
  - Reviewing courses, addition, changes and deletions.
- BUGS (Board of Undergraduate Studies) – Oct 19<sup>th</sup>
  - Review Academic, Admission and Educational Policies
  - Review curriculum changes
  - Updates from BUGS sub committees
  - Updates from the Associate Vice-President Academic
- SLEF Application Review Meeting – Oct 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>
  - Reviewing SLEF applications
- Students Rights and Responsibilities Committee – Oct 22<sup>nd</sup>
  - Initial Meeting - introduction
  - Lisa (CSA VP Academic) – elected as the deputy chair of the committee
  - Campus community police name change updates
  - Overview of the COIVD conduct compliance strategy

**Upcoming Committees:**

- OCTCTF – Oct 25<sup>th</sup>, Nov 10<sup>th</sup>
- Experiential Learning Advisory Committee – Oct 26<sup>th</sup>
- SLAM – Oct 26<sup>th</sup>
- Student Success Committee – Oct 27<sup>th</sup>
- Textbook Horror Stories
- Academic Policy and Procedures – Oct 29<sup>th</sup>
- Late Fee Appeals Committee – Nov 2<sup>nd</sup>
- CELIC – Oct 3<sup>rd</sup>
- Student Senate Caucus – Oct 4<sup>th</sup>
- BUGS – Nov 10<sup>th</sup>

## Executive Update

VP Academic

October 22nd, 2021



### Services:

- Student Help and Advocacy Centre (SHAC)
  - Discussing potential of bringing parts of the service back to campus (having in person appointments)
  - Trivia event: Nov 5<sup>th</sup> 12:00 PM
    - <https://gryphlife.uoguelph.ca/event/191616>
  - Webinar – Standing up to Sexual Harassment SHARE × SHAC webinar: Nov 9<sup>th</sup> 5:00 PM
    - <https://gryphlife.uoguelph.ca/event/191640>

## Executive Update

CSA VP External

October 27<sup>th</sup>, 2021

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### SERVICES:

**Foodbank:** We appreciate the hard work our Foodbank Coordinator and Assistants have put into running their services for visitors and would like to mention that through a fundraising initiative with the Bullring, the Foodbank has fundraised almost \$900! We look forward to future fundraising initiatives for the FB. I have also been chairing our FB Operations meetings, with the support of CSA President and Permanent Staff, to ensure we have consistent communication and combined efforts with all things regarding the foodbank.

**Bike Centre:** The Bike Centre is up and running and open to students who need to fix up their bikes! We are super grateful for our Bike Centre Coordinator, and I'd like to plug that if you're looking to get your bike fixed up with a pal, you can make an appointment online for yourself and a friend to visit the bike centre together! I have also been chairing our BC operations meetings, which we are holding as weekly meetings now, to ensure that our BC Coordinator has all the support he needs to operate smoothly and effectively.

**Transit:** As you probably know, we are getting our UPass back in January 2022! In addition to these results, the GSA, CSA, and other representatives from the University and Guelph Transit have been working together to implement a fare collection system through a tap service, rather than the sticker method that was used in previous years. We're looking to see if we can include the tap option into your personal student cards, or if we'll be using a separate transit card. We'll keep you updated as we move along this process. Additionally, we're happy to announce that the GSA and CSA have teamed up with Guelph Transit to provide a late night service on the weekend of Halloween, which will be on October 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>. The Friday and Saturday will operate from 1am – 3:30am, and on Sunday night the service will run from 7pm until 3:30am. We hope you stay safe and have a spooktacular halloween!!

### COMMITTEES:

**Suppliers Code of Ethical Conduct Advisory Committee:** Had our first meeting of the year, and discussed what steps need to be taken to ensure this committee is effective for both this year, and following years. I struck a working group to establish clear Terms of Reference, as well as to review and edit UofG's Ethical Purchasing Policy, and to explore how we can expand the committee's scope on ethical purchasing.

**Town and Gown Committee:** Had our first meeting of the semester on October 21<sup>st</sup> with different representatives from the GSA, CSA (VP External), Guelph community members, and university representatives as well. We discussed the aftermath of homecoming, as well as gave updates about our referendum and late night bus service on Halloween!

## Executive Update

CSA VP External

October 27<sup>th</sup>, 2021

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**Transit Advisory Committee:** Met on October 21<sup>st</sup>, provided updates regarding referendum and late night bus service on Halloween weekend.

**CFS Ontario Executive Committee – October Meeting:** Met on October 21<sup>st</sup> and represented our CSA as Local 54 Representative.

**Guelph Campus Coalition:** The Guelph Campus Coalition is a coalition that consists of student representatives, workers, union representatives, and special status groups. This coalition has been put together to create a space where communication between students and workers and organize around worker and student rights and/or concerns. Will be meeting October 28<sup>th</sup>.

### SOLIDARITY/EQUITY:

**Gender Neutral Bathrooms in Collaboration with GQE:** Representatives from GQE reached out to myself to inquire about implementing gender neutral bathrooms in the bullring. Myself, as well as a GQE representative was invited to a Bullring Operations meeting to discuss further into what this could look like. I will be supporting GQE to gather resources and information about what options exist into implementing this initiative and will continue working on this in the upcoming weeks.

### CAMPAIGNS:

**Fight the Fees:** Will be working alongside VP Academic to bring back the Fight the Fees campaign and organize with students to educate, spread awareness, and gather demands. We will be working on this campaign in the near future.

**Police Free Campus:** Attended first CFS Working Group meeting regarding Police Free Campuses campaign, and are gathering information about budgets, testimonials, and research across different student unions. Also gathering information on what the consensus is from students regarding police presence on campus, and organizing a workshop/event with the CFS. Will continue organizing this campaign in the following weeks.

**Motion**

Board of Directors Meeting # 9

October 27, 2021



**Item 9.7  
Executive Updates**

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

- 9.7.1 President
- 9.7.2 VP Student Experience
- 9.7.3 VP Academic
- 9.7.4 VP External

**Moved:**

**Seconded:**





**Motion**

Board of Directors Meeting # 9

October 27, 2021

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**Item 9.10.1  
Appoint Directors to the Clubs Conduct Tribunal**

**WHEREAS** Appendix F – Clubs Handbook, Section 4.1.1. states that the CSA Clubs Conduct Tribunal is responsible for reviewing accreditation status of a CSA accredited club to deem whether a student club’s accreditation status or club privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations; and

**WHEREAS** Appendix F – Clubs Handbook, Section 4.3.2. states that the Tribunal will be composed of the Vice President Student Experience and two (2) Directors to be appointed by the Board of Directors.

**RESOLVED** that the following two (2) Directors be appointed to CSA Clubs Conduct Tribunal for the remainder of the 2021-2022 academic year:

[1 <sup>st</sup> vacancy]
[2 <sup>nd</sup> vacancy]

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 9

October 27, 2021

**Item 9.10.2**

**Appoint Directors to the Policy & Bylaw Review Committee**

**WHEREAS** Appendix A – Internal CSA Policy, Section 2.6.1 outlines the responsibilities of the Policy and Bylaw Review Committee (PBRC) which include soliciting input from members of the CSA and the CSA Board of Directors relating to the CSA bylaws and policies, developing draft bylaws and policies for the CSA Board of Directors’ consideration, and to regularly review existing CSA Bylaws & Policies;

**WHEREAS** Appendix A – Internal CSA Policy, Section 2.6.2 states that any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC;

**WHEREAS** 2.6.3 (c) states that PBRC quorum shall be three ratified members, one of which must be a Director of the CSA; and

**WHEREAS** PBRC has had difficulties achieving quorum for some meetings during the fall of 2021 and would benefit from having an increased number of Directors on the committee in order to more regularly meet quorum.

**RESOLVED** that the following Directors be appointed to the Policy & Bylaw Review Committee (PBRC) for the remainder of the 2021-2022 academic year:

[no limit; 2 or 3 Directors would be ideal]

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 9  
October 27, 2021

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**Item 9.10.3**  
**Appoint Director to the**  
**Guelph Centre for Urban Organic Farming Stakeholder Advisory Group**

**WHEREAS** the Guelph Centre for Urban Organic Farming Stakeholder Advisory Group (GCUOF) provides strategic advice for major decisions and overall direction of the Guelph Centre for Urban Organic Farming ('Farm'), including farm educational & research program priorities, infrastructure improvements, and land use;

**WHEREAS** membership of GCUOF includes a 'CSA Student Representative appointed by the CSA Executive'; and

**WHEREAS** the CSA Executive Committee recommends Director Isha Maharaj based on her interest in participating on the committee, and her knowledge in organic farming.

**RESOLVED** that Isha Maharaj be appointed to the Guelph Centre for Urban Organic Farming Stakeholder Advisory Group (GCUOF) for the remainder of the 2021-2022 academic year, effective immediately.

**Moved:**

**Seconded:**

# Appendix A Executive Portfolios



## Executive Officer Portfolio Duties

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This is the new proposed  
Appendix A - Executive Portfolios.

# Appendix A Executive Portfolios



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: <ul style="list-style-type: none"> <li>- Appendix A – Executive Portfolios</li> <li>- Appendix D – CSA Committees</li> <li>- Appendix J – Internal CSA Policy</li> </ul> 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.	
<b>Pete Wobschall</b> , Policy & Transition Manager	
<b>Signature</b> 	<b>Date</b>

# 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

# Appendix A 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

# Appendix A Executive Portfolios



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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**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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- 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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## Executive Portfolios



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 Policy Executive~~ Portfolios



## Executive Officer Portfolio Duties

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<del>9.0</del> E-mail Policy .....	<del>Error! Bookmark not defined.</del>
<del>10.0</del> Ethical Purchasing .....	<del>Error! Bookmark not defined.</del>
<del>11.0</del> Accessible Services Provision (AODA) .....	<del>Error! Bookmark not defined.</del>
<del>12.0</del> Co-Curricular Transcript Policy .....	<del>Error! Bookmark not defined.</del>
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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




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
<p><u>Divided former Appendix A – Internal CSA Policy into:</u></p> <ul style="list-style-type: none"> <li>- <u>Appendix A – Executive Portfolios</u></li> <li>- <u>Appendix D – CSA Committees</u></li> <li>- <u>Appendix J – Internal CSA Policy</u></li> </ul> <p>Information in this revised Appendix A – Executive Portfolios</p>	

# Appendix A

# ~~Internal CSA Policy Executive~~ Portfolios



<p><u>includes minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.</u></p>	
<p><b>Pete Wobschall, Policy &amp; Transition Manager</b></p>	
<p><b>Signature</b></p> 	<p><b>Date</b></p> <p>June 2, 2021</p>

## 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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- 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.

## 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.



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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 CSA Committees



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**This is the new proposed  
Appendix D - CSA Committees.**

# Appendix D CSA Committees



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
<p>Divided former Appendix A – Internal CSA Policy into:</p> <ul style="list-style-type: none"> <li>- Appendix A – Executive Portfolios</li> <li>- Appendix D – CSA Committees</li> <li>- Appendix J – Internal CSA Policy</li> </ul> <p>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.</p> <p>Replacing ‘Board Member(s)’ with ‘Director(s)’ where meaning and context are appropriate.</p>	
<b>Pete Wobschall, Policy &amp; Transition Manager</b>	
<p><b>Signature</b></p> 	<p><b>Date</b></p>

# Appendix D

## 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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## CSA Committees



“**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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## CSA Committees



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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## CSA Committees



### 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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## CSA Committees



- 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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## CSA Committees



- 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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## CSA Committees



### 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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## CSA Committees



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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## CSA Committees



**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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## CSA Committees



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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## CSA Committees



### 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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## CSA Committees




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

# Appendix D CSA Committees



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
<p><u>Divided former Appendix A – Internal CSA Policy into:</u></p> <ul style="list-style-type: none"> <li>- <u>Appendix A – Executive Portfolios</u></li> <li>- <u>Appendix D – CSA Committees</u></li> <li>- <u>Appendix J – Internal CSA Policy</u></li> </ul> <p><u>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.</u></p> <p><u>Replacing ‘Board Member(s)’ with ‘Director(s)’ where meaning and context are appropriate.</u></p>	
<b>Pete Wobschall, Policy &amp; Transition Manager</b>	
<p><b>Signature</b></p> 	<p><b>Date</b></p> <p>June 2, 2021</p>

# Appendix D

## 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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## CSA Committees



- 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

#### 3.9.23.14.1 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

#### 5-16.1 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.

#### 5-26.2 Purpose

5-2-16.2.1 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.

5-2-26.2.2 To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

5-2-36.2.3 To provide input to the budgetary process before it is presented to the Board of Directors.

5-2-46.2.4 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.

#### 5-36.3 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**

#### **6.47.1 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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## CSA Committees



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 GSA 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.

### **6-6.7.6 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.

### **6-7.7.7 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.

### 10.011.0 Bike Centre Committee

#### 10.111.1 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.

#### 10.211.2 Membership

10.2.111.2.1 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.

10.2.211.2.2 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).

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

#### 10.311.3 Meetings

10.3.111.3.1 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.

10.3.211.3.2 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.

**10.3.311.3.3** 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.

**10.3.411.3.4** 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.

### **10.411.4** Anti-Oppression Commitment

**10.4.111.4.1** 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.

### 10.511.5 Purpose

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

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

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

### 10.611.6 Reports

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

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

## ~~11.01.0 Capacity, Analysis, and Planning Committee (CAPCOM)~~

### ~~11.11.1 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.~~

### ~~11.21.1 Responsibilities~~

~~11.2.11.1.1 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 summary of the problem and the desirable outcomes.~~
  - ~~e) 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) What did not work and what barriers are to blame.~~
  - ~~e) Reflection of committee effectiveness.~~
    - ~~• Suggestions for next year's CAPCOM.~~
  - ~~d) 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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## CSA Committees



**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

# Appendix D

## CSA Committees



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

~~12.7.2~~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.

~~12.7.3~~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.

~~12.7.4~~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.

### ~~12.8~~13.4 Meetings

~~12.8.1~~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.

~~12.8.2~~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.

~~12.8.3~~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.

### ~~13.0~~14.0 Bullring Operations Committee

#### Preamble

#### ~~13.1~~14.1

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## CSA Committees



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

### 13.214.2 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.

### 13.314.3 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.

### 13.414.4 Responsibilities

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

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

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

13.4.414.4.4 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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## CSA Committees



- 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.

### 13.5.14.5 Meetings

~~13.5.1~~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.

~~13.5.2~~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.

### 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

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**This is the new proposed  
Appendix J - Internal CSA Policy.**



# Appendix J Internal CSA Policy



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: <ul style="list-style-type: none"> <li>- Appendix A – Executive Portfolios</li> <li>- Appendix D – CSA Committees</li> <li>- Appendix J – Internal CSA Policy</li> </ul> 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.	
<b>Pete Wobschall</b> , Policy & Transition Manager	
<b>Signature</b> 	<b>Date</b>

## 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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## Internal CSA Policy



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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## Internal CSA Policy



- 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](http://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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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
<p><u>Divided former Appendix A – Internal CSA Policy into:</u></p> <ul style="list-style-type: none"> <li>- <u>Appendix A – Executive Portfolios</u></li> <li>- <u>Appendix D – CSA Committees</u></li> <li>- <u>Appendix J – Internal CSA Policy</u></li> </ul> <p><u>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.</u></p>	
<b>Pete Wobschall, Policy &amp; Transition Manager</b>	
<b>Signature</b> 	<b>Date</b> 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.

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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

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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](http://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.

# Appendix A

## Internal CSA Policy

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This is the current Appendix A - Internal CSA policy  
for comparison purposes.

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## Internal CSA Policy



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
<b>Pete Wobschall, Policy &amp; Transition Manager</b>	
<b>Signature</b> 	<b>Date</b>  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.

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- 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.



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- 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.

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- 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

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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**

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- 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

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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,

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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](http://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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## Internal CSA Policy

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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)

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- 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.

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- 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

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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.

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### 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 # 9  
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**Item 8.11.1****Separation of Appendix A – Internal CSA Policy****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.

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## 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.



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- 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)

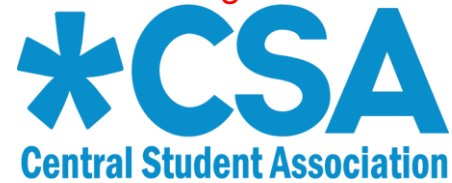
- 1.0 Director and Executive Files
- 2.0 Standing Committees
- 3.0 Operational Committees
- 4.0 Confidentiality
- 5.0 Protection of Privacy and Access to Information
- 6.0 Special Projects
- 7.0 University Centre Board
- 8.0 Dietary Policy
- 9.0 E-mail Policy
- 10.0 Ethical Purchasing
- 11.0 Accessible 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



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- 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

### MOTION 9.11.1 Separation of Appendix A – Internal CSA Policy

**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
- e) Policy and Bylaw Review Committee (PBRC)

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f) Accessibility Committee

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

**Moved:** Nicole Walker, President

**Seconded:**

[Requires a Roll Call, 2/3 Majority vote]

**Motion**

Board of Directors Meeting # 9

October 27, 2021

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**Item 9.15  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 9 of October 27, 2021, at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**