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Confidentiality & Conflict of Interest Agreement

Directors and Executive

I acknowledge that, as a Director or an Executive of the Central Student Association, I have read the attached relevant CSA bylaws and policies pertaining to conflict of interest and confidentiality (CSA Bylaw 1, Section 10.0: Conflict of Interest and Appendix A – Internal CSA Policy, Section 4.0: Confidentiality and Conflict of Interest Agreement).

I acknowledge that I must adhere to the highest level of conduct in carrying out my duties and responsibilities to the CSA, including acting honestly, in good faith and in the best interests of the CSA and disclosing all conflicts of interest as they exist or arise, and addressing such conflicts of interest, in accordance with relevant CSA by-laws and policies, as applicable. Any discussion conducted “in camera” shall remain confidential and not discussed outside of the Board of Directors.

I undertake to keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA by-laws and policies, as applicable.

Dated this ________ day of ___________________, 20_____.

Signature: _________________________________________

Please print name: _________________________________________

Witness: _________________________________________

Signature: _________________________________________

Signed agreements will be kept on file by the Policy & Transition Manager and shall expire on the 30th of April of each year (per Appendix A - Internal CSA Policy, Section 4.8).
The following responsibilities of a CSA Director are outlined in more detail in the CSA Bylaws and Policies:

- To be responsible to the undergraduate students of the University of Guelph for the conduct, activities and action of the Central Student Association;
- To protect and further the rights and interests of undergraduate students and the CSA;
- To search the feelings and opinions of their electorate in regard to any policies or actions of the CSA and then report to the Board of Directors or Executive;
- To actively promote student involvement in CSA services, advocacy, events and campaigns;
- At all times, to uphold the Bylaws and Policies of the CSA;
- To attend a minimum of 70% of the total number of Board Meetings scheduled throughout the term, as well as Annual General Meetings (AGM), General Members’ Meetings (GMM) and Board retreats;
- To participate in at least two committees of the CSA (one of which must be a hiring committee) and attend a minimum of 70% of all meetings held by each committee (Directors must attend all hiring committee meetings);
- To attend and complete all mandatory Board Training;
- To participate in Board Meetings in an active, informed and respectful manner;
- At all times, to be as objective, fair and impartial as possible when discussing issues and making decisions;
- At all times, to respect the speaker who “holds the floor” at a Board meeting;
- At every regularly scheduled meeting of the Board of Directors, to provide an oral report, to be recorded in the minutes of the meeting.
This report shall contain a summary of activities the Board Member has participated in, since the last regularly scheduled meeting of the Board, in their capacity as a member of the Board of Directors.

Content of the report shall relate to the specific duties of a Board Member. However, during the fall and winter semesters, each report is expected to highlight the following areas:

- Classroom speaking for the CSA
- CSA Committee involvement, and
- Researching input from constituents.

- To be prepared to speak to classes during times of significant importance to the CSA, including the AGM, General Member Meetings, elections, hiring, large-scale programs and campaigns / awareness weeks;

- To be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Not-for-Profit Corporations Act, 2010.

- To assume the fiscal and moral responsibilities inherent in being a Director of a not-for-profit corporation;

- To obtain prior leave of absence for any missed Board meeting, by providing regrets to the Policy & Transition Manager (PTM) at least 24 hours before a scheduled meeting.

In situations where 24 hours notice is not possible, to contact the PTM directly; and if two meetings are missed per semester without prior leave, to tender their resignation;

- To be aware that the Board may decide to remove Directors who fail to perform their duties.
# Introduction to the Central Student Association

## CSA Board of Directors Structure

Complete info: [Bylaw 1 – Organizational](#), Section 3.0. Board of Directors

<table>
<thead>
<tr>
<th>At-Large / Elected</th>
<th>College Governments</th>
<th>Student Organizations</th>
<th>Executive Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Representatives Two (2) from each College</td>
<td>Seven (7) Appointed Representatives</td>
<td>Ten (10) Appointed Representatives</td>
<td>Four (4) Elected Executive Officers</td>
</tr>
<tr>
<td>College of Arts College of Biological Sciences College of Engineering and Physical Sciences College of Social and Applied Human Sciences Gordon S. Lang School of Business and Economics Ontario Agricultural College Ontario Veterinary College</td>
<td>College of Arts Student Union (CASU) College of Biological Sciences Student Council (CBSSC) College of Engineering and Physical Sciences Student Council (CEPSSC) College of Social and Applied Human Sciences Student Alliance (CSAHS-SA) Lang Students’ Association (Lang SA) Student Federation Ontario Agriculture College (SFOAC) Central Veterinary Student Association (CVSA)</td>
<td>Aboriginal Student Association Board of Governors Guelph Black Students Association Guelph Campus Co-Op Guelph Queer Equality (GQE) Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED) Interhall Council (IHC) International Student Organization (ISO) Ontario Public Interest Research Group - Guelph (OPIRG) Student Senate Caucus (SSC)</td>
<td>President Vice President Student Experience Vice President Academic Vice President External</td>
</tr>
</tbody>
</table>

Maximum total of 35 Board of Directors members

There are up to 31 voting members as the Executive Officers are non-voting members (the President is permitted to vote when breaking a tie is required).
# CSA Executive Officers

<table>
<thead>
<tr>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Executive member is responsible for their own portfolio. A complete list of duties and responsibilities can be found in Appendix A – CSA Policy, Section 14. Executive Officer Portfolio Duties.</td>
</tr>
<tr>
<td>Please note the following bylaws and policies re Executive accountability:</td>
</tr>
<tr>
<td><strong>Bylaw 1 – Organizational</strong></td>
</tr>
<tr>
<td>5.7. The President of the CSA shall:</td>
</tr>
<tr>
<td>5.7.1. Act as the “Corporate President” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine;</td>
</tr>
<tr>
<td>5.7.2. Report and be accountable to the Board of Directors;</td>
</tr>
<tr>
<td>5.7.3. Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee.</td>
</tr>
<tr>
<td><strong>Appendix A – Internal CSA Policy</strong></td>
</tr>
<tr>
<td>Section 14 includes the CSA includes the following statement regarding Vice President’s duties:</td>
</tr>
<tr>
<td>“To follow the leadership and direction of the CSA President”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tyler Poirier</strong></td>
</tr>
<tr>
<td><a href="mailto:csapresident@uoguelph.ca">csapresident@uoguelph.ca</a></td>
</tr>
<tr>
<td>Phone: 519 824 4120 x54408</td>
</tr>
<tr>
<td>Office: University Centre 248, CSA Head Office</td>
</tr>
<tr>
<td>Office Hours: By appointment</td>
</tr>
</tbody>
</table>

The President's Portfolio Includes:
# Executive

- Uphold the mandate of the Central Student Association.
- Ensure that CSA operations, services and programs are managed effectively and efficiently.
- Work with a team of Executive, directors and staff so that every decision made is with the collective interests of undergraduate students in mind.
- Signing authority of the CSA; CSA representative in legal matters.
- Primary spokesperson of the Central Student Association.
- Chair of Petitions, Delegations and Representations (PDR) Committee.
- Co-Chair of CSA/GSA Transit Committee.
- Co-Chair of Student Health & Dental Plan Committee.
- Executive Supervisor for all CSA full-time staff.

## VP Student Experience

**Sara Kuwatly**

csavpexperience@uoguelph.ca

519 824 4120 x58328

Office: University Centre 248A, CSA Head Office

Office Hours: By appointment

The VPE’s Portfolio Includes:

- Enhance the student experience on and off campus through events and activities such as O Week Block Party, Sexy Bingo and stressbusters.
- Work with campus groups to create cool and safe events.
- Manage the social media and online promotion of CSA events.
- Responsible for the arrangement and allocation of CSA Clubs space and work towards University-wide student space initiatives.
- Support special status groups and advocate for under-represented and marginalized students.
### Executive

- Supervise SafeWalk and CSA Clubs staff as well as the Student Events and Risk Management (SERM) Coordinator in collaboration with the Student Experience Department.
- Coordinate the CSA Free Menstrual Product program and referendum fee.

<table>
<thead>
<tr>
<th>VP Academic – VACANT</th>
<th>VP Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:csavpacademic@uoguelph.ca">csavpacademic@uoguelph.ca</a></td>
<td></td>
</tr>
<tr>
<td>519 824 4120 x56742</td>
<td></td>
</tr>
<tr>
<td>Office: University Centre 249, CSA Head Office</td>
<td></td>
</tr>
<tr>
<td>Office Hours: By appointment</td>
<td></td>
</tr>
</tbody>
</table>

The VPA’s Portfolio Includes:

- Represent and amplify student voices on academic issues such as financial support, inclusivity and accessibility needs.
- Defend the academic rights and interests of undergraduate students.
- Be knowledgeable of various areas of financial support including bursaries, grants, loans and scholarships.
- Be knowledgeable of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy for students.
- Provide campaigns and events that promote the health and well-being of students.
- Coordinate the annual Student Memorial Tree Dedication, as well as Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- Supervise the Student Help and Advocacy Centre (SHAC) staff.
## Executive

<table>
<thead>
<tr>
<th>VP External</th>
<th>Horeen Hassan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:csavpexternal@uoguelph.ca">csavpexternal@uoguelph.ca</a></td>
<td>Phone: 519 824 4120 x56376</td>
</tr>
<tr>
<td>Office: University Centre 250, CSA Head Office</td>
<td>Office Hours: By appointment</td>
</tr>
</tbody>
</table>

The VPE’s Portfolio Includes:

- Represent and defend the rights and interests of undergraduate students to all levels of government.

- Coordinate social and environmental campaigns centred around issues affecting students and the community.

- Monitor government programs, policies and legislation that impact undergraduate students and inform students of the effects.

- Collaborate with civic engagement groups including Wellington Water Watchers, Coalition for Social Justice.

- Build coalitions with labour unions and other workers groups incl CUPE, OPSEU, Guelph District Labour Council.

- Advocate on behalf of undergraduate students for free post-secondary education.

- Supervise the staff of the CSA Bike Centre and the Guelph Student FoodBank.

- Coordinate the CSA Bus Pass Distribution.
# CSA Permanent Staff

## Permanent Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullring Manager</td>
<td>Katrina Lindsay</td>
<td><a href="mailto:thering@uoguelph.ca">thering@uoguelph.ca</a> Ext. 58115</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Lee Anne Clarke</td>
<td><a href="mailto:lclarke@uoguelph.ca">lclarke@uoguelph.ca</a> Ext. 56744</td>
</tr>
</tbody>
</table>

My role is the overall management of the Bullring. I lead a team of 35-40 students plus four full-time managers. My duties include overseeing the daily operations (all things food and beverage), human resources (interviewing, hiring, training and orientation, coaching and reviews), health and safety, purchasing and finance, event bookings and pick-ups, and anything else that may arise that relates to the Bullring.

As the Business Manager, I have the great privilege of supporting our CSA President, Executive, Board and staff in any and every way that has a dollar sign close by. With the assistance of our bookkeepers, we ensure all monies collected and spent from our $1.8 million operating budget, Bullring Café, Student FoodBank, Student Health and Dental Plans, Bus Pass and Late Night Bus Service are recorded transparently and consistently with our financial policies. Additionally, I serve as one of three members on the CSA Human Resources Support Team. I love to collaborate on projects and am constantly energized and inspired by new ways to add value for our membership.
## Permanent Staff

<table>
<thead>
<tr>
<th>Events Programmer</th>
<th>John Bonnar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:jbonnar@uoguelph.ca">jbonnar@uoguelph.ca</a></td>
</tr>
<tr>
<td></td>
<td>Ext. 58188</td>
</tr>
</tbody>
</table>

For your entertainment and enlightenment, the CSA presents various film screenings, including Hollywood blockbusters, indie films, and art flicks; hosts speakers; organizes concerts, including both ticketed and the free Nooner series; co-ordinates courtyard sales (eg. Imaginus Posters); and manages the production of the Survival Guide each year.

<table>
<thead>
<tr>
<th>Office Manager &amp; Executive Support</th>
<th>Laura Parsons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:csamain@uoguelph.ca">csamain@uoguelph.ca</a></td>
</tr>
<tr>
<td></td>
<td>Ext. 56748</td>
</tr>
</tbody>
</table>

As the Office Manager & Executive Support staff person, I am here as a resource for all service/program staff as well as the Executive and core staff. Alongside our front office assistants, I work to ensure all aspects of the CSA office are functioning smoothly so students and clubs can access our services and get the support they need. It is my goal to ensure that everyone who visits the CSA feels welcomed and that they would wish to return. Another part of my role at the CSA is to support our staff and volunteers as part of the Human Resources Support Team, making sure they have the training they need to do their jobs appropriately and to help resolve any issues. I really enjoy meeting the Board members – we likely met during the election period (if you’re not an appointed representative) and I enjoy hearing from you what
## Permanent Staff

You’re passionate about and how you are involved on campus. If you have any questions, please don’t hesitate to contact me.

<table>
<thead>
<tr>
<th>Policy &amp; Transition Manager</th>
<th>Pete Wobschall</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:csaptm@uoguelph.ca">csaptm@uoguelph.ca</a></td>
<td>Ext. 53887</td>
</tr>
</tbody>
</table>

The role of the CSA Policy & Transition Manager has many components. I ensure that Board Directors and Executive Officers receive a comprehensive transition. Other duties include presenting Board training as well as managing CSA policies and bylaws. I prepare Board agenda packages and ensure meeting minutes are accurate and maintained in our archives. With the Chief Returning Officer, I develop election timelines and confirm that all administrative matters are addressed. My main role is to help the Board fulfill its responsibilities and I look forward to working with all of you. Please contact me if I may assist you.

<table>
<thead>
<tr>
<th>Promotional Services &amp; Graphic Design</th>
<th>Irene Castellano</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:csapromo@uoguelph.ca">csapromo@uoguelph.ca</a></td>
<td>Ext. 54817</td>
</tr>
</tbody>
</table>

The Promotional Services and Graphic Design staff person works with CSA Executive, service and core staff to implement promotion and advertising of the CSA, its campaigns, programs and services. In addition, the office is responsible for large format printing and design, cross-campus poster runs, rental advertising spaces, button maker rentals and supplies, and designs for purchase. Major event
### Permanent Staff

responsibilities include bus pass distribution, elections, Annual General Meeting, Survival Guide, and Orientation Week.
CSA Organizational Chart

Visual representation of the CSA’s hierarchical organization as per CSA policy and bylaw and consistent with applicable legislation.

This chart represents responsibilities related to accountability and does not necessarily represent supervisory relationships.

CSA Membership

Board of Directors

Chair

President
To uphold the mandate of the Central Student Association.

Elections Office

Permanent Staff (Core Staff)

Vice President Academic

CSA Operations and Services within Portfolio
To defend the academic rights and interests of University of Guelph undergraduate students

Vice President External

CSA Operations and Services within Portfolio
To represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government

Vice President Student Experience

CSA Operations and Services within Portfolio
To enhance the student experience on and off campus through events and activities.
CSA Mission, Vision and Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students’ lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, including through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

- Students want to engage with the CSA. They know what the CSA does and are to be involved;
- Executive members represent students accurately and confidently, based on knowledge of what students want that comes from having consulted meaningfully with them;
- The CSA provides services that students use;
- Advocacy on students’ behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.
Your Student Association

The Central Student Association (CSA) is the undergraduate students’ association at the University of Guelph, local 54 of the Canadian Federation of Students (CFS).

The CSA was founded in 1973 on the belief that students together have more power than students alone. We advocate on behalf of our membership, representing collective interests on issues as diverse as public transit, neighborhood relations, and accessible education.

The CSA is here to listen to student concerns – academic, community, social or environmental – and take action. We also seek to protect and advance student rights on campus, in the community, and on a provincial and cross-Canada scale.

The Central Student Association is a semi-autonomous, not-for-profit organization, run by students for students. We work democratically to serve and protect the rights of undergraduate students at the University of Guelph. The day-to-day management of the Central Student Association consists of an elected Executive, a Board of Directors, various staff, and volunteers.

CSA Services

The Bike Centre

A do-it-yourself bike repair shop

This service offers access to the tools, parts, and training necessary for bicycle maintenance, along with a team of volunteers that are available to assist users and facilitate learning. Workshops are hosted by experienced technicians who educate and create awareness about bicycle maintenance and safety, and address bicycle-related oppression issues.

The Bullring

Your on-campus living room

Originally an arena for the showing of cattle, this building has served different roles over the last 116 years. Its renovation into a coffee shop completed a multi-year CSA program to make the space open all day as a lounge for students. Come by and enjoy a fair-trade coffee or some affordable food that is not produced by a massive fast food chain. Relax and crack open a book. The space is ours, most of the employees are
students, and all profits are reinvested in the building. The Bullring may also be booked for events!

**Bus Pass**

All University of Guelph students have access to the CSA transit services. The CSA and the GSA have partnered with Guelph Transit to create the universal bus pass, which allows unlimited access for University of Guelph students to the Guelph public transit system.

The bus pass is included as a compulsory fee in tuition fees for the semester. In order to keep the cost low, all students participate in this program. Students must have their bus pass stickers on their student cards in order to use their card as a valid fare for Guelph Transit.

The CSA also works with GO Transit and Greyhound on behalf of students, providing locations to purchase tickets on campus.

**Clubs**

CSA is the home to more than 100 clubs on campus!

Finding something to do after classes is made easy with the wide range of clubs accredited through the CSA. The clubs are constantly recruiting new members. The mandates of these clubs range from cultural, political, religious, or just plain fun. Most college governments coordinate clubs that are related to academics in their college. There is something for everyone!

**Guelph Student FoodBank**

In an effort to combat hunger and poverty on campus and in the greater Guelph community, the Guelph Student FoodBank provides access for undergraduate and graduate University of Guelph students to emergency food, anti-poverty resources, and referrals to other food security, anti-poverty and financial assistance groups. This service is always confidential.

**Health and Dental Plans**

The Student Health and Dental Plans are a valuable benefit made possible by the CSA and the GSA. Eligible students are automatically enrolled in the plans and have access to a comprehensive set of extended health and dental benefits.

Students who already have some form of health and/or dental insurance coverage are permitted to coordinate benefits, increasing their coverage and decreasing or
eliminating their out-of-pocket costs. Those with existing health and/or dental coverage may also choose to opt-out.

Petitions, Delegations and Representations

Groups or individuals are encouraged to request support or sponsorship of any event, program, or campaign from the PDR Committee. The various types of support may include promotion, volunteer recruitment, financial aid, technical assistance, resources, office space and transportation. Delegations and representations are usually not granted for operational costs, salaries, honoraria, or alcohol costs. In fairness to all organizations, no group will be awarded more than $500 in the fiscal year (May to April).

Printing Services

The CSA offers print-related services including black and white and colour photocopying, as well as printer cartridge refills. Bring your material in as hard copy and take advantage of our low prices. You can also use the public computers to print your material from the internet or WebAdvisor.

Our professional ink refilling service may be used for most black and colour printer cartridges (inkjet, bubblejet, and laser). The price to refill is a fraction of the cost to purchase a new cartridge.

Promotional Services

The CSA provides many promotional services to students and on-campus groups at heavily discounted prices. We provide a large format printing service; two kiosks on the north end of Winegard Walk for posting banners for rent; banner space in the University Centre courtyard; a button maker and button-making supplies for purchase; and weekly poster runs around campus.

SafeWalk

This student-run volunteer organization provides a safe and reliable escort after dark for any person on the University campus and helps maintain the safety of the University community. The service is available seven days a week from 7:30 pm to 2:30 am.

Created in 1991, the SafeWalk program has proven to be a useful and beneficial program. The University of Guelph SafeWalk team is a CSA service dedicated to providing students, staff, faculty and visitors on campus with a safe and reliable accompaniment to their destinations after dark and helping to maintain the safety of the University community.
SafeWalk volunteers contribute positively to their University community while developing life skills and meeting new people. Social team events and skills development sessions are offered to all SafeWalk volunteers.

**Student Help and Advocacy Centre (SHAC)**

SHAC is a student-run advocacy and referral centre that provides a safe space for students to ask questions. We provide human rights advocacy, and academic, legal (including landlord/tenant issues) and financial resources. SHAC strives to eliminate discrimination against people facing all forms of oppression, as well as the stigma of asking for help.

SHAC staff and volunteers assist students in a confidential and compassionate manner to provide them with the information they need. SHAC works in solidarity with others to proactively address relevant campus issues. We provide student-to-student support that is inclusive and equitable for all individuals.

**thecannon.ca**

This joint venture of the CSA and the Guelph Campus Co-op is an online community for University of Guelph students. Whether you are buying or selling used textbooks, giving or getting a ride home, searching for info about activities on campus, or reading entertaining writing by your peers – it's all online at thecannon.ca.
CSA as a Corporation

Purpose (Mandate)
The University of Guelph Central Student Association (CSA) is a not-for-profit corporation with the following objects/purposes:

- to act as a central coordinating organization for all undergraduate student activities of a cross campus nature; and
- to represent the whole undergraduate student body of the University of Guelph within and/or beyond the University campus; and
- to seek out and initiate action on behalf of undergraduate students as the need arises.

Full CSA Mandate can be found here.

Not-for-Profit Legislation
As a not-for-profit corporation, the CSA is governed primarily by the Not-for-Profit Corporations Act, 2010. This act decrees such things as:

- the corporation may only direct its energies towards fulfilling the objects stated in the CSA letters patent;
- any profits must be direct towards its objects;
- members of the corporation are not liable for the actions of the corporation;
- directors (and in some cases employees) of the corporation are liable for the actions of the corporation;
- any change to by-laws passed by the Board of Directors must be affirmed at the next annual meeting of members or the change ceases to have effect;
- any change in the number of seats on the Board of Directors must first be filed with the government;
- the corporation must have a President, a Secretary, and a Chair of the Board of Directors;
- meetings of members must be held at least every fifteen months;
- there must be a Register containing:
  - minutes of all members meetings
  - minutes of Board of Directors meetings
- minutes of Executive Committee meetings
- a copy of the letters patent and any supplementary letters patent
- all by-laws and special resolutions
- a list of all members and their addresses for the last ten years
- a list of directors, addresses and callings, and when they are/were directors
- financial accounts including assets, liabilities, receipts and disbursements, sales and purchases.

- the Register shall be available to any member/director during normal business hours.
WHEREAS an application has been filed to incorporate a corporation
Without share capital under the name

THE UNIVERSITY OF GUELPH CENTRAL STUDENT ASSOCIATION

AND WHEREAS the Minister of Consumer and Commercial Relations is the member
of the Executive Council to whom the administration of The Corporations Act is
assigned.

THEREFORE I, by virtue of the aforesaid powers vested in me, do by these
Letters Patent issue a charter constituting the applicants named in the
application which is attached hereto and which forms part of these Letters
Patent, and any other persons who become members of the corporation hereby
created, a corporation without share capital in accordance with the provisions
of the said Act.

AND IT IS HEREBY ORDAINED AND DECLARED that the Letters Patent shall also
contain and be subject to the following terms, conditions and provisions:

(a) The corporation shall be carried on without the purpose of
Gain for its members and any profits or other accretions to the
Corporation shall be used in promoting its objects.

Given under my hand and seal of office at the City of
Toronto in the said Province of Ontario this 31st day of May, 1979 A.D.
THE OBJECTS FOR WHICH THE CORPORATION IS TO BE INCORPORATED ARE:

(a) To act as a central co-ordinating organization for all undergraduate student activities of a cross-campus nature at The University of Guelph, Ontario;

(b) To represent the undergraduates of The University of Guelph at all meetings of national and provincial student organizations and activities;

(c) To represent the whole undergraduate student body of The University of Guelph in all dealings within the University campus;

(d) To initiate, sponsor and promote activities in which the interests of the member students at The University of Guelph are involved;

(e) To administer the affairs of the members of the Association, including, without limiting the generality of the foregoing, the receipt and administration of all funds which may accrue to the Association from subscriptions collected and remitted by The University of Guelph and such other funds as may become the property of the Association by donation, gift, return, legacy, bequest or in any manner whatsoever;

(f) To purchase, take or lease, hire or otherwise acquire lands or buildings or to erect a building or buildings for the purpose of the Association;

(g) To hire, contract or employ such personnel as is necessary for the effective operation of the Association;

(h) To sell and publish books, papers, journals, reports, periodicals and printed material generally;

(i) To enter into agreements with The University of Guelph with respect to the carrying out of any or all of the objects aforesaid; and;

(j) For the objects aforesaid, to take over the undertaking of the unincorporated organization known as The University of Guelph Central Student Association.

THE HEAD OFFICE OF THE CORPORATION IS TO BE SITUATE CITY OF GUELPH, IN THE COUNTY OF WELLINGTON, IN THE PROVINCE OF ONTARIO

(Copies of original Letters Patent with names, addresses and signatures is available upon request)

Miss Kathy Robins,
President,
U.C.C.S.A.,
Drew Hall,
University of Guelph.

Dear Miss Robins,

This letter, in conjunction with your letter of June 21, 1973, constitutes an agreement between the University of Guelph (the "University") and the University of Guelph Central Student Association ("U.C.C.S.A.").

1. That the University expressly recognize the U.C.C.S.A. as the student association representing the common interests of all full-time, registered, undergraduate students of the University of Guelph, hereinafter referred to as "the student body".

2. That the University agrees to levy and collect, for the purposes of the U.C.C.S.A., a Central Student Association fee from the student body of the University of Guelph on terms and conditions and in amounts as are stipulated in paragraphs 3, 4, 5, 6 and 7 herein.

3. That the quantum of the said fee or fees to be levied shall be in such amounts as are from time to time deemed necessary for the purposes of the U.C.C.S.A. by the student body by means of a referendum held in accordance with the Constitution of the U.C.C.S.A.

4. That, subject to paragraph 3, the said fee shall be $4.60 per semester for each full-time, registered, undergraduate student.
5. That the University acknowledges that such monies are collected for and held on behalf of the U.G.C.S.A. and further agrees to pay all or any part of the said monies to the U.G.C.S.A. or through such persons or persons as the U.G.C.S.A. may authorize for receipt of same.

6. That the University agrees that the said monies shall be paid to the U.G.C.S.A. as follows:

(a) 80% thereof on or before the 15th day following the last day of registration; and

(b) the balance 45 days thereafter.

7. That the levy, collection and payment of the said fees or fees shall continue for and so long as the following conditions are met or abided by, by the U.G.C.S.A.:

(i) That the U.G.C.S.A. shall at least annually report to the student body as to the use of all funds received and disbursed by the U.G.C.S.A. The aforesaid report shall be consistent with generally recognized accounting principles and procedures and shall be prepared by a duly qualified chartered accountant.

(ii) That the U.G.C.S.A. is and continues to be an organization which fairly and substantially represents the student body at the University of Guelph. In the event that the University is of the opinion that the U.G.C.S.A. does not so represent the student body, the matter shall be forthwith put to referendum amongst all full-time, undergraduate students of the University of Guelph. In the event that a two-thirds majority of those present and voting holds against the U.G.C.S.A., the University shall be at liberty to refuse to further collect or levy any student fees, or to turn the same over to the U.G.C.S.A.

(iii) That the U.G.C.S.A. assumes and continues to assume liability for all debts or contractual obligations directly incurred or entered into with the University on its own account or by any student organization funded in whole or in part by the U.G.C.S.A. or by the "Union Council" or the "Committee of College Presidents" as the antecedent bodies of the U.G.C.S.A.
8. That the University agrees that the U.G.C.S.A. has and shall continue to have exclusive fiscal authority with respect of the activities and assets of such student clubs or organizations which are now or have been sponsored by the U.G.C.S.A. or any of its antecedent bodies.

9. That the University agrees to provide without charge such auditing, accounting and financial services as might from time to time be agreed upon with the U.G.C.S.A., except that annual audit costs shall be borne by the U.G.C.S.A.

10. That the University agrees to provide use of and access to common University services, facilities, and space on the same basis as is available to any other University group or member of the University community.

11. That the University agrees that the U.G.C.S.A. presently has and shall continue to have such areas and premises allocated to it which are necessary to achieve its purposes and in the event of any reallocation by the University the University agrees to use its best efforts to effect a reallocation of the areas and premises of the U.G.C.S.A. such that the U.G.C.S.A. will be provided with similar and suitable alternative premises. The costs associated with any such reallocation shall be borne by the University.

12. That the University agrees that the U.G.C.S.A. has and shall continue to have sole and exclusive authority in respect of the use of such areas and premises as are allocated to it by the University.

13. That the University agrees that this agreement shall not be abrogated solely because of any change in the legal constitution or status of the U.G.C.S.A., providing that the constitution remains consistent with the following principles:
(i) That it provides that the U.C.C.S.A. is democratically formed and elected, with the opportunity and right of participation by those represented being ensured.

(ii) That it establishes a clearly defined constituency by cross-campus referendum.

(iii) That it ensures financial accountability by using recognized accounting practices and procedures, and by the provision of an annual audit by a licensed firm of chartered accountants.

(iv) That it abides by Provincial, Federal, and other University laws and regulations of general application applicable to any such association.

(v) That it observes the basic principles normally associated with representative assemblies.

14. That this agreement may be amended at any time by an exchange of letters duly authorized by the University and the U.C.C.S.A.

Chairman

Secretary
Agenda

1.0. **Call to Order**
The official start of the meeting.

1.1. **Land Acknowledgement**
A Board member acknowledges and pays respect to ancestral and traditional territories and local Indigenous communities.

1.2. **Adoption of the Agenda**
The Board agrees on what items will be considered at the meeting.

1.2.1. **Approve the Agenda**
Motion to add/remove/amend/confirm agenda items and their order.

1.3. **Ratifications and De-ratifications**
Formal process for adding and removing Board Members.

1.4. **Comments from the Chair**
General reminders about procedures, rules and meeting facilitation.

1.4.1. **Introductions and Pronouns**
Your name, position, organization and pronouns you wish to be addressed by in meetings and conversations outside the Board Meetings. See Meeting Etiquette section.

1.5. **Approval of Past Board Minutes**
Minutes are the formal written record of business that takes place at a meeting. The previous meetings are approved and/or accepted for accuracy and accountability.

1.5.1. **Approval of Minutes from Board Meeting # - Date**
The Board approves the official record of previous meeting(s). Changes may be suggested to ensure accuracy.

1.6. **Executive Committee Minutes**
Motion to receive the formal written record of business taking place at these meetings. This information is accepted for accuracy and accountability.

1.7. **Executive Updates**
Written reports submitted and presented by the Executive Members to update the Board about their activities since the last meeting. Board Members may ask questions of each Executive relating to their report. The updates are received as information.

1.7.1. **President**
1.7.2. **Vice President Student Experience**
1.7.3. Vice President Academic
1.7.4. Vice President External

1.8. Director Reports
Oral or written reports from Directors regarding their activities as CSA Board Members only (i.e. committees, classroom speaking, events, etc.) as per their roles and responsibilities. This represents a great opportunity for Board Members to provide information, present themselves publicly, and demonstrate the work they do. The Chair recognizes each speaker in order “around the table”.

1.9. CSA Services Updates and Reports
Updates and reports to be presented regarding CSA services, eg Bike Centre, Bullring, SafeWalk.

1.10 Committee Updates and Reports
Updates and reports to be presented regarding various CSA committees.
1.10.1. Hiring Committee Report – position
1.10.2. Appoint Members to a Committee
1.10.3. Finance Committee Report
1.10.4. PBRC Minutes

1.11 Business
General Board business. Written reports are typically submitted and presented by an Executive, Director, or staff. Directors may ask questions, discuss and make decisions based on the information presented. Motions should be written and submitted in the Board Package when action is requested or required. If there is a budget or bylaw change, it must be presented first as an information item (to provide notice). In the subsequent meeting, the item becomes subject to discussion and approval.
1.11.1. Elections Report
1.11.2. NOTICE: Amend CSA Bylaw
1.11.3. NOTICE: Amend CSA Policy

1.12. New Business
Any new item not printed on the agenda and brought forward at the beginning of the meeting is discussed at this time. New Business items must be time sensitive or emergency in nature.

1.13. Announcements
Announcements of a general nature; may be about yourself, upcoming events, organizations you represent, or groups not part of the CSA, etc.

By motion, the Board may decide to hold a special session to discuss confidential items that are sensitive to the corporation or an individual. Any non-Board individuals will be excused from the room for this session, unless requested. A motion made in camera is recorded in the public minutes.

1.15. Adjournment
A motion to officially end the meeting.
Etiquette & Efficiency

Please familiarize yourself with the following etiquette and efficiency practices, designed to ensure that CSA Board meetings run successfully and respectfully. All CSA Board Members, Executives, staff and visitors are expected to follow these practices.

The Chair
The Chair conducts the Board meetings and ensures that all the rules are observed. The Chair maintains the necessary position of impartiality and helps to preserve an objective and impersonal approach.

The Scribe
The Scribe is present at Board of Directors meetings and records all the facts and decisions, which comprise the minutes of the meeting. A recording device is utilized by the Scribe to assist in producing the minutes.

The Policy & Transition Manager
The Policy & Transition Manager (PTM) is responsible for Board administration matters. The PTM prepares and distributes the Board Packages including the agenda for each meeting.

Board Package/Agenda Deadline
The deadline for submissions to the agenda for inclusion in the Board Package is 4:30 pm on the Thursday before a meeting. Items are to be submitted to the Policy & Transition Manager by email to csaptm@uoguelph.ca or in person.

Board Packages are provided to all Board Members via email on the Monday before a meeting by 6:00 pm. Paper copies of the Board Package are available upon request. Please contact the PTM at least 24 hours in advance of the Board Meeting if you require a paper copy.

Board Members are expected to attend all Board meetings, Annual General Meetings (AGM) and General Members’ Meetings, a minimum of 70% of the total number of Board meetings scheduled throughout their term.

Regrets to attend Board Meetings must be sent to the Policy & Transition Manager at least 24 hours prior to the meeting taking place. If 24 hours notice is not possible due to an emergency or another matter, please contact the PTM directly. Note that attendance is recorded at all Board meetings and listed in the minutes.
Board Discussion

During the meeting, Board Members address the Chair as “the Chair”, not by name. Members address only the Chair and address each other through the Chair.

As a guideline, when referring to other Board Members, refer to them as “Member” followed by their surname, such as “Member Smith.” Refer to the Executive by their position, such as “President” or “Vice President Academic”.

During the Board discussion, no repetition of comments is permitted. If a Member repeats a statement previously made, they may be ruled out of order by the Chair.

When calling a motion, only one motion is put forward, with no opinions. Once the motion has been moved and seconded, the speaker is given the opportunity by the Chair to “motivate”. This is the opportunity for the speaker to provide more information or background deemed important for discussion of the motion.

Board Members are expected to participate in Board Meetings in an active, informed and respectful manner. The use of cell phones is not permitted during Board Meetings. If an emergency situation arises, please contact the PTM directly.

At all times, respect the individual who “has the floor” as speaker.

Board Members must uphold the Bylaws and Policies of the CSA, including the Rules of Order. Where there is no CSA rule for a specific matter, Robert’s Rules of Order will be consulted.

Visitors Wishing to Speak at a Board Meeting

Visitors may speak following a motion to extend speaking rights to everyone in the room.

Speaking times are limited to three minutes per person per time on the speaker’s list. If the speaker goes past the limit, the Chair will inform them. At the discretion of the Chair, the speaker may continue to speak past their limit. If a speaker requires more time to speak, they must ask the Chair to be added again to the speaker’s list.

If a visitor wishes to speak longer than three minutes to explain pertinent details to the Board, they may request more time from the Board at the start of their time. There will be no debate other than to consider the speaker’s reasoning. This request is voted upon immediately and requires a simple majority.
Motions & Amendments

How to Make a Motion

1. You (a Member) addresses the Chair:

   “Chair or Mr. Chair or Madame Chair…”

2. The Chair “assigns you the floor” (recognizes you and gives you permission to speak) by stating your name or nodding at you.

3. State the motion:

   When possible, provide your motion to the Policy & Transition Manager (PTM) prior to the meeting to meet accessibility needs and to ensure other Directors have an opportunity to carefully review it before the meeting).

   “I move to…”
   or
   “I move that…”

4. The motion requires a Member to second it.

5. The Chair repeats the motion and places it before the Board by stating:

   ‘It is moved and seconded that…’
   ‘Is there any discussion?’

6. Members discuss the motion by indicating to the Chair that they wish to speak.

   The Chair creates a Speaker’s List and ensures that first-time speakers have an opportunity to speak before those that have requested to be added to the Speaker’s List for a second or more time.

   Members are “assigned the floor” and address the motion through the Chair.

7. The Chair takes a vote by asking for Members to indicate:

   ‘All those in favour’, then ‘those opposed’.

8. The Chair announces the vote and whether the motion is carried or defeated.
How to Amend a Motion

During the discussion on a motion, a Member may move to amend the motion.

Sample motion: "That we buy a new table."

Three basic types of amendments.

1. To amend the motion by inserting words or sentences.

   ‘I move an amendment to insert the words "at a maximum cost of $200" at the end of the motion.’

2. To amend the motion by deleting words or paragraphs.

   ‘I move an amendment to delete the word "new".’

3. To amend the motion by deleting and inserting (substituting) words or sentences or even paragraphs.

   ‘I move an amendment to delete the word "table" and insert the word "desk".’

Note that a maximum of one amendment and one amendment to the amendment can be made.

Using the sample motion and amendment #1:

1. The original motion is moved and seconded.

   ‘I move that we buy a new table.’

2. The amendment is moved and seconded.

   ‘I move to insert the words "at a maximum cost of $200" at the end of the motion.’

3. The Members vote FIRST on the MOTION TO AMEND before discussion:

4. If the motion to amend is approved, then the Members vote on the MOTION AS AMENDED:

   ‘That we buy a new table, at a maximum cost of $200.’
Land Acknowledgements: Attawandaron History

Why

In many Indigenous protocols, it is a sign of respect to share who you are, who you are connected to and the land that you come from while offering gratitude to the land and people of the territory you are visiting.

The current practice of acknowledgements on university campuses are an attempt to recognize and show respect for the historical and current realities of the land and its Indigenous stewards.

Land acknowledgements are a time to consider our individual and collective roles in building relationships with First Nations, Inuit and Métis peoples and our responsibilities to the land.

When

A land acknowledgement can be said at formal and casual gatherings of any size and should come at the start of the agenda, before all else to ensure that the event begins in a good way. This includes at meetings, workshops, events and in classes. A land acknowledgement may also occur in print in a course outline, report, publication, event schedule or on a website.

Strive to make land acknowledgements a standard part of your openings and introductions. Don't make it an action item on a meeting agenda.

When contemplating the inclusion of a land acknowledgement for on-going gatherings, consider the appropriateness of having regular acknowledgements to ensure that the action doesn't become stale and lessen the meaning and impact.

Who

A land acknowledgement can be presented by anyone - students, staff and faculty - including the host, organizer, master of ceremonies, chair, facilitator or instructor. For on-going gatherings, a land acknowledgement can be presented by different individuals to bring about new perspectives, knowledge and understanding.

An Indigenous person does not need to be present for a land acknowledgement to take place. Before inviting and Indigenous person to any gathering, please consider the reason for the event and the goals of having Indigenous representation.
### How

Preparing a land acknowledgement is a reflective process and should include:

- Your positionality, as an individual, group or organization
- Recognition of and gratitude for the land the Indigenous communities (e.g. historic, contemporary, future)
- Reasoning for including a land acknowledgement (e.g. commitments to relationship building and action, reconciliation, education, grounding the work you are about to do)

Take ownership and be creative to make it engaging and give it some personal style.

### Reflecting on our Position

To deliver meaningful land acknowledgements, we need to explore our relationship with the land and its Indigenous stewards by recognizing the living history of the place and our connections to it. An understanding of our relationships contributes to a positive sense of culture and identity for those from Indigenous and settler nations as well as newcomers and visitors to these lands.

### Identification of Territories

It is important to recognize that all of Canada resides on traditional, unceded and/or treaty lands of First Nations, Inuit and Métis peoples.

**Guelph**
- Dish with One Spoon territory
- Treaty lands and territory of the Mississaugas of the Credit
- Between the Lakes Purchase (Treaty 3)

**Guelph-Humber**
- Dish with One Spoon territory
- Treaty lands and territory of the Mississaugas of the Credit
- Toronto Purchase (Treaty 13)

**Ridgetown**
- Dish with One Spoon territory
- McKee Purchase (Treaty 2)

As students, faculty and staff who may travel for work, study and research, it is also important to recognize the lands of Indigenous peoples locally, across Turtle Island and around the world. When in doubt, explore community resources to learn more about how they refer to themselves and their lands.
1. There are many terms associated with First Nations, Inuit and Métis people.
   - It is a best practice to refer to First Nations, Inuit and Métis people and nations with the term that most closely identifies with their ancestors and how they wish to be identified.
   - Some people identify more closely with their nation or linguistic group, while others prefer the use of their specific community.
   - Recognize the fluidity of language and that certain terms are preferred or contested by different Indigenous people and communities.

2. First Nations, Inuit and Métis cultures, knowledges and worldviews are distinct and diverse. Their concepts of land and territory are included in this variation.

3. A land acknowledgement should be a recognition of Indigenous presence in the past, the present and the future.

Beyond Acknowledgements

Recognizing Indigenous lands and reflecting on our relationship to the land is significant, however, it is important to not stop there. We need to strive to educate ourselves and build respectful relationships with First Nations, Inuit and Métis peoples and communities to learn how we can have an active role in reconciliation.

The Indigenous Student Centre is able to provide support to faculty, staff and students by reviewing draft acknowledgements. Please contact the Indigenous Student Centre at indigenous.student@uoguelph.ca.

Local Community Information

Mississaugas of the Credit: www.mncfn.ca
Six Nations of the Grand River: www.sixnations.ca
Grand River Métis Council: www.grandrivermetis council.com
Toronto Inuit Association: www.torontoinuit.com

Source: https://www.uoquelp.ca/studentexperience/indigenous/land
Meeting Rules of Order

CSA Rules of Order

The CSA Board of Directors follows Robert's Rules of Order to facilitate the efficient functioning of meetings and to provide a firm basis to resolve questions that may arise regarding procedures. There are however, some exceptions where the CSA has provided its own Rules of Order.

The CSA Rules of Order has a preamble stating:

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Director Meetings are organized and governed by Robert’s Rules of Order.

Bylaw 1 – Organizational, Section 4.0. Board Meetings, Subsection 4.1. Meetings of the Board of Directors, Subsection 4.1.4. states:

The Board of Directors shall operate under the Central Student Association's Rules of Order.

The CSA Rules of Order is a CSA policy put in place to:

1. Help ensure a level playing field for Directors in preparation for and participation in Board of Directors meetings, and

2. Ensure that everyone’s time is used wisely prior to and during Board Meetings.

The following subjects are outlined within the CSA Rules of Order. It is important to be familiar with all of CSA policy, including CSA Bylaws, CSA Policies, and CSA Rules of Order.

Quorum
The minimum number of members that must be present at the meetings for business to be transacted. Quorum requirements are provided within CSA bylaw and policy.

Speakers List
The order in which members speak in discussion.
Efficiency of Board Meetings
The structure and procedures to ensure that meetings run smoothly.

Meeting Accessibility
The CSA is committed to breaking down barriers to accessibility and demonstrating its commitment by implementing the practices outlined in this policy at regularly scheduled meetings of the Board of Directors.

Challenging the Chair
A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes the CSA Rules of Order.

In-Camera Policy and Procedures
Meaning “in private.” This provides a process for a situation where the discussion should be conducted in a private setting.
Robert’s Rules of Order

Please see the following documents regarding Robert’s Rules of Order:

1. MSG-ROBERTS_RULES_CHEAT_SHEET - CSA Board Aug 2020


These documents should be included in your Directors Manual Package.
Bylaws

Bylaws are the basic rules or laws established by a company or organization to manage its affairs, to regulate itself and to govern the actions of its members.

They define the primary characteristics of the organization and prescribe how it functions. Robert’s Rules of Order define bylaws as documents that contain the basic rules relating principally to itself as an organization.

Bylaws are considered so important that they cannot be changed without previous notice to the members and without a two-thirds (2/3) majority vote.

Bylaw Amendments

An amendment to a CSA bylaw is usually recommended by the Policy & Bylaw Review Committee (PBRC) but may also be proposed by two voting Board members or by a petition signed by 10% of the CSA membership.

Proposed amendments require one Board Meeting notice, eg. printed in one meeting agenda and considered at the next meeting.

A vote on a bylaw amendment is recorded by a roll call vote. Bylaw amendments passed by the Board of Directors must be “confirmed” by a vote of the members at an Annual General Meeting.

The CSA currently has four bylaws (1 to 4).

Policies

Policies are guidelines and principles formulated or adopted by an organization in order to meet its long-term goals.

They are a set of ideas or plans of the actions required in particular situations that have been agreed to by the organization. They are also issued as a basis for making decisions.

The CSA differentiates between:

1) Operational policies that help manage the CSA, and
2) Issues-based policies on which the CSA has taken a position (E.g. Tuition fees).

Establish, Amend, Suspend or Rescind a Policy

To establish a new policy or to amend, suspend or rescind an existing policy, one Board meeting notice and a two-thirds (2/3) majority vote are required.

In other words, the proposed policy or the changing policy is presented at one Board meeting as Notice with no discussion. At the following Board meeting, the item is considered, voted upon, and approved with a two-thirds (2/3) majority.

The CSA currently has nine policies (Appendices A to I) in its policy manual.

Continued on next page…
### Summary Table: Policies vs Bylaws

<table>
<thead>
<tr>
<th>Bylaws</th>
<th>Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4) CSA Bylaws:</td>
<td>Nine (9) CSA policies (A to I)</td>
</tr>
<tr>
<td>1. Bylaw 1 Organizational 2</td>
<td>1. Appendix A - Internal CSA Policy</td>
</tr>
<tr>
<td>2. Bylaw 2 Electoral 25</td>
<td>2. Appendix B - CSA Services Policy</td>
</tr>
</tbody>
</table>

Bylaws define the nature of the association and how business is conducted

Bylaws are the rules made by a company or organization to control or govern the actions of its members and the management of its affairs.

Bylaws are likely to be change (or change very often).

*Robert’s Rules of Order define bylaws as documents that contain the basic rules relating to itself as an organization.*

Bylaws provide the primary characteristics of the organization and prescribe how it functions.

Bylaws are so important that they cannot be changed without special notice to the members and without approval by a specified majority.

Bylaws outline everything that is integral to the corporation.

Bylaws are unlikely to change (or change very often).

Policies reflect the view of the association regarding issues.

Policies outline how we conduct business.

Guidelines and principles formulated or adopted by an organization in order to meet its long-term goals set of ideas or plans of the actions required in particular situations that have been agreed to by the organization a basis for making decisions.

Policies direct the corporation and provide a general plan of action for the association.

Operational policies help manage how the CSA carries out business.

Issues-based policies are those on which the CSA takes a position, such as tuition fees.
# How to Change a Bylaw or Policy

<table>
<thead>
<tr>
<th>Bylaws</th>
<th>Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>The process to change a bylaw is outlined in Bylaw 1 – Organizational, Section, Section 12.0 Adoption and Amendments of Bylaws.</td>
<td>The process to change a policy is outlines in Bylaw 4, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy.</td>
</tr>
<tr>
<td>An amendment to a CSA bylaw is usually recommended by the Policy &amp; Bylaw Review Committee (PBRC), but may also be proposed by two voting Board members or by a petition signed by 10% of the CSA membership.</td>
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</tr>
<tr>
<td>To amend a bylaw, notice is required one Board meeting in advance (i.e., printed in one meeting agenda and considered at the next meeting).</td>
<td>The proposed change or a new policy is presented at one Board meeting as Notice with no discussion.</td>
</tr>
<tr>
<td>A vote on a bylaw amendment is recorded by a roll call vote. A 2/3 majority is required to change a bylaw.</td>
<td>At the following Board meeting, the item is considered and voted upon, with a 2/3 majority required.</td>
</tr>
<tr>
<td>Bylaw amendments passed by the Board of Directors must be “confirmed” by a vote of the members at an Annual General Meeting.</td>
<td>Policies are dealt with at a Board meeting and do not require confirmation by a vote of the members at an Annual General Meeting.</td>
</tr>
<tr>
<td>If the membership does not support the bylaw change with a majority vote, the changed bylaw ceases to exist.</td>
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