Policy & Bylaw Manual

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November 27, 2020
Bylaw 1 – Organizational

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Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on February 27, 2019.

Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strikethrough font.
Central Student Association
Bylaw 1 – Organizational

1.0 General

1.1 Introduction to the Central Student Association

1.1.1. The University of Guelph Central Student Association, referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

1.2. Aims of the Central Student Association

1.2.1. The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:

a) Advocacy – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation, we protect our rights at the institutional, municipal, provincial, and federal level.

b) Enhance the Student Experience – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.

c) Provide Cost-Saving Services – We offer members services to save money, like health and dental plans, affordable bus passes, and more.

1.3. Definitions

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

“Board” means the Board of Directors of the CSA;

"Bylaws" means this bylaw (including the schedules to this by-law) and all other bylaws of the CSA as amended and which are, from time to time, in force;

“Campaigning” means the promotion of a position with respect to a candidate or referendum question in the current electoral period;

"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;

“Registered undergraduate student” means a person who is registered at the University of Guelph as an undergraduate student; and

“Special Status Groups” in the context of the CSA, are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Aboriginal Student Association, and the Ontario Public Interest Research Group - Guelph.

1.4. Interpretation

1.4.1. Other than as specified in Section 1.2 Definitions, all terms contained in this bylaw that are defined in any outside legislative documents applicable to the CSA, including but not limited to the Not-for-Profit Corporations Act, 2010 (Ontario), Corporations Act (CA) and the Occupational Health and Safety Act, shall have the meanings given to such terms as outlined in those Acts.

1.5. Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.

1.5.2. Students appealing a decision, which affects their status as an undergraduate student, shall be deemed members of the CSA until such time as their appeal has been concluded.
1.5.3. Members of the Executive who are not enrolled in classes shall be deemed members of the CSA and have all the rights and privileges and responsibilities of the membership as per these bylaws.

1.5.4. No person shall be excluded from the CSA for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA.

1.6. Cessation of Membership

1.6.1. Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1.5, the section of Bylaw 1 defining membership, or should they no longer be deemed in good standing with the CSA, as determined by the Board.

1.7. Membership Fee

1.7.1. The membership fee schedule shall be established by referendum of the membership, as stipulated within the CSA bylaws. Any changes made to the amount, through an authorized referendum, shall be entered below, into the bylaws of the CSA along with the date of the authorizing referendum.

“The CSA membership fee shall be $12.00 per semester for each full time, registered, undergraduate student of the University of Guelph, also established by a general referendum held November 7, 1985. Part-time registered, undergraduate students of the University of Guelph shall pay a fee of $3.00 per course per semester as passed by a part time student referendum and approved by the CSA Board of Directors on March 28, 1990 and ratified by the CSA Annual General Meeting on October 10, 1990. Student fees shall increase by the cost-of-living index yearly as determined by the University of Guelph as passed by a general referendum and approved by the CSA Board of Directors on April 3, 1991. In 2012-2013, these fees stood at $15.50 per semester for full time undergraduate students and $4.85 per course per semester for part time undergraduate students.”

1.7.2. It shall be the responsibility of the President to ensure that all fees owing to the CSA are collected in full and in a timely manner.

1.8. Changes to the CSA Fee

1.8.1. Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a two-thirds majority vote of a properly worded motion at a meeting of the CSA Board of Directors.

1.8.2. This change must be communicated to the membership via mass e-mail and the CSA website within two weeks of the decision made by the Board of Directors.
1.9. Rights, Privileges and Responsibilities of Membership

1.9.1. Members of the CSA shall have the following rights and privileges:

a) To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies;
b) To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings;
c) To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments;
d) To the protection and support of the CSA in accordance with the aims and objectives of the CSA;
e) To attend meetings of all decision-making bodies of the CSA, with the exception of In Camera sessions and other situations in which confidentiality is required;
f) To speak and vote at General Meetings of the Members;
g) To speak, at the discretion of the Chair, at Board Meetings;
h) To seek nomination in CSA Elections to run for Executive and Non-Executive office;
i) To vote in CSA elections, by-elections, recalls and referenda, subject to restrictions in these bylaws;
j) To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws;
k) To access the services, research, information, materials, and other resources of the CSA;
l) To access the CSA’s Health and Dental Plan within the provisions of the plan; and
m) To access information on associations to which the CSA belongs.

Members of the CSA shall have the following responsibilities:

a) Payment of the designated CSA membership fee;
b) To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name; and

c) To respect the aims of the organization, and anti-oppressive mandate of the CSA.

1.9.2. Failure to adhere to the responsibilities of membership, and following a two-thirds vote of the Board, individuals may be distinguished to be ‘not in good standing’ for a period of time as stated by the Board.
1.10. Member Colleges of the CSA

1.10.1. Member Colleges of the Central Student Association include the following:

- College of Arts Student Union;
- College of Biological Sciences Student Council;
- College of Physical and Engineering Science Student Council;
- College of Social and Applied Human Sciences Student Alliance;
- Gordon S. Lang School of Business and Economics Students Association;
- Student Federation of the Ontario Agricultural College;
- Central Veterinary Student Association.

2.0. Officers of the Corporation

2.1. Signing Officers of the Corporation

2.1.1. The CSA Executive structure operates in a collaborative, hierarchical manner. However,

a) the President shall serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

b) the Vice President Student Experience shall be also known as the ‘Secretary’ and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

3.0. Board of Directors [Amended by the CSA Board – February 5, 2020]

3.1. Board of Directors

3.1.1. The affairs of the CSA shall be managed by a Board of Directors of 35 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

3.1.2. The composition of the Board of Directors shall be:

Executive (Ex-officio, non-voting)
- One President
- One Vice President Student Experience
- One Vice President Academic
- One Vice President External
At-Large (Elected) Representatives

- Two College of Arts
- Two College of Biological Sciences
- Two College of Physical and Engineering Sciences
- Two College of Social and Applied Human Sciences
- Two Gordon S. Lang School of Business and Economics
- Two Ontario Agricultural College
- Two Ontario Veterinary College

Member College Government Representatives (Appointed)

- One College of Arts Student Union
- One College of Biological Sciences Student Council
- One College of Physical and Engineering Science Student Council
- One College of Social and Applied Human Sciences Student Alliance
- One Lang Student Association
- One Central Veterinary Students Association
- One Student Federation of the Ontario Agricultural College

Student Organization Representatives (Appointed)

- One Indigenous Student Representative appointed by the Aboriginal Student Association
- One Racialized Student Representative appointed by the Guelph Black Students Association
- One LGBTQ Student Representative appointed by Guelph Queer Equality
- One Women Student Representative appointed by the Guelph Resource Centre for Gender Empowerment and Diversity
- One International Student Representative appointed by the International Student Organization
- One Student Representative appointed by Interhall Council
- One Student Representative appointed by Guelph Campus Co-op
- One Student Representative appointed by Ontario Public Interest Research Group (OPIRG)
- One Student Representative appointed by the Student Senate Caucus
- One Student Representative appointed by the Board of Governors

3.1.3. All “At-Large (Elected) Representatives” shall be the following persons, namely, two (2) persons directly elected from and by members of the colleges during the general election. They shall be known as “At-Large Representatives”. All such representatives shall at the time of their election, be members of the college they represent. An elected “at-large (elected) representative” will have a vote on the Board of Directors and shall—be counted for quorum.

All “At-Large (Elected) Representatives” shall be two (2) persons directly elected from and by members of each college during the CSA election, in accordance with CSA.
bylaws and policies. They shall be known as "At-Large (Elected) Representatives". All such representatives shall, at the time of their election, be members of the college they represent. An "At-Large (Elected) Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

3.1.4. All "Member College Government Representatives" shall be the following persons, namely, one (1) person appointed by the member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "member college government representative" will have a vote on the Board of Directors and shall be counted for quorum.

All "Member College Government Representatives" shall be one (1) person appointed by each member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "Member College Government Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

3.1.5. A "Student Organization Representative" is appointed by the member organization. This person must hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "student organization representative" will have a vote on the Board of Directors and shall be counted for quorum.

A "Student Organization Representative" is appointed by the member organization. This person must be an undergraduate and hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "Student Organization Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

[List of Student Organization Representatives deleted]

[Amended by the CSA Board – February 5, 2020]

3.1.6. There shall be no proxies, or ‘alternate’ members permitted.
3.1.7. Each member representing the student body or a college or organization directly shall search the feelings and opinions of their electorate in regard to any policies or actions of the Central Student Association. They will then report to the Board of Directors or Executive whatever findings prevailing with their electorate.
3.1.8. The Scribe shall be a clerk of the Board of Directors. They shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose.
3.1.9. Should at any time the membership of the CSA Board of Directors fall below three Directors, the representative(s) appointed to fill the vacancy will become ratified without the requirement for a Board motion. [Added by CSA Board – April 3, 2019]
3.2. **Director Qualifications**

3.2.1. At all times, every Director shall:

a) be at least eighteen (18) years of age;

b) not have the status of bankrupt; and

c) be a member of the CSA.

3.3. **Term of the Board**

3.3.1. Each Director shall hold office from the first day of May of the current year, or their date of ratification by the Board, until the last day of April of the following year, or their date of de ratification by the Board. Following re-election or re-appointment, Directors may remain in their role, but must be re-ratified to the Board for an additional term.

3.3.2. No Director shall continue from term to term without following the processes laid out in the CSA bylaws and policies.

3.4. **Indemnity**

3.4.1. All Directors, Officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation against all liability incurred as a result of the execution of duties owed to the CSA, except to the extent that such liability results for the individual’s willful neglect or default.

3.5. **Director Duties**

3.5.1. Each Director shall:

a) Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;

b) Act in the best interest of the constituency that they are representing;

c) Attend all Board meetings, Board retreats, Board training sessions, Annual General Meetings and General Members’ Meetings;

d) Be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, hiring, large-scale programs and “Awareness Weeks”;

e) At all times, uphold the by-laws and policies of the CSA. Where no policy or by-law exists for a specific issue, to look to policies and practices of similar organizations;

f) Be at all times as objective, fair and impartial as possible when discussing issues and making decisions;

g) Be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation;
h) Actively promote student involvement in CSA services, advocacy, events and campaigns;

i) Tender their resignation if two meetings are missed per semester without obtaining prior leave of absence;

j) Be aware that the Board may decide to remove Directors who fail to perform their duties; and

k) Carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

3.5.2. For the purposes of Section 3.5.1, the determination of a valid excuse shall be made by the Policy & Transition Manager in conjunction with the Chair of the Board.

3.6. Disciplining Directors

3.6.1. The CSA shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

a) poor attendance at Board meetings;

b) just cause;

c) theft, fraud, or embezzlement of funds;

d) failure to disclose a significant or obvious conflict of interest;

e) breach of confidentiality;

f) failure to attend or complete applicable Board training;

g) misuse of CSA property;

h) failure to perform their duties as specified by the CSA Bylaws or Policies; or

i) unprofessional behaviour, breach of the anti-oppression policy, code of conduct, harassment policy or other relevant policies related to appropriate behaviour.

3.6.2. The disciplinary action to be taken against any Director shall be decided on a case by case basis in an In Camera session of the Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from the Board.

3.7. Vacancy in the Office of a Director

3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

a) if a Director is appointed to fill the vacancy of an Executive Officer or Chair, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;

3.8. Appointment of Directors

3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this bylaw.

3.8.2. “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA Fall By-Election, and if needed, through an appointment process as laid out in Bylaw 2 - Electoral, and in accordance with all CSA Bylaws and Policies.

3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy & Transition Manager and Chief Returning Officer, provided that it must occur in the fall semester.

3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.

3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.

3.9. Appointment of Chair of the Board

3.9.1. The Chair of the Board shall be hired pursuant to CSA Human Resources Policy and ratified at the first meeting of the Board within the elected term.

3.9.2. In the event that the Chair of the Board is not ratified, the President or a Director (including a member of the Executive Committee) appointed by the Board shall serve as Chair, until an alternate Chair is appointed.

3.9.3. The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

3.10. Board Administration

3.10.1. Board Administration staff, which includes the Policy & Transition Manager and the Board Scribe, shall have speaking rights for CSA Board Meetings on an ongoing basis.
3.10.2. When invited to address the Board, the Policy & Transition Manager and the Board Scribe may answer a question or provide advice in a brief and concise manner.

3.10.3. During a Board of Directors meeting, the Policy & Transition Manager and the Board Scribe shall maintain order and decorum and address the Board only with the permission of the Chair or the Board.

4.0. Board Meetings

4.1. Meetings of the Board of Directors

4.1.1. All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.

4.1.2. The Board of Directors shall meet at least four (4) times during an academic semester. An exception may be made for meetings during the summer semester, based on financial or other considerations. [Amended by the CSA Board – April 3, 2019]

4.1.3. In addition, meetings of the Board of Directors may be called on 48 hours notice, in three ways:

   a) Decision of three members of the Executive Committee;
   b) Student petition with 50 signatures presented to the Policy & Transition Manager,
   c) Petition of one-half of ratified Directors (one signature per voting seat), to be presented to the Policy & Transition Manager.

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

4.2. Powers of the Board

4.2.1. The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.

4.2.2. The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.

4.2.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.

4.2.4. The Board is expressly empowered to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.
4.2.5. The Board shall have the authority to establish committees to exercise any function of the CSA.
4.2.6. The Board shall exercise general supervision over all the disbursements of the members’ monies to all members’ organizations and generally exercise supervision over financial operations.
4.2.7. The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the CSA no later than May 1 of the current fiscal year.
4.2.8. The Board shall have the power to inspect and audit any activity sponsored by the CSA.
4.2.9. The Board shall set down and implement any financial programs and procedures, including the method of requisition of funds, which shall govern the operations of the CSA and its committees.

5.0. Executive Officers, also referred to as the Executive Committee

5.1. The CSA Executive Officers operate in a collaborative, hierarchical manner and shall include:

5.1.1. the President,
5.1.2. the Vice President, Student Experience,
5.1.3. the Vice President, Academic, and
5.1.4. the Vice President, External

5.2. Term of Office

5.2.1. Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than May 1 and end no later than April 30.
5.2.2. No person shall hold an Executive office for more than two terms.
5.2.3. At all times, there shall be a minimum of three Executive Officers.

- If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers. This shall include ensuring that one individual is the corporate president and one individual is the corporate secretary.

[Former Clause 8.2] [Amended by the CSA Board – September 25, 2019]

5.3. Executive Committee (Terms of Reference)

5.3.1. The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.
5.3.2. The President shall serve as the Chair of the Executive Committee.
5.3.3. Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
5.3.4. Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
5.3.5. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.

5.3.6. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.

5.3.7. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.

5.3.8. The Executive Committee shall have the authority to approve expenditures of up to $10,000.00 in the summer term and up to $5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.

5.3.9. The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.

5.3.10. The Executive Committee is required to make a report to the Board once a month summarizing its activities.

5.3.11. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

5.4. General Executive Responsibilities [Former Clause 5.3]

5.4.1. The Executive Committee shall:

a) Represent the CSA to all internal and external parties;

b) At all times take into consideration the CSA’s welfare and mandate;

c) Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

d) Actively participate in Executive Committee meetings;

e) Actively seek opportunities to collaborate and involve other student organizations;

f) Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives;

g) At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;

h) At all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager;

i) Assist with any service’s programming, as requested by CSA Service Coordinators.

5.4.2. The Executive Committee must commit to:

a) Working a minimum of 37 hours per week from May 1 until April 30;

b) Being enrolled in no more than 1.00 credit per semester;

c) Submitting an activity log as requested by the Executive Evaluation Committee;

d) Submitting a final report to the Board of Directors;

e) Adhering to the requests and direction of the Board of Directors;

f) Participate in ongoing leadership training;

g) Receive inclusivity training from Diversity and Human Rights;
5.5. **Conduct of Executive Committee Meetings [Former Clause 5.4]**

5.5.1. The President shall act as the Chair of the Executive Committee.

5.5.2. Quorum for Executive Committee Meetings is three voting members.

   a) This shall comprise no less than the President, and two Vice Presidents;
   
   b) If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be the three Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours.

5.6. **Relationship between Board of Directors and Executive Committee [Former Clause 5.5]**

5.6.1. To attend and actively participate in all CSA Board of Directors meetings as ex officio members, except where prior leave of absence is obtained;

5.6.2. To present regular and informative reports to the Board of Directors;

5.6.3. To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA;

5.6.4. To be responsible for accomplishing additional tasks as assigned by the Board of Directors;

5.6.5. Executive Officers, with the exception of the President upon a draw, shall not be voting members on the Board of Directors;

5.6.6. The President shall only vote to break a tie among the voting members.

5.7. The President of the CSA shall:

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;

5.7.2. Report and be accountable to the Board of Directors;

5.7.3. Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee.

5.8. **Vice President Student Experience of the CSA shall:**

5.8.1. Act as the “Corporate Secretary” 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;

5.8.2. Assume the duties of the President in the event of the absence or incapacity of the President.
5.9. The Vice President Academic of the CSA shall:
   5.9.1. Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President Student Experience
   5.9.2. Advocate for academic issues through regular attendance of academic-related committees

5.10. The Vice President External of the CSA shall:
   5.10.1. Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic
   5.10.2. Advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments
   5.10.3. Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada

6.0. Accountability and Removal from Office

6.1. Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.

   6.1.1. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a two-thirds vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

6.2. Directors may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.

   6.2.1. A referendum to remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a two-thirds vote of the Board of Directors. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

6.3. The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Policy & Transition Manager or a designated staff member at least 24 hours in advance of the meeting.
6.4. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training, by resolution to de-ratify and subsequent two-thirds vote of the Central Student Association Board of Directors.

6.5. Organizations that have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement to the Policy & Transition Manager.

6.6. Any additional reasons for de-ratification shall follow a referendum process.

6.7. **Reprimand**

6.7.1. Any Executive or Director may be reprimanded for violation of by-laws or policy, poor job performance or unprofessional behaviour. A reprimand requires a two-thirds vote of the Board. All discussions surrounding reprimands shall take place *In Camera* but the vote and reasons for the reprimand shall be recorded in the Board minutes.

6.7.2. The purpose of a reprimand is to be corrective and constructive. With this in mind, the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)

6.7.3. Proposals to reprimand must be presented to the Board in writing and should clearly state the problem, any immediate corrective action and future expectations. All discussions pertaining to positive discipline shall be held *In Camera*.

6.7.4. Proposals to reprimand can also be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Policy & Transition Manager in the case of a Director reprimand.

7.0. **Executive Empowerment**

7.1. Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at any time by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, to which the Executive shall be bound.

7.2. Unless otherwise determined by the Board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.

7.3. This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.

7.4. Under Executive Empowerment, the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a
pressing need to suspend any policy, the Executive Committee shall reconvene the Board of Directors.

7.5. Expenditures under Executive Empowerment shall be contained within a specified budgetary line item and shall not exceed $4999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.

8.0. Standing Committees

8.1. The Board shall maintain the following standing committees:
   
a) Executive Committee
b) Executive Evaluation Committee
c) Finance Committee
d) Service Oversight Committee
e) Petitions, Delegations and Representations (PDR) Committee
f) Policy and Bylaw Review Committee (PBRC)
   
   [Amended by the CSA Board – September 25, 2019]

   [Former Clause 8.2 moved to become Clause 5.3]

8.2. The Terms of Reference for the Executive Committee shall be found earlier in this Bylaw 1, specifically as Clause 5.3;

8.3. The Terms of Reference for the remaining CSA Standing Committees shall be found in CSA Policy Manual, Appendix A, Section 3.0. [Amended by the CSA Board – Sept. 25, 2019]

8.3. Finance Committee
   Terms of Reference shall be found in the Central Student Association Policy Manual.

8.4. Service Oversight Committee
   Terms of Reference shall be found in the Central Student Association Policy Manual.

8.5. Policy and Bylaw Review Committee (PBRC)
   Terms of Reference shall be found in the Central Student Association Policy Manual.

9.0. Members Meetings

9.1. Annual and Other Meetings of the Members
   
9.1.1. Every year, one annual meeting of the membership shall be held during the elected term.
9.1.2. The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

9.1.3. Notice for a meeting of the members shall not be less than 10 days.

9.1.4. Any significant changes to the structure and operations of the CSA must be brought forward to the membership.

9.1.5. The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than 48 hours prior to such meetings.

9.1.6. Quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA; if no quorum is present, the meeting shall be adjourned.

9.1.7. Each member of the CSA shall at all meetings of the members in which they are present, be entitled to one vote.

9.1.8. At all meetings of the members, every question shall be decided by a simple majority of votes of the members present in person.

9.1.9. The President shall publicize a call-out for business to be presented to the AGM thirty (30) days before it is due as notice to the Board of Directors.

9.1.10. A motion passed by the Board of Directors or the Executive Committee shall have the power to call at any time a general meeting of the members of the Corporation.

9.1.11. Should the CSA fail to reach quorum at a general meeting twice consecutively, a special general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members.

9.1.12. The order and content of the agenda for the Annual General Meeting shall be as follows:

- Call to Order
- Comments from the Chair
- Approval of the Agenda
- Approval of the Minutes
- Approval of the Auditor’s Report (Motion to appoint the auditors)
- Approval of Bylaw Amendments
- Report of the Organization
- Business

9.1.13. The order of the agenda is set by this bylaw. However, the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after “Business” on the agenda.

9.1.14. The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy & Transition Manager and compiled by the President with input from the Executive Committee.
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9.15. The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

a) Notice of such business must be served as information at a meeting of the Board of Directors, and
b) Such a meeting of the Board of Directors must take place at least seven days before the members' meeting in question.

9.2. Error or Omission in Notice

9.2.1. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

10.0. Conflict of Interest [Amended by the CSA Board – February 5, 2020]

10.1. A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or Staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of themselves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA mandate.

10.2. A state of a conflict of interest shall not exist for a Director should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.

10.3. Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or the committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.

10.4. In the event of a conflict of interest, the interested party shall:

a) Prior to any vote on the issue, declare the conflict of interest to the Chair, President or the Board as a whole;
b) Refrain from voting in relation to the matter;
c) Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
10.5. If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from the contract.

10.6. No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.

10.7. No member of the Board of Directors who is an employee or whose partner is an employee of the CSA may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.

[Section 10: Conflict of Interest replaced by CSA Board – February 5, 2020]

10.1. It is in the best interest of the CSA to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest section is designed to assist Directors, Executive and staff to identify situations that present potential conflicts of interest and to provide the CSA with a process to appropriately manage conflicts in accordance with the requirements and the goals of accountability and transparency in the CSA business operations.

A conflict of interest arises in any situation where the duty of a Director, Executive, and/or staff member to act solely in the best interest of the CSA and to adhere to their fundamental duties is compromised or impeded by any other interest, relationship or duty. A conflict of interest should not provide benefit financially or otherwise from CSA events or activities or when relationships exist in matters related to the above.

A Director, Executive, and/or staff member shall be deemed as being in conflict of interest when any contract, proposed contract or transaction exist that are to the benefit or detriment of themselves, their family, partners, housemates, roommates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA mandate.

All Directors, Executive, and staff shall comply with the requirements of this bylaw. It is not possible to outline all situations in which actual or potential conflict of interest may arise.

10.2. Process for Addressing a Conflict of Interest

Members of the Board shall declare a conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a relationship could directly or indirectly benefit or where such a benefit could be perceived.

The process is as follows:
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a) At the start of each Board meeting, following approval of the agenda, the Chair shall ask for a declaration of any conflict of interest relating to any of the agenda items.

b) If a Board member declares a real, potential or perceived conflict of interest the declaration shall be recorded in the minutes. Perceived conflicts of interest are situations in which an internal or external observer could interpret actions of the Board member as being in conflict.

c) Board members with a conflict of interest shall remove themselves from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting or subsequently.

d) If Board members are not certain that they are in a conflict of interest position, they may discuss the matter with the Board Chair, an Executive Officer or the HR Support Team for advice or guidance.

e) It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of another Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board Chair, an Executive Officer or the HR Support Team.

f) If there is any question or doubt about the existence of a conflict for any particular member, the Board shall determine by vote, if a conflict exists. The person who is subject of the vote shall be absent from the discussion and vote.

g) If no quorum exists for the purpose of voting on a resolution due to declarations, the remaining Board members are deemed to constitute a quorum for the purposes of voting on the resolution.

10.3. A conflict of interest shall not exist for a Director should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.

10.4. If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from a contract.

10.5. No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.

10.6. The minutes shall name the Director who declared the conflict and indicate the nature of conflict. The minutes shall also state whether the Board voted on the matter and whether the Director who declared the conflict voted or was absent.

[Section 10.0: Conflict of Interest – amended February 5, 2020]
11.0. Disclosure of Information

11.1. At the beginning of every meeting of the Board of Directors or a committee created by it, held *in camera*, the Chair of the meeting shall bring this bylaw, and the CSA’s Privacy Policy, to the attention of all present.

11.2. All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with the support of the majority. Exiting and re-entering an *In Camera* session will be permitted with the understanding that all present are obligated to keep the proceedings confidential.

11.3. Non-members will be permitted to attend an *In Camera* session of the Board of Directors or any committee created by it only after a motion requesting attendance to an *In Camera* session is approved by a majority vote of members present and voting.

12.0. Adoption and Amendments of Bylaws

12.1. An amendment to the University of Guelph Central Student Association’s By-laws may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.

12.2. Proposed amendments require one Board Meeting notice and require discussion and a vote at the subsequent Board meeting to either:

a) postpone to a particular date; or
b) refer to a committee; or
c) approve or disapprove.

12.3. Amendments to the CSA bylaws require a two-thirds majority vote to pass.

12.4. To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws must be recorded by a roll call vote.

12.5. While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the Policy & Transition Manager within 48 hours of the notice. The Policy & Transition Manager will distribute the written copy to all Directors within 24 hours of receipt. If a written copy is not submitted within 48 hours, the motion must be presented again at the next available meeting of the Board of Directors.

12.6. By-law amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting. However, significant changes which impact the structure and operations of the CSA must first be taken to a meeting of the members prior to confirmation. Bylaw amendments must pass the AGM with a simple majority.
Bylaw 2 – Electoral

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1. Administration of Elections
2. Election Periods
3. Referendum
4. Responsibilities of Candidates and Referendum Teams
5. Campaigning
6. Appeals for Chief Returning Officer (CRO) Decisions
7. Voting Process
8. Ratification

Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on **February 27, 2019**.

Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strikethrough font.
1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1. Electoral Officers

1.1.1. The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).

1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3. CSA Elections Office staff shall report to and be supervised by the President.

   a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0. Election Periods

2.1. General Election

2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.

2.1.3. A simple majority vote is required for a valid outcome.

2.2. By-Elections

2.2.1. By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3. A simple majority vote is required for a valid outcome.

2.2.4. Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.
2.2.5. Should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

a) The Policy & Transition Manager will post a call-out on relevant platforms for no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

b) The CRO provide all interested members with updated nomination forms to seek no less than 50 valid nomination signatures from members of their constituencies;

c) Following the CRO’s validation of the nomination signatures, all ratified nominees who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and

d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

e) Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required 50 valid nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting.

[Amended by CSA Board – April 3, 2019]

3.0. Referendum [formerly Section 5.0]

3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

3.2. Quorum for a referendum question posed to the membership shall be 20% of the general membership. [Amended by CSA Board – September 25, 2019]

4.0. Responsibilities of Candidates and Referendum Teams

4.1. To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0. Campaigning

5.1. Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise. [formerly Section 8.2]
5.2. Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules. [formerly Section 8.4]

6.0. Appeals for Chief Returning Officer Decisions [formerly Section 11.0]

6.1. Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.


6.3. The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

6.4. Archiving Elections Complaints:

6.4.1. All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.

6.4.2. Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

7.0. Voting Process

7.1. Voting Eligibility

7.1.1. All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.1.2. Proxy voting is not permitted.

8.0. Ratification

8.1. The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots. If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official. [Formerly Section 13.1]
Bylaw 3 – Financial

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9. Sources of Additional Revenue
10. Transparency

The most recent amendments to this bylaw were confirmed at the Annual General Meeting on February 27, 2019.
1. **Execution**

1.1. Deeds, transfers, licenses, contracts and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the President and Vice President Student Experience and the secretary shall affix the seal of the Corporation to such instruments as require the same.

1.2. Contracts in the ordinary course of the Corporation’s operations may be entered into on behalf of the President and Vice President Student Experience.

1.3. The President, the members of the Executive, or any person or persons from time to time designated by the Board of Directors may transfer securities from time to time standing in the name of the Corporation in its individual or any other capacity or as a trustee or otherwise and may accept in the name and on behalf of the Corporation transfer of securities from time to time transferred to the Corporation and may affix the corporate seal to any such transfers of acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of securities on the books of any company or corporation.

1.4. Notwithstanding any provisions to the contrary contained in the bylaws of the Corporation, the Board of Directors may at any time, by resolution, direct the manner in which, and the person or persons by whom any particular instrument, contract or obligations of the Corporation may or shall be executed.

2. **Financial Year and Long-Term Investment**

2.1. Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 30th day of April.

2.2. Acknowledging that the CSA’s financial condition is dynamic and not static, as a long-term goal, the CSA shall attempt to maintain a long-term invested balance of 10% of the current operating budget. Invested funds shall not exceed 15% of the current or proposed budget. Any surplus in excess of these percentages shall be designated as funds for new CSA initiatives and/or expansion of services and programs, not as a portion of the regular CSA operating budget.

2.3. In the event CSA has a surplus or a deficit, the matter is to be brought to the Finance Committee. It shall investigate any and all projects and or business ventures that the CSA is currently pursuing, in addition to any projects or business ventures that could be pursued in order to provide better service to students (this includes the needs of CSA office and its staff), and submit a report to the Board of Directors that includes a recommended course of action and the costs associated with it.
3. **Cheques, Drafts, and Notes**

3.1. All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officers or agents of the Corporation and in such a manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and cheques for deposit with the Corporation’s bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose.

3.2. Any such officer or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

4. **Deposit or Securities for Safekeeping**

4.1. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors.

4.2. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Corporation signed by such officers or agents of the Corporation, and in such manner as from time to time, be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.

4.3. The institutions which may be so selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directors of the Board of Directors and shall in no event be liable for the due application of the securities withdrawn from deposit or the proceeds thereof.

4.4. At all times, the CSA shall take into account the financial ramifications of any decision. As a political organization whose responsibility is to take into account its membership's interests, it is crucial that the CSA at no time jeopardize its financial status.
5. **Budgeting Process**

5.1. The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will be responsible for the oversight and coordination of the budgeting process. The process shall include consultation with the Executive Committee, Program Coordinators, Business Manager and the Finance Committee.

The following budget process shall be used:

5.1.1. A preliminary estimate of salaries, expenses and purchases shall be made, based on the current year's budgeted and actual expenses, as well as foreseeable expenses.

5.1.2. An estimate of revenue shall be made. Student fees shall be calculated based on projected enrollment figures and cost of-living increases, and be based on the current year's student fee revenue. Further estimated changes in revenue shall also be taken into account.

5.1.3. After revenue estimates, the expenses of the CSA shall be revisited and adjusted where necessary. At no time will the CSA budget for an overall deficit.

5.1.4. A draft of the budget shall be presented by the Business Manager to the President for review.

5.1.5. A draft of the budget shall be presented to the Finance Committee by the President for further input and evaluation before being presented to the Board of Directors.

5.1.6. The budget shall then be brought before the Board of Directors for due consideration and approval.

6. **Budget Line Descriptions**

6.1. All new line items created in the CSA budget must be brought to the Board with a statement of how to spend that line item (i.e. Board, Executive Committee, an Executive member, a staff member, etc.) and the purpose and intended use of that line item. The statement of purpose must be voted on by the Board along with the budget and, if passed, will be included in the CSA’s Budget Line Description Manual. The Finance Committee shall maintain all of these line descriptions in this manual.
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7. Expenditures

7.1. Purchase Confirmation forms shall be used in the event that an Executive member or CSA staff requests a release of funds for any activity.

The following process must be adhered to in order to process expenditures:

7.1.1. A Purchase Confirmation form must be filled out and submitted to the Business Office in order for a payment to be processed.

7.1.2. For auditing purposes, an invoice or receipt must be submitted to the Business Office with one’s Purchase Confirmation.

7.1.3. Should a Purchase Confirmation be submitted by a staff member who has not been granted budgetary privileges by the Board of Directors, the Purchase Confirmation must first be submitted to the staff member’s immediate supervisor for approval before being submitted to the Business Office with the necessary supporting documentation.

7.1.4. All cheques issued for which the CSA is the payee must be signed jointly by two signing officers of the Central Student Association.

7.2. The President can overrule a particular expenditure, only if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the Executive for discussion. Within 24 hours of an overruling by the President, the Executive Committee must meet to rule on a decision.

7.3. In any and all cases where the President deems it necessary to overrule a particular expenditure, they must submit a report to the Finance Committee.

7.4. In any and all cases where expenditures shall exceed $5,000, the Finance Committee shall be made aware of the expenditure.

7.5. Any expense requiring funds beyond that set aside for, or remaining in, an approved budget for such an expense, must be submitted to the chair of the Finance Committee and follow the process below.

7.6. In cases where a party wishes to exceed the amount of dollars set out in their approved operating budget, up to $2,000, the Committee shall act as the decision-making body that may grant or refuse permission to do so.

7.7. All requests over $2,000 will be forwarded to the Board of Directors with recommendations from the Finance Committee.
7.8. Should the requesting party be unsatisfied with the decision or recommendations of the Committee, an appeal may be made to the Board of Directors via the chair of the Committee. The appeal will include both a written report by the party, and the recommendations or decision of the Finance Committee and will be presented to the Board of Directors.

7.9. 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.

8. **Finance Committee**

8.1. The Board of Directors shall strike a Finance Committee by the second Board meeting of the summer semester. The Committee shall adhere to the Finance Committee Terms of Reference as outlined in the Policy Manual of the Central Student Association.

9. **Sources of Additional Revenue**

9.1. The CSA shall constantly investigate sources of additional revenue, ensuring that the following considerations are met:

9.1.1. The CSA is a political organization, funded primarily by its membership, and must on no account, accept donations or engage in financial relationships that jeopardize its political autonomy.

9.1.2. At no time will the CSA engage in financial relationships that are damaging or potentially damaging to its membership’s interests.

9.1.3. At all times, the precarious and varying nature of the CSA’s financial status shall be taken into account. Investment of CSA monies into financial ventures shall be limited as much as possible and shall be undertaken only in cases where the financial and legal risks involved are minimal and thoroughly researched.

9.1.4. All policies and bylaws relating to finances, as well as relating to the CSA in general, shall be adhered to when investigating possible revenue sources.

10. **Transparency**

10.1. The CSA shall constantly strive for a high degree of financial transparency wherever possible without compromising matters deemed confidential or sensitive to the organization’s operations.

10.2. The CSA shall post on its website the operating budgets, minutes and reports for that fiscal year. Students must be able to access, view, and print this document at their leisure.
Bylaw 4 – Policy of the Central Student Association

Table of Contents

1. Policy Manual
2. Establishment, Amendments, Suspension or Rescindment of Policy
3. Review of Policy

Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on February 27, 2019.
1.0. Policy Manual

1.1. Policy Resolutions of the CSA, as set by the Board, will be recorded in the Central Student Association Policy Manual. Policies will be deemed an Issue-Based policy or an Operational policy and be distinguished as such in the Central Student Association Policy Manual.

   a) Operational Policy generally consists of policy that outlines the framework of managing the operations of the CSA.
   b) Issues-based Policy generally consists of policy that the CSA takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

1.2. Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA. All Policy Resolutions adopted by the Board shall be the official policy position of the CSA.

2.0. Establishment, Amendment, Suspension or Rescindment of Policy

2.1. Policy Resolutions shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board. A Policy Resolution passed by a two-thirds majority vote shall be considered an official Policy of the CSA.

2.2. Amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.3. The suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.4. The rescindment of a policy resolution shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.5. All policy remains the policy of the CSA until rescinded by a vote of the Board.
3.0. **Review of Policy**

3.1. The Policy and Bylaw Review Committee shall review Policy Resolutions of the CSA on a three-year cycle.

3.2. Members interested in reviewing policy outside of this three-year cycle may provide written notification to the Board of Directors at a scheduled meeting of the Board. However, formal approval by the Board of Directors is not required to start the review process of a policy of the CSA.
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*Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strike-through font.*
1.0. Board of Directors

1.1. Director and Executive Files

1.1.1. Files shall be created for each Director, as determined by the Board of Directors.

1.1.1.1. These files shall be kept separate from staff files
1.1.1.2. 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

1.1.3.1. 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.
1.1.3.2. 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/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.

2.2. Executive Committee

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

• The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.
The President shall serve as the Chair of the Executive Committee.
Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.
The Executive Committee shall have the authority to approve expenditures of up to $10,000.00 in the summer term and up to $5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
The Executive Committee is required to make a report to the Board once a month summarizing its activities.
The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

2.3. Executive Evaluation Committee

The Executive Officer positions are of great value to the CSA. Elected at-large by the general student body and reporting directly to the CSA Board of Directors, the Executive Officers work full-time for a one-year term. Each Executive Officer has a specific portfolio with unique responsibilities and their performance is of critical importance to the CSA. It may be challenging for a Board of Directors, that generally meets bi-weekly, to provide supervision, guidance and feedback on the day-to-day performance of each Executive Officer.

The Executive Evaluation policy is meant to increase the level of accountability and support between each Executive Officer and the CSA Board of Directors. This policy will support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.
2.3.1. Introduction

2.3.1.1. The Executive Evaluation process shall be managed by an Executive Evaluation Committee (EEC) of the CSA Board of Directors.

2.3.1.2. The Executive Officers shall be required to submit reports to the EEC three times throughout their term.

- The first report shall outline fully developed goals for each Executive Officer, specific to their position and portfolio.
- The next report shall consist of a summary of activities to date and progress towards their goals.
- The final report shall outline the extent to which the goals were met, accompanied by a report on the successes and challenges faced by the Executive Officer in their role throughout their term.
- In the second and third reports, Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.1.3. Following each evaluation cycle, the EEC shall submit the Executive Officers’ reports to the CSA Board of Directors, accompanied by commentary and any appropriate recommendations for action.

2.3.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee.

2.3.2. Executive Evaluation Committee

2.3.2.1. The Executive Evaluation Committee (EEC) shall be struck at the first Board meeting of the Summer semester.

2.3.2.2. The EEC shall consist of six members:

- Two (2) College / At-Large Representatives
- One (1) Student Organization Representative
- Two (2) Non-Executive Committee Board Members
- CSA Policy & Transition Manager (non-voting)

2.3.2.3. One of the five Directors shall be appointed Chair.

2.3.2.4. The voting members will select from among themselves a Vice-Chair to take on the duties of Chair when that individual is absent.

2.3.2.5. The Chair shall be responsible for scheduling and chairing meetings of the EEC. In the event that neither the Chair nor the Vice-Chair is present, the remaining EEC members shall select a Chair for that meeting.
2.3.2.6. EEC Membership should serve for an entire year (12 months), but it may be necessary to re-evaluate the membership of this committee throughout the year, particularly at the beginning of the Fall semester.

2.3.2.7. Quorum for meetings of the EEC shall be four members.

2.3.2.8. The EEC shall strive for consensus in decision-making but a majority voting system shall be used when deemed appropriate by the Chair.

2.3.3. Evaluation and Reporting Process Overview

2.3.3.1. The EEC shall review the following during each evaluation cycle:

- Each Executive Officer’s goals, taking into consideration all relevant CSA Bylaws and Policies.
- Hours worked by each Executive Officer.
- Any collected feedback on Executive job performance and conduct from Board members, staff and/or other Executive.
- In order to preserve working relationships, the EEC shall ensure that the identity of an individual raising concerns is not revealed to anyone outside the EEC.

2.3.3.2. Each evaluation cycle shall consist of the following:

- Solicitation and collection of constructive feedback on job performance and conduct from Directors, staff, and students.
- Written submission to the EEC by each Executive Officer including any constructive criticism or praise for another Executive Officers’ job performance or conduct.
- EEC members’ individual review of materials submitted.
- Interview meeting between each Executive Officer and the EEC.
- Final report for each Executive Officer prepared by the EEC to the CSA Board of Directors

2.3.3.3. The EEC is responsible for providing a fair evaluation of the performance of each Executive Officer working within the requirements and responsibilities outlined in the CSA Bylaws and Policies. It is important the EEC members do not evaluate based on their personal or political opinions but use the CSA Bylaws and Policies as their guiding documents.
2.3.4. **Timeline**

<table>
<thead>
<tr>
<th>EEC Evaluation Cycle</th>
<th>EEC Timeline</th>
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<tbody>
<tr>
<td><strong>First Round</strong></td>
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<tr>
<td>Executive submit goals to EEC</td>
<td>Monday after the August Civic Holiday</td>
</tr>
<tr>
<td>EEC meets to discuss goals</td>
<td>One week after submission of goals</td>
</tr>
<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after submission of goals</td>
</tr>
<tr>
<td>EEC reports to Board</td>
<td>Next Board meeting after submission of goals</td>
</tr>
<tr>
<td><strong>Second Round</strong></td>
<td></td>
</tr>
<tr>
<td>Executive submit reports to EEC</td>
<td>Monday after Thanksgiving</td>
</tr>
<tr>
<td>Deadline for feedback from Board and staff</td>
<td>One week after submission of reports</td>
</tr>
<tr>
<td>EEC meets to evaluate reports</td>
<td>Two weeks after submission of reports</td>
</tr>
<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after evaluation meeting</td>
</tr>
<tr>
<td>EEC reports to Board</td>
<td>Next Board meeting after submission of evaluation</td>
</tr>
<tr>
<td><strong>Third Round</strong></td>
<td></td>
</tr>
<tr>
<td>Executive submit reports to EEC</td>
<td>Monday after winter semester classes begin</td>
</tr>
<tr>
<td>Deadline for feedback from Board and staff</td>
<td>One week after submission of reports</td>
</tr>
<tr>
<td>EEC meets to evaluate reports</td>
<td>Two weeks after submission of reports</td>
</tr>
<tr>
<td>EEC submits evaluation to Executive</td>
<td>Two weeks after evaluation meeting</td>
</tr>
<tr>
<td>EEC reports to Board</td>
<td>Second Board meeting after submission of evaluation</td>
</tr>
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2.3.4.1. Meetings between each Executive Officer and the EEC shall be scheduled in advance of their reporting deadlines by the EEC Chair to ensure that an appropriate amount of time is available for discussion.

2.3.4.2. The EEC shall have at least two weeks following Executive submission deadlines to complete a report with any recommendations to the Board.

2.3.5. **Template**

2.3.5.1. The EEC shall produce templates for the last two reporting periods for the Executive Officers so that reports are consistent, easy to evaluate and easy to write.
2.3.5.2. The EEC may use templates from previous years if they are still considered to be appropriate.

2.3.5.3. The template for each reporting period shall be provided to the Executive Officers in advance of the reporting deadline.

2.3.6. First Round

2.3.6.1. Executive Officers shall draft a statement of their goals within their position and portfolios. These goals should be measurable and realistically achievable by the end of their term.

2.3.6.2. The EEC shall review the goals submitted against the CSA Bylaw Job Description and other applicable bylaws and policies. The EEC should ensure that all areas of responsibility are addressed and that goals are appropriate.

2.3.6.3. Prior to submitting the goals to the Board of Directors, any relevant recommendations from the EEC shall be given to the Executive Officers allowing them to make appropriate changes to their goals.

2.3.6.4. The reviewed goals shall be provided to the CSA Board of Directors for approval, with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation.

2.3.7. Second Round

2.3.7.1. Executive Officers shall report on the progress towards their previously reported and approved goals within their position and portfolios, using the reporting templates provided by the Executive Evaluation Committee.

2.3.7.2. Executive Officers shall submit a report of their activity to date (maximum two pages) including a report on their hours worked to date in the form of a weekly log of hours with brief notes to explain any unusual hours worked.

2.3.7.3. The EEC will interview each individual Executive Officer to discuss the details provided in written form. Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.7.4. The EEC shall review the documents submitted and after meeting with each Executive Officer, shall prepare a report to the CSA Board of Directors with any appropriate comments from other Directors, staff and students as well as any recommendations from the Executive Evaluation Committee.
2.3.7.5. The EEC may choose to make any of the following recommendations, or any other recommendation that is in line with CSA Bylaws and Policies:

- to CSA Board of Directors to revise their Job Description (CSA Bylaw 1, Section 5.0)
- to Finance Committee to revise a budget or budget lines
- to Executive Committee to support a new Field Worker position
- to encourage the hiring of temporary help
- to encourage taking time-in-lieu or vacation time
- to CSA Board of Directors to recommend Removal from Office or Reprimand under the provisions provided in CSA Bylaw 1, Section 6.0
- any outcome as outlined in the Human Resources policy (to be discussed in-camera).

2.3.8. Third Round

2.3.8.1. Executive Officers shall outline the status of their goals and reflect on tasks they worked on throughout the year. The final report from each Executive Officer shall note successes achieved, progress made towards future goals and structural issues. Executive Officers may include a SWOT analysis of their role and comment on Strengths, Weaknesses, Opportunities and Threats.

2.3.8.2. The EEC shall review the reflections with each of the Executive Officers before preparing a report to be submitted to the Board.

2.3.8.3. After reviewing the reflections, the Executive Evaluation Committee shall submit a report to the CSA Board of Directors, with any appropriate comments from other Directors, staff and students as well as any EEC recommendations.

2.3.8.4. The final reports shall be available to assist with the transition of incoming Executive Officers.

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

2.4.1.1. 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.

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

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

2.4.1.4. 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.

2.4.2. Membership of the Committee

2.4.2.1. 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.

2.4.2.2. 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.

2.4.2.3. 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.

2.4.3. Responsibilities of the Committee Members

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

2.4.3.2. To adhere to all sections set forth in CSA By-Law 3

2.4.3.3. 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.

2.4.3.4. The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5000 and over.
2.4.4. Meetings

2.4.4.1. 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.

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

2.4.4.3. 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.

2.4.5. Reporting

2.4.5.1. 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.

2.5. Petitions, Delegations and Representations (PDR) Committee

*Section 2.5 Amendments in Yellow: Approved by CSA Board on November 27, 2019 Deletions shown in strike-through.*

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

2.5.1.1. Petitions, Delegations and Representations Committee

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

2.5.2.1. To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
2.5.2.2. To maintain a standardized PDR request form or method.
2.5.2.3. To make recommendations to the Finance Committee for annual funding for PDR lines.
2.5.2.4. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

2.5.3. Membership of the Committee

2.5.3.1. The Committee shall consist of a maximum of six members.
2.5.3.2. The President shall be a member of this Committee.
2.5.3.3. One seat on this Committee shall be reserved for an At-Large or College representative.
2.5.3.4. One seat on this Committee shall be reserved for a Student Organization representative.
2.5.3.5. One seat on this Committee shall be reserved for an additional member of the Executive Committee.
2.5.3.6. The remaining seats may be filled by up to two members of the CSA Board of Directors.
2.5.3.7. The membership of this Committee shall be selected by the Board of Directors.

2.5.4. Responsibilities of the Committee Members

2.5.4.1. The President shall be the Chair of the Committee.
2.5.4.2. The Vice-Chair shall be selected by the membership of the Committee.
2.5.4.3. The Scribe shall be selected by the membership of the Committee.
2.5.4.4. Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.
2.5.4.5. Each member shall act as a member of the CSA, and not as a member of their own constituency.
2.5.4.6. 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.
2.5.4.7. 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.
2.5.4.8. The Vice-Chair shall have the following responsibilities:

- Assist the Chair in their duties
- Assume the responsibilities of the Chair in their absence.

2.5.4.9. 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

2.5.5.1. 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.

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

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

2.5.5.4. 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.

2.5.5.5. 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.

2.5.6. Reports

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

2.5.6.2. 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.

2.5.6.3. 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.

2.5.7. PDR Requirements

2.5.7.1. An applicant for PDR funds must be a fee-paying CSA member, CSA member of good standing.
2.5.7.2. Each year, the CSA will budget funds to be made available by request to qualifying groups.

2.5.7.3. 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.

2.5.7.4. 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.

2.5.7.5. 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.

2.5.7.6. A completed PDR Report Form, available on the CSA website, indicating the usage of monies granted, will be required by the Committee and may be necessary for future funding.

2.5.7.7. 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.

2.5.8. PDR Application Process

2.5.8.1. 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.

*The following clauses were re-numbered, due to the addition of the new clause, 2.5.8.1.*

2.5.8.2. 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.

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

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

2.5.8.5. Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the University of Guelph and surrounding community, the undergraduate community of the University of Guelph.
2.5.8.6. In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

2.5.8.7. 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 tiered priority system:

- Internal accredited CSA clubs (Ranking: 5 points)
- Special status groups (Ranking: 3 points)
- Non-CSA accredited student organizations (Ranking: 1 point)

2.5.8.8. The PDR Committee will also consider the following:

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

2.5.8.9. Second time funding for the same event/initiative will not be provided, as the PDR Committee will consider innovation as part of the review process.

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.

2.5.8.10. The President will notify organizations within 72 hours of a PDR Committee decision.
2.5.9. Appeals Process

2.5.9.1. 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.

2.5.9.2. 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.

2.5.9.3. 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.

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

2.5.9.5. 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.

2.5.9.6. 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.

2.5.9.7. 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

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

Section 2.5 Amendments in Yellow: Approved by CSA Board on November 27, 2019
Deletions shown in strike-through.
2.6. Policy and Bylaw Review Committee (PBRC)

2.6.1. Responsibilities

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

2.6.1.2. 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.

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

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

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

2.6.2. Membership

2.6.2.1. Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

2.6.2.2. 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.

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

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

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

2.6.3. Structure

2.6.3.1. 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.

2.6.3.2. 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.
2.6.3.3. Quorum shall be three ratified members, one of which must be a Director of the CSA.

2.6.4. Decision Making

2.6.4.1. 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.

2.6.5. Reporting

2.6.5.1. 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.

2.6.5.2. 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.

2.6.6. Conflict of Interest

2.6.6.1. 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.

2.6.6.2. 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.

2.6.6.3. 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.

2.6.7. Working Groups

2.6.7.1. 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.
2.6.7.2. 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.

2.6.7.3. 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.

3.0. Operational Committees

3.1. Accessibility Working Group (AWG) [Former Clause 2.2]

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.

- To act as a resource for accessibility within the organization
- To promote the development of critical disabilities assessment within the CSA
- To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers
- To explore and deconstruct all real and potential barriers within the CSA
- To promote the reduction of the stigma surrounding disabilities
- To promote broader understanding of the experiences of students with disabilities
- To promote an accessible environment for all members of the CSA
- To discuss the experiences of members with disabilities
- To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members
- To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility
- To uphold and promote the Declaration of the Rights of Students with Disabilities.
3.1.3. Membership

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

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

3.1.3.3. 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.

3.1.4. Responsibilities of Members

3.1.4.1. General Members
- To uphold the mandate of the AWG
- To maintain the confidentiality of the membership
- To appoint a Vice-Chair from the membership.

3.1.4.2. 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)
- 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.

3.1.4.3. 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.
3.1.5.1. 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.

3.1.5.2. 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.

3.1.6. Meetings

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

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

3.1.6.3. 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.

3.1.6.4. 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.

3.1.6.5. 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.

3.1.6.6. 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

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

3.1.7.2. 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

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

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

3.2. Bike Centre Committee [Former Clause 2.3]

Terms of Reference

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

3.2.2.1. 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.

3.2.2.2. 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).

3.2.2.3. 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

3.2.3.1. 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.

3.2.3.2. 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.

3.2.3.3. 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.

3.2.3.4. 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.

3.2.4. Anti-Oppression Commitment

3.2.4.1. 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:

- 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.

3.2.5. Purpose

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

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

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

3.2.6. Reports

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

3.2.6.2. 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)  
[Former Clause 2.4]

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.  
[Amended by CSA Board – April 3, 2019]

3.3.2. Responsibilities

3.3.2.1. To review the final report created by the previous year’s CAPCOM

3.3.2.2. 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 list of goals addressing the identified core and perceived structural issues
3.3.2.3. To make regular reports to the Board on the committee’s progress
3.3.2.4. 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 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
3.3.2.5. At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

3.3.3. Membership
3.3.3.1. 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.
3.3.3.2. 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.

3.3.4. Meetings
3.3.4.1. 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.
3.3.4.2. 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.
3.3.4.3. Because of the significant importance of the Committee’s report to the future of the organization, quorum will be set at four Committee members.
3.3.4.4. The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.
3.4. **FoodBank Committee** [Former Clause 2.7]

### 3.4.1. Purpose

3.4.1.1. 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.

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

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

### 3.4.2. Membership

3.4.2.1. 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.

3.4.2.2. 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.

3.4.2.3. 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.

3.4.2.4. The CSA Business Manager and HR and Operations Manager will be considered active members 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.

3.4.2.5. 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.

### 3.4.3. Sub-Committees

3.4.3.1. A sub-committee shall be struck each time the Committee deems it necessary.
3.4.4. Responsibilities

3.4.4.1. 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.

3.4.4.2. 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.

3.4.4.3. The Human Resources and Operations Manager, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.

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

3.4.5. Meetings

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

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

3.5. Student Health and Advocacy Centre (SHAC) Advisory Committee [Former Clause 2.10]

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

3.5.1.1. 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 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 and the Human Rights & Advocacy 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.

3.5.2. Membership

3.5.2.1. 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.

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

3.5.2.3. 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.

3.5.3. Meetings

3.5.3.1. 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.

3.5.3.2. 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.

3.5.3.3. 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.
4. **Confidentiality and Conflict of Interest Agreement** [Former Section 3]  
[Amended by the CSA Board – February 5, 2020]

4.1. All staff, Executive, and Directors shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may only be changed by the Executive on an annual basis, in the winter semester.

4.2. Signing the Confidentiality and Conflict of Interest Agreement is a condition of both employment for staff, and ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Human Resources & Operations Manager and shall expire each year on April 30.

4.3. It is the responsibility of the Human Resources & Operations Manager to ensure that all staff and Executive sign the agreement. It is the responsibility of the Policy & Transition Manager to ensure that all Board members sign the agreement.

4.3.1. If a matter arises where confidentiality has been breached by a staff, Director, or Executive who has not signed the agreement, the above responsible Executive member may be held financially liable for any losses the CSA may occur as a result of the breach in confidentiality. Ensuring the signing of agreements will waive such responsibility.

**Section 4.0. Confidentiality** [Replaced by the CSA Board – Feb. 5, 2020]

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:

- Disclosure of confidential information;
- Disclosure of personal information, and
- Conflicts of interest.

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 10: Confidentiality.

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. [Amended by the CSA Board – Feb. 5, 2020]

5. **Protection of Privacy and Access to Information [Former Section 4]**

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, “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.
Central Student Association
Appendix A – Internal CSA Policy

5.3. Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

- **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.
- **Ongoing economic interests**: Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups.
- **Confidential information**: Any personal or other information that was given to the CSA with implicit or explicit confidence.
- **Conflict resolution/Law enforcement**: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.
- **Deliberative processes**: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.
- **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:

- If the person requesting the information is not the individual to whom it pertains, the Executive member shall not permit access.
- 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

The CSA will collect individuals’ information only with their explicit or implicit consent except when information pertains to:

- An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.
- Performance evaluation of a staff or volunteer member.
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.

6. **Special Projects [Former Section 5]**

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:

- The project is designed to serve the students of the University of Guelph.
- Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- 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).
- The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

7. **University Centre Board [Former Section 6]**

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 own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.
7.2. Appointments

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

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

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

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

7.3. University Centre Board Undergraduate Student Representatives (UCBUSR)

7.3.1. The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

7.3.2. UCBUSR is expected to make regular reports to the CSA Board of Directors.

7.3.3. UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

7.3.4. The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.

7.3.5. The Vice President Student Experience shall chair the UCBUSR meetings.

7.3.6. For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.
7.4. **CSA Position on the University Centre Board**

7.4.1. The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:

a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.

b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.

c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.

d) To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

7.5. **CSA Board of Directors Directives**

7.5.1. The CSA Board of Directors, as the appointing body, has the ability to give suggestions to the University Centre Board Undergraduate Student Representatives (UCBUSR) through the Chair of UCBUSR.

Suggestions may be given for the following reasons:

a) The CSA Board of Directors deems the issues to be of significant importance to student interest.

b) The CSA Board of Directors wishes to make its views known publicly.

7.6. **Reserved Rights of the CSA Board of Directors**

7.6.1. The CSA Board of Directors reserves the right to:

a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors

b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.

c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).
d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

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 in the following way:

- 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. Dietary Policy [Former Section 7]

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.

8.2.1. One or more of the options may be removed if the people being served agree unanimously.

8.2.2. An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
8.2.3. 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.

9. **E-mail Policy** [Former Section 8]

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
- To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.
- The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
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.


- 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)

- 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 an 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.

9.6.4.1. 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.
9.6.5. Listserv

9.6.5.1. 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.

9.6.5.2. Maintenance
- The group who requested the listserv is responsible for the maintenance of the listserv.

9.6.5.3. Guidelines
- All listservs will abide by all policies outlined in this policy.

9.6.6. Mass E-mail Endorsement Policy

- 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.
- 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.
- 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.
- The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- 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. Ethical Purchasing [Former Section 9]

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.

10.2. Definitions

10.2.1. Services: Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

10.2.2. Clubs: any group or organization accredited through the CSA that is not considered a CSA service.

10.2.3. Purchaser: the club, service, or Executive that made the purchase in question.

10.2.4. Apparel: 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

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:

- Calling the meetings
- Ensuring that a scribe is present
- Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs
- 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.
- 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:

- 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.
- 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.
- 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

10.5.7.1. A supplier may be chosen from the University of Toronto list of suppliers.
10.5.7.2. 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.

10.5.7.3. 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

10.5.8.1. 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.

10.5.8.2. 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.

10.5.8.3. Transparency: the report will be included in the CSA Board package and will be posted on the CSA website.

10.6. Engaging the Membership

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. Revision

10.7.1. This policy will be reviewed in the 2013/2014 year.

10.7.2. This policy will be reviewed once every 3 years.

11. Accessible Services Provision [Former Section 10]

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 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 users of our services. We will train staff to communicate with users over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with users by e-mail, TTY (TTY users can use the Bell Relay System by calling 1-800-267-6511) or support person if telephone communication is not suitable to their communication needs or is not available.

11.2.3. Assistive Devices

We are committed to serving people who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by users while accessing our goods or services.

11.2.4. Billing

We are committed to providing accessible invoices to all of our users. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, or e-mail. We will answer any questions users of our services may have about the content of the invoice in person, by telephone or email.

11.3. Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties. We will also ensure that all staff, volunteers and others dealing with the public are
properly trained in how to interact with people who are accompanied by a service animal. Any person with a disability who is accompanied by a support person will be allowed to enter the CSA’s premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises. Fees will not be charged for support persons for admission to CSA events or services.

11.4. Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

11.5. Training of Staff

The CSA will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approval of service policies, practices and procedures. This training will be provided within the first three weeks after a staff person commences their duties.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- What to do if a person with a disability is having difficulty in accessing the CSA’s goods and services
- The CSA’s policies, practices and procedures relating to the service standard.
- 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 disabilities can be made by completing a Feedback Form available in our front office or online at www.csaoonline.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. Co-Curricular Transcript Policy [Former Section 11]

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.

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:
A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive;
- Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question;
- 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:
- the name of the Director that the petition is for; and
- 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. Policy Review Policy [Former Section 12]

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. 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. A review of a particular CSA Bylaw or Policy may find no change is needed. However, the review date shall always still be noted. Year 1 is noted as academic year 2011-2012, Year 2 is noted as academic year 2012-2013, etc.

Annually in Summer:
- Bylaw 2.0 - Elections Bylaws

Bi-Annually (every two years) in Fall:
- Bylaw 1.0 – Members meetings (year 2)

Bi-Annually (every two years) in Winter:
- Appendix A – Internal CSA Policy (year 2)
  – with Standing Committee consultation for review of 4.0
- Appendix G – Student Services Fee Protocol (year 3)
- Bylaw 1.0 (year 2)

Tri-Annually (every three years) in Summer:
- Appendix F – Clubs Handbook (year 3)
  – in consultation with Clubs Coordinator
Executive Officer Portfolio Duties [Former Section 13]
[Amended by CSA Board on September 25, 2019]

14.1. Executive Officer Portfolio Duties

14.2. General Duties

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

14.2.2. 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.

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

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

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

14.3. President

14.3.1. 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 development of training and transition for staff, Executive, Board Members and volunteers, and to ensure that appropriate resources and support are available.
14.3.2. To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA

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

14.3.4. 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 Dedication on behalf of the CSA and undergraduate students.

14.3.5. 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.

14.3.6. **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  

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.  

14.3.7. **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

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

k) To initiate new projects that address the needs of the students

l) To contribute to the CSA’s Strategic Plan review every five years.

14.3.8 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).

14.4. Vice President Student Experience

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

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

14.4.3. To be a primary signing authority of the CSA

14.4.4. 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

   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.

14.4.5. To advocate for increasing student engagement and representation on committees
14.4.6. To seek alternative ways of publicizing CSA events to students
14.4.7. To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant
14.4.8. To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
14.4.9. To supervise CSA Clubs and SafeWalk staff
14.4.10. To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department
14.4.11. To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator
14.4.12. To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

14.4.13. 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
   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.

14.4.14. 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.

14.4.15. 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.

14.4.16. Committees

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

14.5. Vice President Academic

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

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

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

14.5.4. To coordinate the annual Teaching Excellence Award

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

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

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

14.5.8. 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

14.5.9. To supervise the Student Help and Advocacy Centre staff.

14.5.10. Financial Support

a) 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)
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.

14.5.11. 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.

14.5.12. Advocacy

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

14.5.14. 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.
14.5.14. 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.

14.5.15. 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.

14.6. Vice President External

14.6.1. 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

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

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

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

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

14.6.6. 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.

14.6.7. Federal, Provincial and Municipal Governance

a) To act as a liaison to the City of Guelph, the Ontario government and the Canadian government
   • To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students

b) To be knowledgeable of City bylaws, programs, and initiatives that impact students:
   • To represent the CSA at municipal events, activities and initiatives where appropriate
   • To communicate student issues with community members

c) To establish and maintain working relationships with the MPP and MP for Guelph

d) To disseminate municipal, provincial or federal election information to students

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

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

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

14.6.8. 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)
   • Aboriginal Student Association (ASA)
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.

### 14.6.9. 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.

### 14.6.10. 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.

### 14.6.11. 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.
14.6.12. 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).

[To compare the amended Section 14 - Executive Officer Portfolio Duties with the previous Section 13 - Executive Officer Portfolio Duties, visit the CSA website, click on “Board” then “2019-2020 Board Packages” and view the CSA Board agenda on September 25, 2019, Item 3.11.5]
Central Student Association
Appendix B – CSA Services Policy

Content

1. Bullring Policy
2. theCannon.ca Policy
3. Bus Pass Policy
1. Bullring Policy
The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring

1.1. Student Space
The Bullring is student space and it should be controlled by students. The space, above all else, should be accessible to and suitable for students. The Bullring is fundamentally a coffee shop/student lounge, where activities, events, menus, catering and the like are centered around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring are made with the priorities of student needs and financial viability.

1.2. Financial Stability
While serving students is the number one priority, the Bullring must move toward financial self-sufficiency. Only under exceptional, unavoidable and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses.

Financial statements are to be reviewed and discussed on a monthly basis, by the Bullring Committee. Decisions regarding hourly staff wage increases, acceptable profit margins, operational improvements, capital expenditures, and other financially related matters will be made at The Bullring Committee, modeled after CSA values, in accordance with Bullring Committee Policy and Terms of Reference while maintaining independent fiscal responsibility. Revenues collected above and beyond those allocated given the aforementioned framework at year end (April 30) will be incorporated into the CSA’s Unrestricted Net Assets.

1.3. Accessibility
It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to more students by offering a range of food and beverage options. The Bullring shall offer menu items which are affordable and healthy, as well as vegetarian, vegan, gluten-free and wheat-free food.

1.4. Ethical Standards
All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G’s Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. The Bullring will use re-usable dishware, cups, and utensil wherever possible and will implement a substantial incentive/penalty system to promote the use of reusable containers for takeout.
Disposable materials will be non-toxic and biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

1.5. Accountability
The Bullring is bound by all by-laws, policies and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives. Any major financial or political decisions made regarding the Bullring, or decisions made that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Committee. Operational decisions will be made at the Bullring Committee level. A Bullring Committee will be struck every year to monitor the detailed operations of the Bullring and to provide direction, in accordance with the Bullring Committee Terms of Reference. This committee will keep public minutes which will include information presented and decisions made. At a minimum, the Bullring will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring Finances.

1.6. Programming
All programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be made by the Bullring General Manager in consultation with the Committee, when necessary. The Committee will conduct an annual review of the programming goals for the year during an early committee meeting, to ensure the values of the space are being maintained. Decisions regarding split-licensing for events at the Bullring will be made by the Bullring General Manager, to ensure the goals and purpose of this operation as described in 1.1 and 1.2. Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their opportunity to book this venue for functions based on previous event concerns. At the discretion of the Committee, event planning privileges by a specific group can be revoked at any time. This temporary ban will be for a period of time as deemed necessary by the Committee with a written and explicit start and end time.

2. theCannon.ca Policy

2.1. TheCannon.ca is a website jointly owned by the CSA and the Guelph Campus Co-op. This operation is bound by a Partnership Agreement signed by both parties in August 2003 and where this policy manual and the Partnership Agreement differ, the Partnership Agreement shall take precedence.
2.2. This Policy outlines the responsibilities of the CSA within this Partnership Agreement. It is the responsibility of the President and Vice President, Student Experience to ensure this policy and the Partnership Agreement are upheld.

2.3. All regular activities of the Website shall be overseen by theCannon.ca Operating Committee. The responsibilities of the Operating Committee shall be listed in a Terms of Reference for the Committee and in the Partnership Agreement.

2.4. The CSA Board of Directors must meet bi-annually to ratify the following items: The Operating Committee’s Terms of Reference and Website Operations report, any operating policies and procedures that are developed by the committee, the operational budget, and the audited financial statements of theCannon.ca

2.5. The voting representatives for the CSA Board of Directors on theCannon.ca Operating Committee shall be the President, Vice President, Student Experience and CSA Programmer. This membership may be altered by a motion from the CSA Board of Directors as defined in the Terms of Reference of the Operating Committee.

2.6. From time to time, it may be necessary for members of the Board of Directors for the CSA and Guelph Campus Co-op to meet to discuss the Partnership. Quorum for such a meeting shall be 3 members from each of the Board of Directors. Notice for such a meeting must be given 15 days in advance and must state the reason for the meeting.

3. Bus Pass Policies


3.1.1. Only those students that cannot use City of Guelph Transit Buses and do not qualify for Mobility services will be eligible for a refund of the bus pass fee.

3.1.2. Bus pass fee refunds will only be available in the fall and winter semesters.

3.1.3. To apply, a student must: a) apply for Mobility services and receive notification from the City of Guelph that the student does not qualify; and b) provide a written or oral statement from a doctor, chiropractor, or physiotherapist outlining the reason(s) why the student cannot ride Transit Buses.

3.1.4. To preserve confidentiality, this documentation will be submitted to the Centre for Students with Disabilities who will simply provide a list of names and student identification numbers to the CSA.

3.1.5. Documentation for each student will be sufficient to qualify a student for refunds in one fall and one winter semester but must be renewed after each year.
Appendix

Central Student Association

Appendix B – CSA Services Policy

3.1.16. The Vice President, External shall be responsible for reporting to the City of Guelph the total number of refunds provided each semester.

3.1.17. The refunds will be administered by the CSA but both undergraduate and graduate students may qualify.

3.1.18. The CSA will provide a refund to all students that apply and qualify.

3.1.19. If the number of students that qualify exceeds the bus pass opt-out limit set in the agreement between the CSA and the City of Guelph, the CSA shall petition the City of Guelph to increase the limit.

3.1.20. If the City of Guelph will not increase the bus pass opt-out limit, the CSA will seek funding from the university to cover the refunds beyond the limit.

3.1.21. If the university refuses to cover the refunds beyond the limit, the CSA will endeavour to raise the funds to cover the cost.

3.2. Bus Pass Opt-In Policy

3.2.1. Under the memorandum of agreement between the City of Guelph and the Central Student Association for the purpose of providing students with a universal bus pass, up to 30 students not currently taking courses may “opt in” during the spring semester.

3.2.2. Students who are living in Guelph during the spring semester and taking courses in the fall semester will have the opportunity to pay the current bus pass fee and receive bus pass privileges.

3.2.3. The CSA shall publicize the option to opt in and students may apply to opt in within the first two weeks from the commencement of regular classes in the spring semester.

3.2.4. Students accepted for a summer bus pass must show proof of registration in the following fall semester when picking up their pass in order to receive it.

3.2.5. Applicants will have the option to provide information concerning any circumstances the CSA should take into consideration regarding financial need, access to other forms of transportation and other relevant issues.

3.2.6. The Vice President, External shall meet with the Business Manager as soon as possible after the end of the application period to select the students who may opt in.

3.2.7. If more than 30 students apply to opt in, the CSA will advocate to the City of Guelph for an increase in the number of available passes.

3.2.8. Applicants for the summer semester passes shall only be accepted if they meet the following criteria:

3.2.8.1. Applicant must be an ongoing undergraduate student at the University of Guelph, and must be registered for courses or a co-op work term in the fall semester.

3.2.8.2. Applicant must not be able to obtain a pass through regular channels (i.e., be taking DE or in-class courses or be on a co-op work term).

3.2.8.3. Applicant must live more than one (1) kilometre from the university or their place of work.
3.2.8.4. Applicant must not be residing outside of Guelph for more than four (4) consecutive weeks out of the summer.

3.2.9. Where a group of applicants are considered equal, the committee shall conduct a random draw of students who will opt in to the bus pass for the spring semester.

3.3. Bus Pass Misuse Policy
The Central Student Association (CSA) recognizes that, while the majority of students use their universal bus pass (herein referred to as “pass”) appropriately, some students choose to engage in misuse. This policy reflects the need to deal with these situations in an appropriate and consistent manner.

3.3.1. Overview
3.3.1.1. Definition of Misuse: The deliberate use of a pass such that an illegitimate pass is used or the pass is used by someone other than the specific owner. This can include, but is not limited to, the direct or indirect transfer of a pass from the rightful holder to another and its subsequent use, or the copying of a pass through photocopying or any other means (except as sanctioned by the Registrar’s Office). This definition applies equally to those who otherwise rightfully possess a pass and those who do not.

3.3.1.2. Additional Passes: It shall not be determined misuse if an individual uses a replacement pass legitimately obtained from the Registrar’s Office in lieu of a lost or stolen pass. However, the use of passes obtained from the Registrar’s Office through a deliberate misleading of University staff shall be deemed misuse.

3.3.2. Enforcement
3.3.2.1. Enforcement of the misuse policy shall fall primarily upon the staff of Guelph Transit. They shall monitor the passes at the point of use to ensure that the passes are not being misused.

3.3.2.2. If a staff member of Guelph Transit has reason to suspect a pass as being misused, he or she may confiscate the pass and student card of the individual.

3.3.2.3. Subsequent to action as outlined in section 3.3.2.2, if the CSA discovers that the case is a wrongful allegation of misuse, the CSA will waive the replacement fee. If the allegations turn out to be correct, the CSA will charge for the replacement of the bus pass.

3.3.3. Fees
3.3.3.1. Students who seek to replace their bus pass without the original sticker will be charged a replacement fee. The price of this replacement fee and the allocation of the proceeds shall be determined by the Transit Committee.
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## Appendix C
### CSA Human Resources Policy

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<td>8.1.1. Addition of two positions:</td>
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<td>Revised 11.0 Vacation and addition of 12.0 PED</td>
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**Pete Wobschall**, Policy & Transition Manager

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Appendix C
CSA Human Resources Policy

1.0 Preamble

The University of Guelph Central Student Association is an association of the undergraduate students of the University of Guelph, which acts as a central coordinating organization for all undergraduate student activities of a cross campus nature. The CSA is to represent the whole undergraduate student body on political, social and civic issues, within and/or beyond the University campus.

1.1 The Central Student Association will employ, when necessary and within the bounds of its approved budget, certain full time, part time and temporary staff, as well as volunteers. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all the CSA Board, staff, supervisors and volunteers. It outlines the mutual responsibilities and rights of employer and employees.

1.2 This policy is to abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation, as well as the by-laws and policy of the CSA. Federal and provincial employment legislation shall take priority in the event of any contradictions within this policy.

1.3 In keeping with the CSA’s stated policy against discrimination as well as with the Ontario Human Rights Code, the CSA will neither practice nor tolerate any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour, ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.

1.4 This policy shall form part of the contract of employment of each person employed by the CSA and shall be applicable to all persons associated with the CSA where applicable. It shall be provided to each person employed by or associated with the CSA.

1.5 The Central Student Association shall at all times use the Employment Equity Hiring Policy whenever staff are hired as per section 4.8 of this policy. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates.

For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as persons from groups who face systemic barriers to employment including but not limited to women, racialized people, aboriginal people, queer
people, persons with disabilities and international students.

2.0 Relationships

2.1 The Board of Directors of the Central Student Association (referred to as “the Board”) is the employer of all staff of the Central Student Association.

2.2 Full and part-time permanent and full and part-time contract staff members of the Central Student Association are to be supervised by a member of the Executive.

2.3 In cases where a member of staff is charged with supervising another staff, a member of the Executive will always be responsible for both parties, focusing attention on the party who is in a supervisory role.

2.4 If a contract between staff and board contradict this policy, the contract will be seen as overriding this policy.

3.0 CSA Staff

3.1 The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable.

Volunteers, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

3.2 The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.

3.3 The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Manager, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.

3.4 Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Electoral Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the FoodBank Coordinators, the Meal Exchange Coordinators, Poster Runners, the SafeWalk Coordinators, the Student Help & Advocacy Centre Coordinators, and the Technical Assistant.

3.5 The Vice President Academic and Vice President External are responsible for co-
supervising the Student Help & Advocacy Centre Coordinators.

3.6 The Vice President Student Experience is responsible for supervising the Assistant Electoral Office, the Clubs Coordinator, the Clubs Administrative Coordinator, the SafeWalk Coordinators, and the Bike Centre Coordinators. The Vice President Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the President.

3.7 The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the FoodBank Coordinators.

3.8 The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Manager.

4.0 Hiring

Hiring for full-time permanent employees, part-time permanent employees, full-time contract employees, and part-time contract employees shall take place according to the following procedures:

4.1 Priority for the hiring of part-time employees of the Central Student Association to be as follows:

4.1.1 full or part time undergraduate students
4.1.2 non-students.

4.2 The following are the minimum requirements for hiring a vacancy or new position:

4.2.1 Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date.

4.2.2 The striking of a hiring committee at the last Board meeting prior to the close of the job posting period. The hiring committee shall consist of the Office Manager and/or the Policy & Transition Manager and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a CSA staff member (preferably the outgoing position holder or staff supervisor).

If felt appropriate by a Hiring Committee Chair, individuals outside the Board, staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring
committee is struck, additional Board members may be appointed at the discretion of the Hiring Committee Chair.

4.2.3 Budgetary funds must be available to cover the salary for the position.

4.2.4 A job description must be completed and previously approved by the CSA Board. The Executive Supervisor, the Business Manager and the program coordinator shall be responsible for approving any minor / administrative changes to a job description. Any substantive changes will require Board approval. The up-to-date job description will be available to applicants.

4.2.5 The job description will include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.

4.2.6 The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chair, the Office Manager or the Policy & Transition Manager will be the chair.

4.2.7 The Office Manager will be responsible for the oversight of tasks and details consistent among all hiring committees. This may include, but is not limited to, the composition of the committees as per CSA policies and bylaws, ensuring that all interview questions are appropriate, and ensuring that all operations of the hiring committee are in accordance with all relevant CSA policies and bylaws, ensuring that all hiring committee members are properly trained and informed of all relevant policies and bylaws, and ensuring that every committee member is provided with all relevant documentation regarding policies, bylaws, and hiring process information.

4.2.8 The Office Manager will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, and booking interview room space. The Hiring Committee Chair will meet with the committee to appropriately short-list candidates, draft interview questions, reply to successful candidates, and prepare the Hiring Committee report as per 4.4, ultimately for the consideration of the Board of Directors.
4.2.9 It remains the responsibility of the Office Manager to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.

4.2.10 The Office Manager and Policy & Transition Manager will be a resource to all hiring committee members, including committee chairs, and ultimately will be responsible for providing information, training and documents for all hiring committee members for support in this process. This may include, but is not limited to, providing materials and information on relevant policies and by-laws, information regarding the processes of other hiring committees, and information regarding appropriate human resources practices.

4.3 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies:

4.3.1 Job descriptions must be posted on the CSA website and thecannon.ca when the application period opens.

4.3.2 During the Winter Semester, the Office Manager and Policy & Transition Manager will provide a CSA Job Information table in the UC Courtyard for two days during the week preceding the application period opening and during the application period.

4.3.3 During the Winter Semester, the CSA President will send a mass email to all Undergraduate students advertising CSA job vacancies, CSA hiring policies, and the time and date of the hiring period. This e-mail will be sent during the week preceding the application process opening.

4.3.4 Job vacancies will be advertised to all CSA clubs and campus organizations, especially those that are mainly composed of members of marginalized communities, for example: the Centre for Students with Disabilities, the Aboriginal Students’ Association, the Guelph Black Students Association, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, International Student Organization, Ontario Public Interest Research Group, and the CSA Accessibility Working Group.

4.3.5 Throughout the year, the Clubs Coordinator and the Vice President Student Experience shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations. During the summer, each year, these individuals will present a plan to the
CSA Executive describing how they intend to outreach to clubs and organizations. Presentations to clubs and organizations must outline the CSA’s hiring process, and advertise job vacancies and the job vacancies application period and process. Emphasis must be placed on the importance of the CSA’s Employment Equity policies and process.

4.3.6 During the Winter Semester, leaflets and posters advertising CSA job vacancies must be distributed by the Clubs Coordinator to all clubs and organizations. These posters must also be distributed through the CSA poster run the week preceding the application period opening.

4.4 All above employment vacancies are to be filled only by a committee duly appointed by the Board. Each hiring committee shall be composed of at least one CSA Executive member, at least one Board member and one staff member (may or may not be previous holder of the position). At the conclusion of its duties, the hiring committee shall present a report to the Office Manager which includes the person recommended for the position, the number of applicants interviewed and the type and length of advertising. All new staff must be ratified by the CSA Board before commencing employment.

The CSA Board shall not ratify any new staff for positions where there is an outstanding grievance filed in connection with the hiring process. The names of and discussions with or about any other candidates shall remain strictly confidential. The hiring committee shall meet to conduct short-listing within one week after the close of the posting period, and to complete interviews within two weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these two weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the winter examination period.

4.5 When hiring new employees, the emphasis should be to view the position as one in which specific experience can be gained.

4.6 Internal CSA applicants will be considered equally with other applicants and will take priority only if they and the other applicant appear to be equal in qualifications, as an internal candidate’s prior knowledge of and experience with the CSA are legitimate factors in selecting a candidate.

4.7 No CSA part-time contract employee shall work more than an average of 15 hours per week if they hold more than one contract with the CSA, unless there is an overlap between a position that ends September 30 and another position that starts September 1. If the candidate has applied for one or more jobs at the CSA, the candidate has the right to withhold their acceptance of an offer until they have heard from other CSA hiring committees.
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4.8 The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The following is an outline of the steps taken in this process:

4.8.1 Advertisement for these positions shall be carried out in accordance with Section 4.3.

4.8.2 All applicants are encouraged to complete an electronic Employment Equity Form during the application process. The CSA Office Manager will keep the forms on file.

4.8.3 In selecting successful applicants, hiring committees shall apply the principle of merit while striving to ensure that those selected represent the diversity of the university community. In addition, hiring committees will carry out responsibilities in accordance with Section 4.4.

4.8.4 Following the conclusion of the hiring procedures, for year-to-year comparative purposes, aggregate data derived from the Employment Equity Forms will be retained by the CSA. Upon completion of the annual hiring processes, all Employment Equity Forms will be destroyed.

4.9 Every effort will be made to make the application process accessible to applicants with disabilities. Applicants who may require accommodations during the application process, must contact the Office Manager to make appropriate arrangements in advance.

4.10 All candidates who are offered a position shall confirm their acceptance by signing a document that includes the job title, the base salary rate, the date of commencement of employment and the term of employment. If the candidate selected for a position refuses the job offer, selection shall devolve to the second choice. In the case of a second choice being unavailable or at the discretion of the Hiring Committee unacceptable, the hiring process shall be re-initiated.

4.11 If an applicant has an issue with the hiring process under this policy, they may file a complaint under the Complaint Resolution and Grievance Procedure, Policy 13.0. Any grievance filed by an unsuccessful candidate must be submitted to the President within seven days of receipt of notification that they were not hired.

5.0 Orientation and Training

The purpose of orientation of new staff is to introduce them to the goals of the
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CSA; to ensure that they have grasped and are comfortable with all of their new duties, responsibilities and privileges; to ensure that they have received adequate training and job preparation; and to ensure that they are properly and happily integrated into the CSA environment.

5.1 The package to be given to all new staff shall include, at the minimum; a copy of this policy; a copy of their contract when applicable; a job description of the position; a copy of the CSA’s by-laws or constitution, and applicable Manual of Operations when available.

5.2 Pursuant to their job descriptions, outgoing staff members shall be actively involved in the training of their successor. Incoming staff members shall receive an honorarium, as determined by the CSA Human Resources & Services Manager, for mandatory training with their respective outgoing staff members in the final two weeks of their contracts. The outgoing and incoming staff members shall meet for a minimum of three hours during this period. Additionally, the immediate supervisor, and when possible the CSA Human Resources & Services Manager, shall keep close watch of the new employee during the initial weeks of employment.

5.3 It is the responsibility of the immediate supervisor of new staff members, and whenever possible, the Human Resources & Services Manager, to monitor the progress of new staff members and to provide feedback to him/her them within the first three weeks of employment.

5.4 The Policy & Transition Manager shall ensure that a Manual of Operations for each area under the supervision of the Executive is prepared and updated regularly

5.5 The Executive Committee, under the leadership of the President, shall develop an annual training plan to ensure all new staff, Board Members and Executive receive a proper orientation and sufficient training to be able to successfully carry out their responsibilities.

5.6 The Human Resources & Services Manager and President will designate one training day each semester. All staff members must attend the training day which is closest to their contract start date. This day will be held within the first three weeks of the fall semester. This training day will include an anti-oppression workshop, a student risk management workshop, a Business Office workshop, a Front Office workshop and any other training sessions as deemed necessary by the Executive. This training day will be developed during the summer, and incoming staff will be notified of each training day at least one month in advance.

5.7 The President shall recommend a discretionary training budget amount to enable professional development training to take place whenever possible and practical.
Professional development training shall take place when opportune.

Reimbursement for job-related seminars or courses shall be approved in advance by the President; shall be contingent on funding availability and budgetary allocations, as well as by the successful (as determined by the President) completion of the seminar or course.

6.0 Contracts and Personal Records

6.1 Every staff member shall have a personal records file maintained for them. There shall be only one file per employee which shall be held by the Human Resources & Services Manager and/or Policy & Transition Manager. These files shall only be used for the legitimate purposes relating to employment, such as performance evaluation, pay increases, disciplinary action, contract renewal or rehiring, and may only be viewed by the employee, Human Resources & Services Manager or confidentially by members of specially appointed Board of Directors Committees. Files shall be kept in a secure place and updated when necessary.

6.2 The standard contents of each file shall be: Employee's resume; job description; offer of employment; letter of acceptance or employment agreement; personal information relevant to health and/or emergencies; record of time (vacation, lieu-time, leaves of absences, etc.); documents pertinent to employee performance.

6.3 In order for information in the file to be used for purposes outside of organization business, the employee must give written consent. Staff members may view their files upon request. Any staff member may add to his/her file any documents which he/she wishes.

6.4 Employees' personal records shall be kept confidentially by the CSA for a term of five years after the employment ends, and then destroyed.

7.0 Amendments to Staff Contracts

From time to time, the CSA may find the need to amend a staff contract after an individual has been hired for a position. Any aspects may be amended as necessary, whether it is the date of employment, change in hours, rate of pay, job description, etc.

It is recognized that a person’s employment is part of their livelihood, and changes to their employment should be handled with expediency, and with the proper consultation.

7.1 Amendments to a staff contract must be handled via the following procedure:

7.1.1 A meeting is to be set up between a staff member and an Executive
supervisor and may be called by either individual. This meeting shall be to
draft a proposal for what changes should be made to the staff member’s
contract. If necessary, more than one meeting may be set up.

7.1.2 The supervisor will set up a meeting with his/herself, the staff member and
the Human Resources & Services Manager. At this time, the proposal
agreed upon by the staff and supervisor shall be presented to the Human
Resources & Services Manager, who will then ask any questions
necessary.

7.1.3 The Human Resources & Services Manager will, as often as necessary,
perform any research needed to verify the necessity and the drawbacks of
approving the proposal, then reconvene another meeting, if necessary.

7.1.4 At such a time where an agreement is met by all parties involved, an
amended job contract will be drafted, and signed by the President, the
staff and their supervisor, at which point the changes become binding.

7.2 For any changes to staff contracts that would increase the total pay of an
employee, funds must be available within the CSA to cover these increases, as
determined by the President. If these funds are not available, the matter shall be
referred to the Finance Committee, and if necessary, the Board of Directors.

7.3 Changes made in this fashion may or may not set a precedent for future job
postings. The determination of whether the changes made will have an impact
on future job postings can be made by the Human Resources & Services
Manager.

8.0 Extension of Staff Contracts

It is recognized that certain support staff positions at the CSA have an impact
on the overall operations and functioning of the organization. These positions
require a significant amount of time for the organization, specifically Executive
and supervising staff, as well as the employee for training, skill development,
and sustaining a specific level of operational capacity. In these situations, it
would benefit the CSA to have an employee, upon favourable evaluation,
remain in their position for longer than a one-year term. In addition, it provides
the employee with the opportunity to apply their training and develop their skills
for a longer period of time. This benefits the organization and the employee.

8.1 Extension of Specific Positions (Operational)

8.1.1 Part-time support staff members who hold a fixed-term contract may
have their contract extended. These part-time support staff member
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positions are: Assistant Returning Officer, Board Chair, Board Scribe, Chief Returning Officer, Front Office Assistant(s), SERM Coordinator, Poster Runners, FoodBank Volunteer Coordinator, and Bike Centre Volunteer Coordinator. [Revised May 19, 2020 from Board Meeting March 11, 2020]

8.1.2 Contract extensions may be approved based on positive performance reviews:

8.1.2.1 During the regular evaluation period (probation), and

8.1.2.2 Prior to the hiring period as well as a recommendation from the Executive supervisor.

8.2 Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term, the contract may be extended by 12 months on May 1, pending a favourable evaluation from the Executive supervisor.

9.0 Staff Evaluation

9.1 The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2 During the first two weeks of employment, the Human Resources & Services Manager will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Services Manager. The Human Resources & Services Manager will ensure that all staff evaluations are completed within the three-month probationary period.

9.3 Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Services Manager and Policy & Transition Manager, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit.

9.4 Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee’s Personal Record.
10.0 Salary and Benefits

10.1 Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.

10.2 The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year’s budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.

10.3 Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee’s performance demonstrably merits such action. It is the employee’s immediate supervisor’s responsibility to make a recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee’s performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.

10.4 Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.

10.5 Salary payment will be made bi-weekly with appropriate tax, EI and CPP deductions.

10.6 Permanent full-time permanent part-time, full-time contract employees, as well as the elected Executives are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>3%</td>
</tr>
<tr>
<td>3-4</td>
<td>4%</td>
</tr>
<tr>
<td>5-6</td>
<td>5%</td>
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<tr>
<td>7-8</td>
<td>6%</td>
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<tr>
<td>9-10</td>
<td>7%</td>
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<tr>
<td>11-12</td>
<td>8%</td>
</tr>
<tr>
<td>13-14</td>
<td>9%</td>
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<tr>
<td>+15</td>
<td>10%</td>
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</tbody>
</table>
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10.7 In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.

11.0 Vacation

11.1 The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

11.1.1 Part-time employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays.

11.1.2 Full-time employees will accumulate vacation days according to the following schedule for completed years of service:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Time</th>
<th>Vacation Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 1 year</td>
<td>-</td>
<td>4%</td>
</tr>
<tr>
<td>1 - 5 years</td>
<td>10 days</td>
<td>4%</td>
</tr>
<tr>
<td>6 - 10 years</td>
<td>15 days</td>
<td>6%</td>
</tr>
<tr>
<td>11 - 15 years</td>
<td>20 days</td>
<td>8%</td>
</tr>
<tr>
<td>16 + years</td>
<td>25 days</td>
<td>10%</td>
</tr>
</tbody>
</table>

All vacation time and pay will be pro-rated to your start date

11.1.3 When a salaried staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.

11.1.4 Vacation days 2 days or less:

i. Must be communicated to the Business Manager and the President.
ii. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.5 Vacation days greater than 2 consecutive days:

i. Should be requested by May 31st of each fiscal year.

ii. Require a Vacation Request Form to be completed and submitted for approval to the Business Manager prior to taking vacation.

iii. Will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met.

iv. Will be documented and recorded on the employee’s Time Log Summary by the Business Manager.

v. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.6 When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.

11.1.7 Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.

11.2 The following Statutory Holidays are paid days off:


In addition to the above noted Statutory Holidays, the President may, at their discretion, schedule additional paid days off.

12.0 Personal Emergency Leave Days (PED)

12.1 The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all full time staff with 10 paid personal emergency leave days (PED), pro-rated when applicable.

12.2 Unused PED may not be carried forward into the next fiscal year and will not be paid out.
12.3 Reporting of Personal Emergency Days

12.3.1 PEDs must be communicated as soon as possible to the Business Manager and the President.

12.3.2 PEDs must be recorded by the employee on their personal calendar and on the CSA Attendance Calendar.

12.3.3 In emergency circumstances, the Business Manager or President may be required to update the employee’s personal calendar and the CSA Attendance Calendar.

12.3.4 The Business Manager will record all PED’s on the employee’s Time Log Summary.

12.4 Qualifiers for Personal Emergency Days include, but are not limited to:

12.4.1 A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.

12.4.2 Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.

12.4.3 Bereavement.

12.4.4 Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

13.0 Overtime

13.1 Overtime taken by employees shall be compensated for by equivalent time off.

13.2 Any overtime hours exceeding seven (7) hours in one pay period must receive prior approval from the President and should only occur in exceptional situations.

13.3 A staff member wishing to work less than seven (7) hours overtime, must receive prior approval from their Executive supervisor.

13.4 If an employee works over 44 hours, after receiving prior approval, in a week then overtime shall be paid at a rate of time and a half. However, an employee may choose to take time in lieu instead of receiving overtime pay.
13.5 Consideration for time in lieu, or time off, to compensate for overtime must be made by the staff member and the President and Human Resources & Services Manager in order that sufficient notice may be given to appropriate personnel.

14.0 Staff Communications

14.1 The CSA encourages open and regular communication between staff, Executive and Board members, and welcomes requests for information and suggestions on how communication may be improved on an ongoing basis.

14.2 The CSA Permanent Staff and Bullring Manager shall be invited to Executive Committee meetings as non-voting guests for the purpose of increasing the lines of communication and coordinating CSA events. This discussion shall be scheduled first on the agenda and coincide with targeted periods of activity. Examples would include, but not be limited to: Survival Guide distribution, fall orientation, homecoming, significant live events, elections, hiring and Days of Action. The President shall be responsible for making the determination and notifying the above noted staff members.

14.3 The CSA staff and Executive Committee shall meet regularly during paid office hours; or if the meeting is held outside of regular hours, the time taken to conduct such a meeting shall be construed as overtime and shall be compensated for as in Section 17.

14.4 The purpose of staff meetings shall be to discuss the activities and operations of the CSA; to maintain the lines of communication between the staff and Executive committee; to bring to the attention of the staff any issues that affect the CSA as a whole; to bring to the attention of the Executive and/or other staff any general staff issues that should be discussed.

14.5 Staff meetings shall occur at least once every four weeks; and preferably at least every two weeks. The CSA is mandated to close the office in the event of a staff meeting.

15.0 Progressive Discipline Process

We want all our employees to succeed in their jobs. Some issues or disagreements can easily be resolved by speaking with your supervisor.

Corrective action is designed so you will have an opportunity to learn what the CSA requirements are and have a chance to correct the problem. If there is a
problem with your performance or conduct, a member of the Human Resources Support Team will act in an advisory capacity for the supervisor.

The Progressive Discipline process outlined below will be followed, depending on severity.

15.1 **Counselling**  
If there has been a problem with performance or conduct, your supervisor will discuss it with you. This is the time to make sure you understand exactly what went wrong and how to keep it from happening again. Your supervisor will make a note in your employee file about what you discussed in the counselling session.

15.2 **Verbal Warning**  
If a problem recurs, your supervisor will discuss it with you again. The consequences of further recurrence will be explained to you at this point. Your supervisor will make a note in your employee file about what you discussed in the verbal warning and expectations going forward.

15.3 **Written Warning(s)**  
If a problem recurs, your supervisor will discuss it with you again and put a formal written warning in your employee file. The written warning, signed by both you and your supervisor, will record what happened; how you should correct the problem; what the next disciplinary stage will be if the problem is not corrected; and any comments you would like to include.

15.4 **Suspension**  
After the written warning(s), if your conduct or performance continues to be unacceptable, you will be suspended from work without pay. The length of the suspension will depend on the seriousness of the problems (one day, three day, or five day). You will be warned that if you do not correct the problem, you will be terminated for just cause, without further notice.

15.5 **Termination**  
You will be terminated for just cause and without further notice if unacceptable performance or conduct continues after you return from suspension.

The stages of progressive discipline exist to help you correct any difficulties you are having on the job. However, if a serious incident occurs, such as one that threatens the safety of employees or our operations, the CSA may skip stages in the progressive disciplinary process and move directly to written warnings, suspensions and/or termination without the need for prior disciplinary action. Counselling notes, warnings or suspensions will remain active in your file for three years, unless further incidents occur.
16.0 Complaint Resolution

It is the desire of the CSA to have a harmonious relationship with all employees. Any Executive member, Board member, staff member, volunteer or job applicant who feels they have just cause for a complaint is encouraged to seek resolution under this procedure at the earliest possible time.

The Complaint Resolution Procedure is intended to provide a fair and equitable means of addressing problems or disputes that may occur. A Human Resources Support Team is in place to ensure fair, consistent procedures are in place for all CSA members.

16.1 Human Resources (HR) Support Team

The Human Resources Support Team is charged with the responsibility of providing HR support to all CSA and CSA Bullring employees, volunteers, Executive and Directors. This support includes requisite guidance to all Supervisors, including Executive Supervisors, who initiate the Progressive Discipline Process. The HR Support Team consists of the Business Manager, the Office Manager and the Bullring General Manager (GM).

Members of the HR Support Team are required to work in consultation and collaboration with the appointed external HR consultant(s).

16.1.1 Members of the HR Support Team are required to be trained in anti-oppression, inclusivity, conflict resolution, investigatory processes, HR compliance and applicable legislation training.

16.1.2 The HR Support Team is permitted to seek advice from outside legal counsel.

16.1.3 Only one member of the HR Support Team will serve as the first point of contact for individuals seeking HR support.

16.1.4 HR Support Team members may seek advice from another member of the HR Support team.

16.1.5 The Bullring GM is the first point of contact for Bullring HR complaints. However, in the event a complaint is made against the Bullring GM, the complaint will be referred to one of the other team members.

16.1.6 The Business Manager or the Office Manager is the first point of contact
for all non-Bullring HR complaints. In the event a complaint is made against one or both CSA Managers, the complaint may be referred to the Bullring GM.

16.1.7 Should a supervisor deem it necessary to initiate the Progressive Discipline Process, a member of the HR Support Team must support and provide guidance throughout the entirety of the process.

16.1.8 Newly-hired employees who require an Accommodation Plan will be directed to a member of the HR Support Team who will, in turn, work with the new hire to create an appropriate plan. The HR Support Team member is responsible for communicating the details of the Accommodation Plan to the Executive Supervisor and the Immediate Supervisor/Team Leader, when possible, prior to the start date.

15.2 Complaint Resolution Procedure

15.2.1 CSA members are encouraged to first try to resolve their complaint directly with the person with whom they have an issue.

15.2.2 If there is a complaint that cannot be resolved directly, the complainant is encouraged to bring their concerns forward to the appropriate member of the HR Support Team to request a meeting.

15.2.3 The HR Support Team Member will set up a meeting within five (5) working days. During the meeting, the HR Support Team Member will ask for details regarding the concern and how the complainant would like to proceed. The HR Support Team Member will discuss options on how to move forward in a positive and constructive manner.

15.2.4 The HR Support Team Member will track the resolution process over a period of time with the complainant. If a resolution is not found, the HR Support Team Member will contact the external CSA HR Consultant for advice and support on next steps. Final decisions regarding resolutions will be made together by the President and the investigating HR Support Team Member.

17.0 Workplace Harassment and Violence Policy

The Central Student Association (CSA) is committed to providing a workplace in which all employees are treated with respect and dignity. The purpose of this policy and program is to prevent workplace harassment and violence and to provide and maintain a professional working environment for all.
Any Executive member, Board member, staff member, volunteer or job applicant who feel they have just cause for a complaint is encouraged to seek resolution under this policy at the earliest possible time.

This policy also applies to situations in which you feel you have been harassed or encountered a violent situation in the workplace from individuals who are not employees of the CSA, such as customers and/or members of the public. The available outcome, however, may be constrained by the situation.

Workplace Harassment and Violence may occur in a variety of different locations in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace, work-related travel
- telephone, e-mail, other communications, or any work-related social event whether it is CSA sponsored or not.

16.1. **Workplace Harassment and Violence Program**

It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources.

The CSA will do its part by not tolerating or condoning discrimination, harassment, or violence in the workplace. This includes making everyone in our organization aware of what behavior is and is not appropriate, assessing the risk of workplace violence, investigating complaints, and imposing suitable corrective measures.

The CSA has the following measures in place:

- doors are locked when the office is closed, keyed entrance/exit only
- a system for quick communication via telephone and computer
- managers in the office are readily accessible
- an employee who comes into work outside of normal office hours will provide prior notice to their manager of when they will be at the office
- staff are not scheduled to work alone during an event.

Employees who anticipate or fear a possible risk of violence in the workplace have the right to refuse to perform work as outlined under the Occupational Health and Safety Act.
The CSA encourages employees to bring forward suggestions for further workplace violence prevention measures. Employees with suggestions for further input should report the same to a member of the HR Support Team or a member of the Joint Health and Safety Committee (JHSC).

Management is expected to adhere to this policy, support the workplace violence program and ensure that the measures outlined in it are followed. Managers are responsible for responding to employee concerns, for taking reasonable precautions and for instructing employees in measures to protect employees.

Employees are expected to adhere to this policy and to support the workplace violence program. This includes reporting incidents of threatening or violent behaviour whatever the source. Employees are not to engage in any behaviours that contravene this policy. Doing so, or making false accusations of violence, may be cause for disciplinary action, up to and including dismissal.

17.2 **Ontario Occupational Health & Safety Act (OHSA) Definitions**

17.2.1 **Workplace Harassment and Bullying**

The OHSA defines workplace harassment and bullying as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- an aggressive behavior of harassment or violence, usually directed towards one person.

Workplace harassment and bullying may have some or all of the following components:

- vulgar and/or aggressive language
- intimidates, isolates, or discriminates against someone
- hostile, abusive, or inappropriate
- generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient’s psychological or physical integrity and has a lasting harmful effect
- affects the person’s dignity or psychological integrity
- results in a poisoned work environment.

Some examples of workplace harassment and bullying are:

- verbally abusive behaviour, such as yelling, insults, ridicule, and name
calling, including remarks, jokes, or innuendoes that demean, ridicule, intimidate, or offend

- workplace pranks, vandalism, bullying, gossip, hazing and humiliation
- excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings
- offensive or intimidating telephone calls or e-mails.

Harassing comments or conduct can make the environment a hostile or uncomfortable place to work even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is a form of harassment.

A poisoned work environment may include:

- deliberately excluding or socially isolating another individual from the team
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist or discriminatory in nature.

What Does Not Constitute Workplace Harassment and Bullying

Workplace harassment should not be confused with legitimate, normal workplace conflict or differences of opinion between individuals or reasonable management actions, including, but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting reasonable documents in support of an absence from work.

17.2.2 Workplace Sexual Harassment

The Occupational Health & Safety Act defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
• making a sexual solicitation or advance where the person making the solicitation or advance is in a position to grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
• conduct or comments of a sexual nature that the recipient does not welcome or that offend them.

Some examples of workplace sexual harassment are:

• sexual advances, demands or leering (persistent sexual staring) that the recipient does not welcome or want
• displaying or distributing sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
• sexually suggestive or obscene comments or gestures or unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person’s body, clothing, or sex
• persistent, unwanted attention after a consensual relationship ends
• threats, punishment or denial of a benefit for refusing a sexual advance
• offering a benefit in exchange for a sexual favour
• sexual assault.

17.2.3 Workplace Discriminatory Harassment

Workplace discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code* which the recipient does not welcome or that offends them.

Some examples of discriminatory harassment include:

• offensive comments, jokes, or behaviour that disparage or ridicule a person’s membership in one of the protected grounds
• imitating a person’s accent, speech, or mannerisms
• persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
• inappropriate comments or jokes about an individual’s age, sexual orientation, personal appearance or weight.

The Test of Harassment

It does not matter whether you intended to offend someone; the test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make
it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient.

17.2.4 Workplace Violence

At the CSA, we are committed to the prevention of any type of violence that may occur in the workplace that endangers or threatens the safety of our employees. We will take every reasonable precaution to protect our employees from workplace violence from all sources. Violent or threatening behaviour is unacceptable from anyone. All Executive members, Board members, staff members and volunteers are expected to participate in the prevention of workplace violence.

The Occupational Health & Safety Act defines workplace violence as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening e-mails
- stalking someone
- physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, throwing objects, physically restraining someone, or any other form of physical or sexual assault.

16.2.5. Domestic Violence

Where an employee becomes aware that they themselves or another employee may be subject to domestic violence that could expose the person to physical or psychological injury in the workplace or otherwise, the employee should report this concern to a member of the Human Resources Support Team (Bullring General Manager, CSA Business Manager or CSA Office Manager). In
conjunction with the employee, the CSA will take reasonable steps to investigate
the concern and provide support and protection.

Measures may include:

- screening calls and blocking specific e-mail addresses
- providing an escort to your vehicle or public transit
- adjusting work hours or location
- adding security measures
- providing contact information for support groups and other outside agencies
- contacting police.

17.3 Reporting and Investigation of a Complaint or Incident

17.3.1 Reporting a Complaint or Incident

An employee who receives a threat, is the victim of a violent or harassing act, or
who witnesses a violent or harassing act against another employee is to report
the incident or complaint to their supervisor, who will in turn, immediately inform
the CSA Business Manager. If the complaint involves the supervisor, employees
shall contact the CSA Business Manager directly. Should the CSA Business
Manager be involved in the complaint or incident, the supervisor shall
immediately inform the CSA Office Manager.

Reports may be in person, by telephone, e-mail or in writing and must include:

- the date, time and location
- details of the threat or violent act
- names of the alleged perpetrators (if known) and the names of any witnesses.

The CSA Business Manager (or designate) shall take immediate steps to
investigate the complaint and address the incident if it is ongoing. In collaboration
with the CSA external HR Consultant and if warranted, the CSA will advise the
police.

17.3.2 Investigation Procedure

The CSA Business Manager (or designate) is appointed as ‘the Investigator’ and
will work with the retained external HR Consultant or an impartial third-party
investigator. In the event the CSA Business Manager is unavailable or involved in
the incident, the complaint shall be directed to the CSA Office Manager who will
be the Investigator as per the procedure set out below. Members of the HR Support Team can seek advice and support from each other as needed.

In incidents of harassment, actual or attempted physical violence, or threats, the following is the investigation procedure that the CSA will follow:

1. The complainant will advise their supervisor, who will immediately notify the Investigator of the incident (as outlined in “Reporting a Complaint or Incident” Section).

2. As soon as possible, the Investigator will meet with the complainant to review the complaint, confirm the facts and advise the complainant of the process for conducting a formal investigation. At this point, the Investigator and the complainant may consider an informal process to resolve the issue or decide to proceed with a formal investigation.

3. In either case, the Investigator will make notes about the event based on the complainant’s statements and the complainant will be given the opportunity to review the notes and respond via email or in writing that the details are accurate. If an information process is decided upon, the Investigator will document the resolution and get written approval from the complainant. This documentation will be placed in a confidential and secure HR file.

4. If a formal investigation is warranted, the Investigator will advise the person against whom the complaint was made (‘respondent’) of the complaint and will meet with the respondent to discuss the matter. The respondent will have the opportunity to put forward their understanding of the events and the names of witnesses, if any. The Investigator will make notes and the respondent will have the opportunity to review the notes and affix their signature to indicate accuracy.

5. If there are facts in dispute or additional information is required to make a fair assessment, the Investigator will interview witnesses. The Investigator will prepare notes based on those interviews and the witness(s) will review and sign to indicate accuracy. Any material evidence related to the incident such as e-mails, voice mails, and/or video recordings, will be collected by the Investigator to review.

6. Once the investigation is complete, the Investigator will prepare a written report of the facts in collaboration with the external HR Consultant. This written report will be presented to the President. If the complaint is made about the President, the Investigator will meet with a Member of the Board as appointed by the Board of Directors.
7. The final resolution of the complaint will be made in consensus with the CSA Business Manager (or delegate), President (or delegate), and the external HR Consultant. Both the complainant and the respondent will be notified of the results of the investigation and any corrective action to be taken.

8. Complaints and notes of investigation(s) are to be stored separate from employee records. These confidential documents are to be stored in a locked, secured file in the Business Manager’s office for a period of five years.

Confidentiality will be reinforced to all parties of the investigation and by the Investigator such that personal information will not be disclosed except to the extent that it is necessary for the purposes of completing the investigation. All parties are expected to keep confidential, their knowledge of and involvement in the matter and to treat all others involved with respect.

The CSA reminds all employees that reprisals against any employee for making a complaint or for participating in an investigation will not be tolerated. Likewise, the use of this policy for improper purposes will not be tolerated. If an employee is found to have made an intentionally false complaint, the employee will be subject to disciplinary action up to and including dismissal.

18.0 Respect in the Workplace

The CSA is committed to maintaining an open and fair working anti-oppressive environment for each individual involved in the CSA, consistent with the exercise of free speech and with enjoyment of social relationships which are normal part of life. Central to this commitment is the belief that it is the right of each CSA Executive member, Board member, staff member and volunteer to work in an environment free from harassment and discrimination and where each individual is treated with respect.

Every CSA member and volunteer has equal access to the rights and protections provided under this policy, as well as, the Human Rights Policy for the University of Guelph and the Workplace Harassment and Violence Policy.

19.0 Environmental Health and Safety Policy Statement

The Central Student Association (CSA) is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe workspaces. The CSA endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and
safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The CSA takes all reasonable steps to acquaint its employees with their right and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the CSA establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, training and health and safety committee involvement.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the CSA. Employees must report any incidents, health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all staff who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and corrected promptly.

The CSA acknowledges a responsibility for and a commitment to protection of the environment on a continuous improvement basis by applying the principles of the Environmental Protection Act, R.S.O. 1990 and prescribed regulations as a minimum standard by which to manage CSA operations. The CSA is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promotes and supports environmental management policies and environmentally responsible practices at every level.

This policy statement was approved by the CSA Board of Directors at its regular meeting held on September 13, 2017. This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

20.0 Joint Health & Safety Committee

20.1 The CSA is committed to provide a safe, healthy work environment and to strive to eliminate any foreseeable hazards, which may result in fire, security loss, damages to property and personal injury/illness. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury/illness in the workplace.
20.2 A Joint Health and Safety Committee (JHSC), consisting of management and employees from all areas of the CSA, has been established to identify and resolve health and safety issues in the workplace.

20.2.1 Purpose: to create a forum to ensure that health and safety issues are raised, discussed and resolved appropriately and to plan, inspect, educate and encourage employee participation in order to minimize work-related injuries and eliminate and/or control possible sources of long-term health hazards.

20.2.2 Structure: the JHSC shall consist of at least four (4) members, with at least 50% of committee members being non-management designated representatives. At a minimum, at least one non-management representative and one management representative shall be certified by the provincial Health and Safety JHSC certification program.

20.3 The membership will consist of 50% management and 50% or more non-management.

20.4 The committee shall have two (2) co-chairs, one appointed from management and one appointed from employees.

20.5 The committee shall have at least two (2) certified members, one representative from management and one from the employees.

20.6 Essential Functions of the JHSC

The Joint Health and Safety Committee shall:

20.6.1 Produce an inspections schedule on an annual basis and perform inspections of workplaces as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year.

20.6.2 Have a right to investigate serious accidents.

20.6.3 Have a right to be consulted about and be present at the beginning of testing for events such as measuring exposure levels for dangerous substances or determining noise and/or radiation levels at a workplace.

20.6.4 Expand their duties as necessary and assist in the development of health and safety programs in the workplace.

20.6.5 Identify hazardous situations.
20.6.6 Make written recommendations to improve health and safety.

20.6.7 Recommend the establishment, maintenance and monitoring of occupational health and safety programs, measures and procedures.

20.6.8 Obtain information from the employer about actual or potential hazards.

20.6.9 Be consulted and obtain information from the employer about any occupational health and safety testing (e.g. chemicals, machines, noise) and risk assessments (e.g. violence).

20.6.10 Be consulted about the preparation of inventories and hazardous materials and hazardous physical agents.

20.6.11 Be consulted about the development and review of WHMIS training.

20.6.12 Receive and review health and safety reports.

20.6.13 Assist in resolving matters during a worker refusal.

20.6.14 Accompany an inspector during Ministry of Labour inspections of the workplace.

20.7 Employee committee members will select one member to be co-chair. As well, they will designate one or more employee members to inspect the workplace as per the schedule of inspections.

20.8 Management committee members will select one member to be co-chair. As well, they will designate one member to inspect the workplace as per the schedule of inspections.

20.9 Certified members shall investigate complaints that a dangerous circumstance exists in the workplace. As well, they will initiate and assist in the investigation of bilateral work stoppages.

20.10 The co-chairs shall be responsible for contacting members in regard to upcoming meetings and canvassing members for agenda items. They will alternate chairing of committee meetings. They will ensure follow-up is taken for action items until such items are closed. They will ensure that copies of the minutes are posted on the Health & Safety bulletin boards. As well, the co-chairs will raise any issues to the Executive Committee as needed.

20.11 A written record of every meeting shall be kept in the form of minutes prepared by the Committee Scribe. If the Committee Scribe is not available, a member of
the JHSC will take the minutes. The co-chairs or other designated member will ensure the minutes are taken following a specified JHSC minutes format.

20.12 Committee member names, work locations and contact information shall be posted in CSA workplaces, to be made readily available to all CSA staff. It is the responsibility of the JHSC co-chairs to update and maintain this list.

20.13 Meetings of the JHSC shall occur at least once every three months. Items to be included in the agenda must be submitted to the committee co-chairs at least five (5) days in advance of the meeting. Quorum will consist of one (1) member representing management and two (2) members representing employees. All members present in the meeting shall agree unanimously via an open vote. If all of the members are not present in a meeting and a decision to be agreed upon is not time-critical, then the vote should be deferred until all members are present.

20.14 Meeting minutes will be signed by both co-chairs indicating approval of the content. An approved and signed copy of the minutes will be sent to the Policy & Transition Manager for filing and archiving purposes. As well, a copy of the minutes will be posted on the Health and Safety bulletin boards.

20.15 The committee may invite additional members to attend its meetings, but these additional members cannot act as JHSC members. If at a later time a need arises to increase the size of the JHSC, additional members shall be chosen by the employees they represent.

20.16 Workplace inspections shall be performed as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year. The findings of both the informal and formal workplace inspections must be documented. Records of these inspections will be taken and submitted to the Policy & Transition Manager for filing and archiving purposes.

20.17 Management/Executive Committee responsibilities to the JHSC:

20.17.1 The Management/Executive Committee shall provide a written response to the JHSC’s written recommendations within 21 days, including a timetable for implementation and/or reasons for disagreeing with the recommendations.

20.17.2 Provide immediate notice to the JHSC of a critical injury.

20.17.3 Provide the resources necessary to comply with the Ontario Occupational Health and Safety Act (OHSA) and Health and Safety Program.
20.17.4 Provide written notice within three (3) working days of any accident, explosion or fire causing injury at a workplace that disables the worker from performing the usual work or requires medical attention.

20.17.5 Provide written notice within three (3) working days that a present or former worker has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

20.18 The CSA and its Joint Health and Safety Committee shall comply with the Ontario Occupational Health and Safety Act (OHSA). In the event that CSA policy contradicts the OHSA, the OHSA takes precedence.

20.19 This Joint Health and Safety Committee policy was approved by the CSA Board of Directors at its regular meeting held on January 16, 2019. This policy shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

21.0 Policy on CSA Field Workers

The Central Student Association is a complex organization that must remain responsive to external events. In the interest of serving the organization and general students, the CSA Executive may at times require additional support to fully perform within their portfolios. As such, this policy allows for the creation of temporary Field Worker positions within the Central Student Association to assist with specific tasks or sections of portfolios.

21.1 Field Worker Positions

21.1.1 A Field Worker may be created to complete any set of duties.

Examples include supporting external initiatives such as a municipal, provincial or federal election, specific areas of a portfolio such as the CSA website, or general support such as municipal affairs.

21.1.2 The Field Worker shall be directly supervised by at least one Executive. The position may have shared supervisory duties between multiple Executives when appropriate.

21.1.3 Field Worker positions may be created for a maximum of up to 12 months (minimum of one month).

21.1.4 Field Workers are unpaid positions with potential for an honorarium.

21.1.4.1 A pro-rated semester honorarium of a maximum of $500
may be provided in recognition of their contributions.

21.1.4.2 This honorarium will be funded through the supervising Executive(s), with an annual maximum approved in the budget cycle each year, and must be approved by the Executive Committee.

21.1.4.3 The Executive Committee will strive to provide equitable honorariums across the various Field Worker positions in relation to the expected workload.

21.2 Approval of Position

21.2.1 Selection procedure for Field Workers shall follow the CSA Hiring Policy (Appendix C, Section 4.0), including Employment Equity provisions, with the following amendments outlined within this policy.

21.2.2 The Executive Committee shall strive to ensure an equitable distribution of Field Workers within the Executive Committee.

21.2.3 To establish a Field Worker position, a proposal that includes the following information must be submitted to the Executive Committee for approval:

   a) Position Title (example: Field Worker of Sustainability)
   b) Supervising Executive(s)
   c) Position Term (start and end dates)
   d) Honorarium amount (the per semester rate)
   e) Job description (including required duties and qualifications)
   f) Rationale for the position.

21.3 Selection of Field Workers

Once a Field Worker position is approved:

21.3.1 A selection committee must then be selected by the Executive Committee. It will normally comprise two Executives, including the supervising Executive(s).

21.3.2 The position submission will be forwarded to the CSA Board of Directors for information. The Board may reverse the decision of the Executive Committee to approve the Field Workers position.

21.3.3 The application window for the position should be made available for at
least one week.

21.3.4 The selection committee will interview a shortlist of candidates.

21.3.5 The selection committee must reach consensus on the candidate to select for the position.

21.3.6 The Executive Committee shall ratify the decision of the selection committee and a report outlining the selection process and successful candidate shall be provided to the CSA Board of Directors for information.

21.4 Removal of Field Workers

21.4.1 An individual filling the position of Field Worker may be removed from office.

21.4.1.1 The supervising Executive(s) should submit a recommendation to remove the individual from their position outlining the following:

- Failure to uphold position requirements
- Attempts to positively discipline this individual

21.4.1.2 The individual may be removed from their position by a two-thirds majority vote of the Executive Committee.

- This action will be reported for information to the CSA Board of Directors.
- The selection process outlined above shall be used to select a replacement for the position as soon as possible.

21.4.2 A position of Field Worker may also be terminated early upon the recommendation of the supervising Executive to the Executive Committee.

21.4.2.1 The supervising Executive(s) shall submit a recommendation to terminate the position outlining the rationale for termination of the position to the Executive Committee.

21.4.2.2 The position shall be terminated by a two-thirds majority vote of the Executive Committee. This action will be reported for information to the CSA Board of Directors.
Appendix C
CSA Human Resources Policy

21.4.2.3 If there is an individual currently serving in a Field Worker position that is terminated, they will be released of all duties and removed from the position.

21.5 Policy Review
This Field Workers policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.

22.0 Volunteer Policy
The CSA will encourage volunteer participation in the following areas: Bike Centre, CSA Board of Directors, CSA Commissions, FoodBank, Human Rights Office, Legal Resource Room, Meal Exchange, SafeWalk, and other areas mandated by the CSA’s activities and events.

22.1 Only personnel authorized by the CSA Executive, Board of Directors or staff members shall engage persons to serve as volunteers of the CSA.

22.2 Appropriate orientation, training, and supervision shall be provided for all volunteers at the commencement of their service work. Training for SafeWalk, Legal Resource Room, FoodBank and Bike Centre volunteers should include anti-oppression or crisis support training.

22.3 At least two volunteers must be present when volunteers are working within an isolated area.

22.4 Volunteers recruited by SafeWalk, the Legal Resource Room, the FoodBank and the Bike Centre must complete an application process, which may include participation in an interview process, a criminal record check, etc. This process will be outlined in each program’s operating manual.

22.5 Volunteers working under SafeWalk, the Legal Resource Room and the FoodBank must sign confidentiality forms.

22.6 All members of the University community including, but not limited to students, staff, and faculty, will have the opportunity to serve as volunteers for the CSA and its respective programs.

22.7 Causes for the CSA and its respective programs to refuse an individual the opportunity to volunteer or terminate a volunteer may include but not be limited to:

22.7.1 Breach of confidentiality
22.7.2 Gross negligence of responsibilities
22.7.3 Conflict of interest which cannot be mitigated
22.7.4 Threatening the safety of any individual or group
22.8 Individuals who are not members of the University of Guelph community may apply as volunteers. The CSA and its respective programs will consider these applicants on a case-by-case basis.

22.9 All volunteers will be given letters of reference, if requested.

22.10 Should a volunteer feel that they have just cause for a complaint, Section 15.0 of the CSA HR Policy will apply.

23.0 Honorarium Policy

23.1 This policy is to apply for all individuals who are paid for services rendered on an honorarium basis, without an existing contract with the CSA. This policy also includes any individuals under contract with CSA for services rendered outside of said contract.

23.2 Honorarium paid for the performance of any task for the CSA (eg. workshop) while not under an existing contract, may be reimbursed to a maximum of $75. This amount may be paid through any combination of cash, gift certificates or gifts, as long as the total cost is less than $75.

23.3 A maximum of $25 may also be reimbursed for travel costs associated with the performed task. Receipts for travel shall be required for this reimbursement.

23.4 Any honorarium requests outside of the schedule listed above will require a contract, to be notarized and approved by the President, unless otherwise stated in any other policies of the CSA.
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7. Amendments to Bullring Policies
1. Preamble

1.1. The Bullring is a service owned and operated by the Central Student Association. As a not-for-profit business, the Bullring shall employ staff to provide quality student-centered services. It is the CSA’s desire that the Bullring manage its own day-to-day activities independently of the CSA, provided it does not contravene CSA by-laws and policies. Therefore, the Bullring management shall implement and uphold this Human Resources Policy provided here in the CSA policy manual. The Bullring Human Resources policy shall take precedence over the CSA overall Human Resources Policy, except where explicitly stated herein.

1.2. All staff that fall under this policy shall be considered Bullring Staff and not CSA Staff, even though they are employed by the corporation of the CSA. Bullring staff are any employees of the corporation whose wages are paid by the Bullring annual budget approved by the CSA Board of Directors. The exception to this is the Bullring General Manager, who shall be paid through the Bullring budget however s/he will be considered as a staff member of the CSA and shall fall under the CSA overall Human Resources Policy. No voting member of the CSA Board of Directors, including CSA Executive, may be a staff member of the Bullring.

1.3. The Bullring General Manager, in consultation with the Bullring sub-Committee of the CSA Board of Directors and the Bullring Operations Manual, shall determine the number of employees that shall work for the Bullring. At a minimum the Bullring staff shall consist of the Bullring General Manager, an assistant manager, and servers. All Bullring staff, except for the Bullring General Manager shall be part-time contract staff.

1.4. This policy’s purpose is to provide guidelines for effective, just and harmonious relationships among all individuals associated with the Bullring. It outlines the mutual responsibilities and rights of employer and employees. This policy shall abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation. Federal and provincial employment legislation shall take priority over this appendix in the event of any contradictions within this policy.

1.5. In keeping with the CSA’s stated policy against discrimination as well as with the Ontario Human Rights Code, the Bullring will neither practice nor tolerate to be practiced any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour,
ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.

1.6. This policy shall form part of the contract of employment of each person employed by the Bullring. It shall be provided to each person employed by or associated with the Bullring.

1.7. The Bullring shall at all times use an Employment Equity Hiring Policy whenever staff are hired. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates. For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as: racialized person, woman, queer, aboriginal or a person with a disability.

2. Hiring

Hiring of all Bullring staff, excluding the Bullring General Manager shall take place in accordance to the following guidelines:

2.1. Priority for the hiring of employees of the Bullring to be as follows:
   - full or part time undergraduate students
   - graduate students

2.2. The following are the minimum requirements for hiring a vacancy or new position:
   - The Bullring General Manager shall notify the Bullring Committee that a vacancy or new position shall be opening.
   - Budgetary funds within the Bullring budget must be available to cover the wages for the position.
   - An employment vacancy for an assistant manager shall be advertised at the minimum, on the job boards on the 2nd and 3rd floors of the UC, in the Bullring, Munford Center, the FACS Lounge and on the CSA Website and thecannon.ca for one week before being filled.
   - Any types of Bullring staff, other than managers shall be advertised at the minimum in the Bullring and may be filled as soon as possible at the discretion of the Bullring General Manager.

2.3. All job descriptions for above employment vacancies shall be developed by the Bullring General Manager in consultation with the Bullring Committee. Any job description shall include the job title; qualifications required and sought; description of duties; the hourly wage rate; the hours to be worked on a
weekly basis; the terms of the employment contract including start and finishing dates; a location where the candidate may access this hiring policy; and the Employment Equity hiring policy.

2.4. All above employment vacancies are to be filled by the Bullring General Manager. The CSA Human Resources & Services Manager shall participate in the hiring of an assistant manager if so desired by the Bullring Committee. If felt appropriate by the Committee, other CSA members or non-CSA professionals from related fields may also be appointed to the hiring process for particular positions. The Bullring Committee shall ratify all new Bullring staff. The Bullring Committee may ratify staff positions omnibus where appropriate. The Bullring Committee shall not ratify any new staff where there has been a grievance filed in connection with the hiring process.

2.5. In hiring new employees, the Bullring General Manager shall develop criteria for selecting candidates in accordance with the Bullring Operations Manual, this Human Resources policy as well as any Federal and Provincial policies governing hiring. Any hiring decisions shall adhere to the Employment Equity Policy as set out under section 1.7 above. When hiring an assistant manager, the emphasis should be to view the position as one in which specific experience can be gained. The following attributes are preferable: Applicants have proficiency at the components of the job description; overall ability to fit into the Bullring’s work environment; and understanding of the CSA’s vision for the Bullring as it is written in this policy manual.

2.6. Internal Bullring applicants will be considered for renewal without reposting of their contract in April of each year, if so desired by the applicant and the Bullring General Manager. An assistant manager may only apply for renewal of her/his contract twice and if s/he desires to apply for a fourth contract, then external applicants will take priority if both applicants appear to be equal in qualifications.

2.7. The names of and discussions with or about any candidates shall remain strictly confidential. It is the intent of the Bullring to fill vacancies in a timely manner, to that end the Bullring General Manager shall complete the hiring process promptly pursuant to 2.9 of this policy.

2.8. All candidates who are offered a position, shall confirm their acceptance by signing a document that includes the job title, the hourly wage rate, and the terms of employment including the start and finish dates of the contract. If that candidate refuses the job offer, selection shall devolve to the second choice,
or in the case of a second choice being unavailable or unacceptable, the hiring process shall be re-initiated.

2.9. If an applicant has an issue with the hiring process under this policy, he/she may appeal a decision or file a complaint under policy 6.0 Decision Appeals and Complaint Resolution of this appendix. Any grievance filed by an unsuccessful candidate must be submitted to the Human Resources & Services Manager in the Central Student Association within 7 days of receipt of notification that he/she was not hired.

3. Orientation and Training

3.1. The Bullring General Manager shall add new Bullring staff to payroll and provide each employee with a package which shall contain at a minimum a copy of the entire Bullring Human Resources Policy, any relevant parts of the Bullring Operations Manual, a copy of the employee’s contract and the employee’s job description. This shall occur within one week of the employee commencing employment.

3.2. The Bullring General Manager will be responsible for ensuring that new Bullring staff receive proper training. This includes making sure all new Bullring staff attend compulsory Core training and compulsory on-going training as required by the Bullring Committee or the Bullring General Manager. An assistant manager should participate in anti-oppression training and other skill building training where possible.

3.3. The Bullring General Manager will be responsible for ensuring that all Bullring staff are properly welcomed to the Bullring working environment and are informed of the CSA’s role with the Bullring, and respond to any concerns that may arise from the initial package each new staff member receives.

4. Terms of Employment

The following are the minimum terms of employment for all Bullring staff that fall under the Bullring Human Resources policy.

4.1. All employment contracts expire on April 30th of each year. Upon request by the employee, any contract may be renewed for a maximum of one year. The Bullring General Manager shall not unreasonably deny a contract renewal,
unless poor performance has been well documented over the course of the employee’s term. An assistant manager may only apply for a contract renewal once, otherwise the employee must reapply through the hiring policy 2.0.

4.2. All Bullring staff shall be paid at an hourly rate. Wages and benefits shall be determined by the Bullring General Manager in consultation with the Bullring Committee.

4.3. The first three months of working at the Bullring, shall be considered a probation period. Before expiry of the three months, a job performance review is to be conducted by the Bullring General Manager and if time permits in partnership with the CSA Human Resources & Services Manager. At the most convenient Bullring Committee meeting after the review, the Bullring General Manager shall bring forward one of the following recommendations to be ratified by the Bullring Committee:

- That the employment be continued and that consideration be given to any wage increase in accordance with any agreement made at the time of hiring, or in accordance with any usual wage practice.
- That the probation period be extended for a maximum of three months and another review be conducted at that time. After six months of consecutive probation, employment must be either terminated or continued without probation.
- That employment be terminated.

4.3.1. Recommendations from each performance review may be served omnibus to the Bullring Committee.

4.4. Performance reviews shall be developed by the Bullring General Manager in consultation with the CSA Human Resources & Services Manager. Performance reviews shall be conducted at a minimum every January or three months after the most recent performance review, whichever is later. Either the Bullring General Manager or an individual staff member may request an exit interview or an additional performance review towards the end of a contract. Any recommendations that derive from a performance review which change the terms of employment for an individual staff member shall be ratified by the Bullring Committee. A copy of every performance review shall be given to both the Bullring General Manager and the individual staff member.
5. **Employment Development**

5.1. **Staff Communications**

The Bullring encourages open and regular communication between staff, assistant managers, the Bullring General Manager and the Bullring Committee, and welcomes requests for information and suggestions on how communication can be improved on an ongoing basis. The Bullring General Manager shall organize regular staff meetings to discuss the activities and operations of the Bullring; to maintain the lines of communication between the staff and Bullring management; to bring to the attention of the staff any issues that affect the Bullring as a whole; to bring to the attention of the Bullring management and/or other staff any general staff issues that should be discussed. All Bullring staff, except for the Bullring General Manager shall be paid at their regular hourly rate for any staff meetings.

5.2. **Positive Discipline**

The Bullring General Manager shall develop, in consultation with the CSA Human Resources & Services Manager, positive discipline measures which shall be outlined in the Bullring Operations Manual. The Bullring General Manager shall implement positive discipline measures with staff as needed, and any actions may be appealed by the individual staff member under 6.0 of this policy. The Bullring General Manager shall prepare a report for the Bullring Committee at the end of each semester outlining any positive discipline measures that were undertaken since the previous semester.

5.3. **Record Keeping**

The Bullring General Manager shall keep a confidential file for each Bullring staff member containing a copy of their contract, copies of any performance reviews or written copies of any formal communication with the staff member. Any staff member may request to have any incident documented and placed on their file. Staff members shall be notified anytime documentation is going in their file.

5.4. **Overtime**

Any Bullring staff member that works over 44 hours in one week shall be paid time and a half for each additional hour worked. Overtime must be approved by the Bullring General Manager.

5.5. **End of Employment**

End of Employment may occur three ways:

- by End of Contract
- by Layoff
- by Resignation
- by Termination
5.5.1. End of Contract
If a staff member does not wish to continue working for the Bullring, they may choose to not request renewal of their contract, towards the end of their term. This does not need to be submitted in writing.

5.5.2. Layoff
Permanent or temporary layoffs may occur from time to time due to financial reasons. In such cases the Bullring General Manager shall consult with the Bullring Committee and if necessary the CSA Board of Directors to pursue a decision which minimizes any financial or legal exposure to the CSA. In selecting staff to layoff priority shall be to keep staff with the greatest seniority. Assistant managers shall be considered independently of other Bullring staff.

5.5.3. Resignation
Resignation during the term of a contract must be submitted in writing to the Bullring General Manager at least two weeks in advance of the termination date. Two weeks pay in lieu of notice may be given at the discretion of the Bullring Committee, but this is to be reserved for cases when it may not be beneficial to the Bullring to have that employee continue.

5.5.4. Termination
Termination of employment may occur due to unsatisfactory performance during probation, for reasons outlined in 6.8 of the CSA overall Human Resources policy or when documented disciplinary actions, as outlined under 5.2 of this policy have not resulted in improved behaviour or performance. Legal counsel should be sought in such cases.

6. Decision Appeals and Complaint Resolution

Any decisions or actions that occur associated with the Bullring and its working environment may be appealed. Any complaints or disagreements between students and the Bullring or between Bullring staff members, including the Bullring General Manager shall fall under this policy. Any Bullring staff member who wishes to appeal a decision made by the Bullring General Manager or the Bullring Committee shall fall under this policy.

6.1. Any problems or concerns that a staff member or student identifies should first brought forward to the Bullring General Manager. The Bullring General Manager shall discuss the matter with the individual and if no resolution is reached, then the individual shall proceed to 6.2. In cases where the individual is not comfortable speaking directly with the Bullring General Manager, s/he shall come
6.2. to the Central Student Association office and request a meeting with the CSA Staff Representative. If the CSA Staff Representative is not available, then the individual shall request a meeting with the CSA Human Resources & Services Manager or another CSA executive member if the Human Resources & Services Manager is directly involved in the matter. The CSA representative that is selected shall speak to the Bullring General Manager on behalf of the individual with the concern.

6.3. If the matter has not or cannot be resolved with the Bullring General Manager, the individual shall bring the matter forward to the Bullring sub-Committee of the CSA Board of Directors. The Bullring General Manager shall collect any documentation regarding the matter up to the present. The individual shall notify the CSA Human Resources & Services Manager of his/her intentions and s/he shall be notified of the most convenient meeting of the Bullring Committee.

6.4. The Bullring Committee shall meet to discuss the matter with the individual. All discussions pertaining to the performance or actions of any staff members shall be held in-camera with or without the individual who is bringing forward the matter. If necessary, the Bullring Committee shall elect from its active membership an ad hoc committee to investigate the matter further. All decisions shall be recorded by the CSA Human Resources & Services Manager.

6.5. The Bullring Committee shall reach a decision no later than 14 days after meeting with the individual with concerns. The decision of the committee stands subject to the appeal process in 6.6.

6.6. All communications shall be held in strict confidentiality. Where needed, legal and professional counsel shall be sought by the CSA Human Resources & Services Manager. All agreements shall be made in writing.

6.7. If an individual who is directly affected by the decision of the Bullring Committee related to the matter in question is unsatisfied with the decision, s/he may appeal the decision at the next most convenient CSA Board of Directors meeting. This appeal shall be discussed in-camera and it is recommended that a spokesperson for the Bullring Committee be in attendance. The CSA Board of Directors may rule on the decision of the Bullring Committee or initiate the CSA Complaint Resolution and Grievance Procedure pursuant to 14.0 of the CSA Human Resources Policy if necessary.
7. Amendments to Bullring Policies

7.1. This policy shall be treated as all other CSA policy per CSA bylaws. Any changes to this policy shall be made following relevant bylaw and policy amendment procedures.

7.2. Any amendments to this policy shall be first presented to the Bullring sub-Committee for consultation. If possible, any amendments shall be approved by the Bullring Committee before being brought to the CSA Board of Directors.

7.3. Any amendments to the Bullring Operations Manual must be approved by the Bullring General Manager in consultation with the Bullring Committee.

7.4. Any amendments to any other CSA Bullring policies in the CSA Policy Manual should be first presented to the Bullring sub-Committee for consultation. If possible, any amendments shall be approved by the Bullring Committee before being brought to the CSA Board of Directors.

7.5. The CSA Board of Directors may refer any amendments to any CSA Bullring policies to the Bullring Committee if they have not been consulted on the matter beforehand.

7.6. This Human Resources policy shall be reviewed at a minimum annually by the Bullring Committee in March or April of every year, to ensure constant renewal as human resources matters become identified.
Contents

1. Relationship with the University of Guelph
2. CSA Interaction with other Organizations

At the CSA Board meeting on March 27, 2019, 
Appendix E: Issues and Organizational Policy
was amended and split into two policies:

Appendix E: Organizational Policy
and
Appendix I: Issues Policy.
1. Policy on the University of Guelph

1.1. Decision-Making Bodies

1.1. Preamble

The students of the University of Guelph comprise the largest group of stakeholders within the campus community. As such, to ensure the University is accountable to students and representative of student needs, the University must ensure student representation on committees and governing bodies. Representation on such bodies should comprise of a representative sample of the University of Guelph community, as determined by enrolment and other means.

1.2. Policy

The CSA supports:

- the right of students’ unions to democratically decide who will represent students on such bodies.

The CSA opposes:

- the recognition of any individual student or student group that is not elected by students or appointed by an officially recognized students’ union or association as a student representative for the purposes of representing the needs or interests of students on any advisory or decision-making body.

1.2.1. Policy with Board of Governors

As the highest decision-making body of the University of Guelph, it is the Board of Governor’s duty to ensure student representation on this body with full participation rights. Student representation should be proportional to the extent that students make up membership of the University of Guelph community.

The Board of Governors must be accountable to the university community, the citizens of Guelph, the Province of Ontario, and all stakeholders within the University. All representatives to the Board of Governors should be democratically selected, and all representatives should be held accountable to their membership for the decisions they make. The Board of Governors should be substantially made up of internal members of the University of Guelph community, who have a vested interest in its decisions and direct knowledge of University and post-secondary issues.
The Board of Governors, as the governing body of a publicly funded institution, makes decisions that affect the University of Guelph community. All deliberations and decisions of the Board of Governors, including financial decisions, must be public knowledge. Students, as major stakeholders in the University of Guelph, have the right to be informed of the agenda and priorities of, and any decisions made by the Board of Governors.

The CSA, as the recognized representatives of undergraduate students, must make every effort to inform its membership of Board of Governors decisions that affect its membership. The CSA must link communicate with the elected Board of Governors student representatives in order to both provide input and receive information on Board of Governors activities.

1.2.2. Policy with Senate

The CSA believes that as students are major stakeholders in the University of Guelph, and that as the University of Guelph Senate makes decisions affecting the lives of students, students should continue to have full participation rights on the Senate, proportionate to the extent that students make up the University of Guelph community.

The CSA, as the recognized representatives of undergraduate students, must make every effort to inform its membership of Senate decisions that affect its membership. The CSA must link with the elected Senate student representatives in order to both provide input and receive information on Senate activities.

1.2.3. Policy with Other University Committees

The CSA shall ensure, to the best of its ability, that student representation is actively present at all university committee levels that make decisions or recommendations that impact on the lives of students. The CSA shall maintain active communication with such student representatives.

1.3. Fees

1.3.1. Tuition Fees

1.3.1. Policy of CSA Autonomy and Fees

The CSA believes that tuition fees are a regressive form of taxation for education that combined with other factors limits students’ right to education. The CSA believes that tuition fees treat education as a commodity to buy and sell and ignores education as a human right that combined with other factors limits students’ right to education. The University of Guelph Board of Governors must not approve any tuition fee increases, whether within Ontario government guidelines or otherwise. The Board of Governors should instead freeze tuition
fees or reduce tuition fees as a provisional measure, while actively working towards the elimination of tuition fees, as outlined in Article 13 of the International Covenant on Economic, Social and Cultural Right, to which Canada is a signatory.

1.3.2. Ancillary Fees

The CSA believes that ancillary fees levied by the University of Guelph to pay for certain programs and services are a regressive form of university funding. The CSA believes that the university’s responsibility to fund programs and services that are controlled by the university administration.

The CSA endorses the University of Guelph’s agreement concerning the regulation and management of compulsory ancillary fee revenues, as an interim measure to the elimination of student compulsory ancillary fees, as contained in the “Compulsory Non-Tuition Fee Agreement”. (January 1994)

The CSA believes that efforts of the University of Guelph to generate additional revenues by the institution of certain fees-for-service, deposits and overpricing of university documents, manuals and services is a regressive form of university funding that is damaging to students, and all efforts must be made to counteract this type of funding.

1.3.3. International Student Fees

The CSA believes that differential fees for international students is a discriminatory policy. The CSA believes that the University of Guelph Board of Governors must eliminate differential fees for international students.

The CSA supports the University of Guelph’s Cohort Fee system for international students. The CSA demands the following from the University of Guelph Board of Governors:

1.3.3.1. The elimination of differential fees for international students.
1.3.3.2. The end to University of Guelph profiteering from differential fees from international students.

The CSA calls for support of the right of international students to work in Canada, and that they be eligible for all forms of educational, health and legal assistance provided in Canada at no additional cost to the student.

1.4. Academics and Course Structure

The CSA believes that academic courses offered at the University of Guelph should be of high quality, and should offer students an opportunity to fulfill the
mission and Learning Objectives of the University of Guelph. Academic courses should be designed to promote learning, creativity, and original thought.

The CSA believes that as students are the users of the academic course structure at the University of Guelph, they should have significant input in the decisions on the structure and content of courses offered, through such bodies as Senate, college committees and departmental committees.

The CSA calls on the University of Guelph to offer courses that reflect the diversity of the student body, and offer students the opportunity to explore, among others, social, cultural, political and historical areas that have been traditionally marginalized by the broader socio-economic context of Canada.

1.5. Human Rights Issues at the University of Guelph

The CSA believes that it is the duty of the University of Guelph to provide full-time, professional, quality counseling and resources around issues of human rights on campus.

The CSA endorses the Human Rights at the University of Guelph document and calls on all members of the University of Guelph community to be aware of the problem of human rights issues on campus, to take responsibility for not promulgating human rights abuses, and to provide understanding and support to victims, and to proactively work towards a culture on campus where human rights are respected.

The CSA recognizes the importance of the work of the Diversity and Human Rights Office at the University of Guelph as an autonomous organization that seeks to eliminate human rights violations.

1.6. Admissions Policy

The CSA recognizes that a variety of social, economic and cultural factors may affect the academic performance in secondary school of those applying to the University of Guelph. The CSA recognizes that in order to promote a diverse, involved student body that is reflective of society, criteria for admissions must take into account the diversity of the applicants and their backgrounds; therefore, the CSA calls on the University of Guelph to implement an admissions policy that does not depend on secondary school academics as the sole and primary criterion for admission; that takes into account social, economic and cultural variances among those applying for admission; and that encourages those who have done significant extra-curricular work to apply and be accepted into the University of Guelph.

1.7. The Administration of the University of Guelph

The CSA recognizes that in order to facilitate the furtherance of student issues, it must
The CSA supports:

- The treatment of students as equal partners in the University;
- The recognition of students’ diverse experiences and skills, and the acknowledgement that students are mature, responsible and capable of making informed, well thought out decisions;
- That in order for the administration to gain the respect of students, it must respect the voice of students who raise issues of concern to them;
- In areas in which students and administration fundamentally disagree, the students’ right to voice their opinion, and to have it respected and heard.

The CSA opposes:

- The interference of the administration in the CSA or any other student organization’s financial or operational affairs or democratic processes, including meetings, elections, and referenda.
- Any University process or policy that interferes with or restricts any student’s or student-run organization’s ability to organize

The CSA upholds the idea and urges the practice that we, as an autonomous organization, has control over the fees it collects for its members and for organizations that we are a part of. The CSA does not support and condemns the Student Choice Initiative as it is a direct effort to destroy student unions and organization. In the process of the University collecting fees on our behalf, we remain control over the said fees, the date of collection and the date of discontinuation, as determined by student referendum.

1.8. Graduate Student Issues

1.4. Policy with the Graduate Student Association (Local 62 of the Canadian Federation of Students)

The CSA recognizes that graduate students at the University of Guelph are an integral part of the university community, and that they have concerns particular to their position within this community. The CSA recognizes the Graduate Student Association (GSA) as the legitimate, democratically controlled representatives of the graduate students at the University of Guelph and recognizes that the GSA is entitled to equitable levels of representation at all levels of university decision-making bodies.

The CSA recognizes that graduate student teaching assistants employed by the University of Guelph are represented by their collective bargaining unit, CUPE 3913,
and supports their union on limiting the exploitation and increasing job security for graduate students. The CSA recognizes that undergraduate students at the University of Guelph depend on graduate student teaching assistance for a portion of their education and have a vested interest in ensuring that graduate students are well treated.

1.5. Policy with Faculty

The CSA recognizes the University of Guelph Faculty Association as the legitimate, democratically elected representatives of the University of Guelph faculty, and will work with the Faculty Association on areas of common concern to students and faculty.

The CSA believes that it is the right of University of Guelph students to have public access to teaching and course evaluations and will work towards a mechanism of making such information available to students.

The CSA believes that the University of Guelph must make every effort, including employment equity hiring, to ensure that faculty represent the diversity of Canadian society.

The CSA believes that a quality education flourishes only in an intellectually free climate. We oppose, therefore, any and all attempts to impose political or other selection criteria, in short, any non-academic criteria, upon the academic and research work of post-secondary education. Academic freedom and a quality education are indivisible. We recognize that academic and research work must be undertaken with a spirit of responsibility to society, as befits its intellectual leaders.

The CSA believes that as educators, faculty must receive teaching training in order to best convey information and knowledge, and in order to facilitate the University of Guelph learning objectives.

1.6. Policy with Stakeholder Organizations

1.6.1. The CSA will make every effort to work with other stakeholders at the University of Guelph in order to raise awareness of, and affect change in areas of common concern.

Such organizations include, but are not limited to:

- Canadian Union of Public Employees (CUPE) Locals 1281, 1334, and 3913
- College and Academic Research Group (CARG)
- Communications, Energy, and Paperworkers Union (CEP) Local 2003
- Graduate Students Association [Amended March 13, 2019]
- Guelph-Humber Student Association
1.6.2. This will include the establishment of stakeholders meetings, if necessary organized by the Vice President External, at the beginning of each school year. The stakeholders meetings shall be comprised of the CSA as well as other groups on campus sharing a similar mandate or that face common issues and/or challenges.

1.7. Policy on Campus Labour Issues
The CSA recognizes the important role that it plays in supporting workers on campus. In addition, we recognize that the CSA and on-campus labour share a number of common interests and struggles such as issues pertaining to quality of education, increasing public funding to post-secondary education, accessibility, health and safety, and working/living/learning conditions on-campus.

Given the close link between labour and student issues on-campus the CSA believes that every effort should be taken to support workers concerns as they pertain to this university. In particular, the CSA recognizes the need for support during labour disruptions. In the event that a bargaining unit decides to strike the CSA shall take the followings steps:

• The CSA shall make public their support for workers during labour disruptions. This may include letters to the Ontario, motions of support from the Board, and petitions/tableing in the University Centre.
• The CSA Board shall appoint a strike support committee comprised of at least one executive and at least one Board member. It shall be the job of this committee to liaise with on-campus labour in order to develop strategies for support and solidarity.
• The CSA shall undertake necessary actions to ensure that undergraduate students are supported and aware of any changes to campus life during a labour disruption.
• To respect and support picket lines where it is possible.
2. CSA Interaction with other Organizations

2.1. Relationship with the Canadian Federation of Students

2.1.1. Preamble / History

The students at the University of Guelph hosted the initial meeting of the Ontario Federation of Students, the precursor to the Canadian Federation of Students-Ontario in 1972. The students at the University of Guelph held a certification referendum with the Federation in 1979 in which the undergraduate students became part of the Federation. The University of Guelph Central Student Association is Local 54 of both the National and Provincial components of the Federation.

The Executive Committee is responsible for appointing a representative of local 54 to the CFS Ontario Executive Committee. The Executive Committee is responsible for communicating information about the Federation to the CSA membership and communicating and facilitating delegates to Ontario General Meetings, National General Meetings, and any other meetings or gatherings of the Federation.

2.1.2. Policy with the Canadian Federation of Students – National

The CSA recognizes that in order to overcome legislated or social barriers to the provision of a quality post-secondary education, it must link communicate with national student representation. The CSA recognizes that one of the barriers to quality post-secondary education is the lack of provision of federal transfer monies to education. The CSA recognizes the Canadian Federation of Students as our students’ national representation.

The CSA shall do everything within its power to link with, to As members of the Federation, the CSA shall connect with, facilitate initiatives from, and commit representation to, this organization. We acknowledge our responsibilities as active members of this organization in providing a link between it and the undergraduate students at the University of Guelph.

The CSA recognizes that the Canadian Federation of Students links with other national representatives of groups concerned with post-secondary education, such as faculty associations, staff associations, labour unions, college associations, as well as coalition groups dealing with post-secondary issues. The CSA recognizes its responsibility on a local level to work with such organizations in order to raise awareness of student issues among them, and to build coalitions on common areas of concern.

Any significant decision regarding membership of CFS shall be decided by student referendum, including but not limited to fee increases beyond the cost of living, becoming members, and withdrawing membership.
2.1.3. Policy with the Canadian Federation of Students – Ontario

Similar to national student representation, the CSA recognizes that in order to overcome provincial barriers to the provision of a quality post-secondary education, it must link communicate with provincial student representation. The CSA recognizes the Canadian Federation of Students-Ontario as our students’ provincial representation. The CSA shall do everything within its power to link with, to As members of the Federation, the CSA shall connect with, facilitate initiatives from, and commit representation to, this organization. We acknowledge our responsibilities as active members of this organization in providing a link between it and the undergraduate students at the University of Guelph.

The CSA recognizes that the Canadian Federation of Students-Ontario links with other provincial representatives of groups concerned with post-secondary education, such as faculty associations, staff associations, unions, college associations and so on, as well as coalition groups dealing with post-secondary issues. The CSA recognizes its responsibility on a local level to work with such organizations in order to raise awareness of student issues among them, and to build coalitions on common areas of concern.

Any significant decision regarding membership of CFS-O shall be decided by student referendum, following CFS bylaws, including but not limited to fee increases beyond the cost of living, becoming members, and withdrawing membership.

2.2. Policy with the University Centre Administration

The University Centre was an initiative of the student population at the University of Guelph, predating the CSA. The funds collected by the student population were directly used to build the University Centre.

Policy with the University Centre Board

2.3. Relationship with the City of Guelph

2.3.1. Preamble

The CSA recognizes that students form an integral part of the City of Guelph and are therefore entitled to all the benefits and responsibilities inherent in citizenship residency of this city. The CSA works undertakes works to ensure that students’ interests are represented and defended when decisions or recommendations of the Guelph City Council or City Council committees that impact on the lives of students, are made.

The CSA demands that the City of Guelph implement a fair public transportation system that takes into account the needs of University of Guelph students. These needs include 7-day service, late night service, adequate geographical coverage of the city, an affordable bus pass, and reasonable fares.
Adequate affordable housing in the City of Guelph is a right of University of Guelph students. The CSA strongly condemns any city bylaw enactments that discriminate against students, including, but not limited to, tenancy restrictions. The CSA strongly urges the City of Guelph to combat any discrimination students incur when seeking affordable housing.

2.3.2. Relationship with Guelph Transit

The CSA has established a valuable working relationship with Guelph Transit (as part of the City of Guelph) and will continue to utilize this relationship to work effectively with Guelph Transit. The CSA will work with the City of Guelph to implement a fair public transportation system that takes into account the needs of University of Guelph students. These needs include 7-day service, late night service, adequate geographical coverage of the city, an affordable bus pass, and reasonable fares. The CSA works with the managerial and office staff of Guelph Transit, as well with the vehicle operators unionized as ATU 1189.

The CSA supports:

- agreements of a Universal Bus Pass contract with Guelph Transit that benefit students with a low-cost or free city bus pass
- Late Night Bus Service, provided at a low-cost or free to students

The CSA opposes:

- privatization of Guelph Transit
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1. Preamble

This CSA Clubs Handbook serves to inform club participants of the essential criteria regulating CSA accredited clubs (defined below) and their continued status (see definitions of club status below). As well, it serves as a guide for any new clubs interested in attaining CSA accredited club status. In addition, it serves to provide CSA accredited clubs with information regarding financial management, facility access and clubs operations so that they may operate easily and effectively over the course of the semester.

This handbook must be followed diligently by all CSA accredited clubs. If it is not followed, the CSA accredited club may lose CSA accredited club status, as well as all rights and privileges associated with being a CSA accredited club. Any questions and/or concerns regarding this handbook and its policies should be directed to the CSA Clubs Administrative Coordinator and the Vice President Student Experience.

The following terms are used throughout this Handbook. Below are the definitions within the context of this handbook.

CSA Accredited Club
A CSA accredited club is a club that completes the accreditation process through GryphLife in order to receive Accredited Student Organization (ASO) status through the CSA as the Primary Student Organization (PSO). As well, a CSA accredited club is one that abides by the Student Organization Policy (SOP) and CSA Club Handbook. A CSA accredited club must be of potential interest to all undergraduates.

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

ASO status is granted on a per semester basis through GryphLife.

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

[Amended by CSA Board – January 16, 2019]

Section 3: CSA Student Organization Registration and Section 5: Financial Operations of this policy outline the requirements needed by each club seeking accreditation.

Limited Accreditation
With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any CSA accredited club privileges to the Clubs Conduct Tribunal, which has the right to determine CSA accredited club status and privileges (see Section 4: Clubs Conduct Tribunal of this policy). A CSA accredited club that has a privilege revoked will be referred to as a limited status CSA club.
Loss of Accreditation
A CSA accredited club must comply fully with the CSA Student Organization Policy (SOP), must remain in full compliance with the CSA Clubs Handbook and all applicable CSA policies, and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if a CSA accredited club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

Club Status
Club Status refers to the accreditation of a CSA accredited club, whether it be accredited, limited accreditation or loss of accreditation.

Club Members
All members of the University of Guelph community; all undergraduate students, all graduate students, alumni, faculty, and employees of the University of Guelph.

Club Executives
A minimum of four (4) club members who are accountable to the CSA for all club activities, responsibilities and operations.

Primary Contact
Main point of contact to the CSA accredited club in regard to activities, events, accreditation, room bookings, etc. This is the individual that people will be contacting to reach a CSA accredited club.

Privileges
A CSA accredited club is allowed access to space, services and resources as part of being a CSA accredited club. These are the privileges a CSA accredited club is granted access to. When not accredited, with limited accreditation or under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, CSA accredited clubs may lose access to these privileges.

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

Clubs Offices
The CSA Clubs Offices include UC 269, 270, 271, 272, 536, and 537. These designations can be re-assigned at any time by the Vice President Student Experience in collaboration with the Clubs Administrative Coordinator.

[Amended by CSA Board – February 27, 2019]
The CSA
The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered to be the sponsoring organization for every CSA accredited club.

The Vice President Student Experience
An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs’ staff, which include the Clubs Administrative Coordinator and the Clubs Programming Coordinator. In addition, within the portfolio duties of this position, the VP Student Experience is responsible for assisting clubs’ staff, when required, with assigning bookable club space and lockers and in organizing equipment rentals through the Garage and coordinating which clubs will have access to store rental equipment in the Garage.

The Clubs Administrative Coordinator
The Clubs Administrative Coordinator is a primary contact and resource individual to all CSA accredited clubs, CSA Executives and CSA staff in regard to CSA accredited club matters and accreditation.

The Clubs Programming Coordinator
The Clubs Programming Coordinator is a primary contact and resource individual to all CSA accredited clubs, CSA Executives and CSA staff relating to the Student Risk Management (SRM) process. In addition, this position organizes the Bookable Meeting Room process and locker assignments.

CSA Clubs Conduct Tribunal (The Tribunal)
The Tribunal will be responsible for reviewing accreditation status of a CSA accredited club or clubs wishing to become a CSA accredited club to deem whether a student club’s accreditation status or a CSA accredited club’s privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 3.4. Punitive Action, and Appendix J, Section 2.0: Space Infractions.

2 Student Organization Policy

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

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

The CSA is considered to be the sponsoring organization for every CSA accredited club.
The CSA is accountable for the actions of all CSA accredited clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration and to any other group on campus that demands accountability. Thus, the CSA will regulate financial issues, events, risk management, and other actions of every CSA accredited club.

3. **CSA Student Organization Registration**

3.1. **Club Student Organization Policy (SOP)**

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

3.2. ASO status is granted on a per semester basis through GryphLife. Clubs that received accreditation in the Fall Semester must apply for continued accreditation in the Winter Semester to remain active.

3.2. **Accredited Student Organization (ASO) status is granted on a regular basis through GryphLife. Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester. [Amended by CSA Board – January 16, 2019]**

3.2.1. Clubs wishing to remain active in the Spring/Summer Semester must notify the Clubs Administrative Coordinator of their intent in the form of a letter by the first day of classes. If such a notification is not received by the Clubs Administrative Coordinator by the first day of classes, clubs would be automatically placed on limited accreditation, until the clubs complete the ASO applications for the following semester. This also applies for any breaks lasting for more than ten (10) consecutive days in between semesters.

3.2.1. **Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife. If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation. [Amended by CSA Board – January 16, 2019]**

3.2.1.1. Clubs wishing to remain active in the Spring/Summer semester for the sole purpose of participating in Orientation Week must notify the Clubs Administrative Coordinator of their intent in the form of a letter by the first day of classes of the Spring/Summer semester. This level of accreditation requires the club to participate fully in the Orientation Week planning process, and regular communication be maintained with the Clubs Administrative Coordinator. [Delete clause]

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

3.2.3. Club membership must be open to all members of the University of Guelph community; all undergraduates, all graduate students, faculty, employees of the university and alumni.
3.2.4. A minimum of twenty-five (25) members is required to receive accreditation under the CSA SOP.

3.2.5. At least one representative from each club must attend both Semester General Meetings, or the club will be automatically placed on limited accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five working days after the General Meeting, the club will lose its status. The General Meeting will be chaired by the Clubs Administrative Coordinator, and advance notice of at least one week will be given.

3.2.5. At least one representative from each club must attend the General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five working days after the General Meeting, the club will lose its status. The General Meeting(s) will be chaired by the Clubs Administrative Coordinator, and advance notice of at least one week will be given. [Amended by CSA Board – January 16, 2019]

Purposes of the meeting will include:

a) To familiarize all club executives with the SOP procedures.

b) To fully explain the expectations of the CSA for every CSA accredited club, so there will be no misunderstandings as the year progresses.

c) To allow clubs to pose questions regarding the CSA and how CSA accredited clubs should operate.

d) In collaboration with the Vice President Student Experience, to familiarize all clubs and their executives about the CSA’s Ethical Purchasing Policy.

3.2.6. A minimum of one representative from each club must attend a yearly CSA Anti-Oppression/Inclusivity Training held in the fall semester.

3.2.7. A minimum of one representative from each club must attend Student Risk Management (SRM) Training organized by the SERM Coordinator.

3.2.8. All clubs are encouraged to participate in both days of Club Days. This applies to both the Winter and Fall Semesters.

3.2.9. All clubs must have a constitution complying expressly with what is outlined by the Clubs Administrative Coordinator, and CSA policy. Clubs’ constitutions must be updated at least every five years.

3.2.10. To ensure that the CSA will be able to contact a club representative at all times every club shall supply names, addresses, student ID numbers, and home phone numbers, and sample signatures of their executive. If the club is operating as a collective, a minimum of four members wishing to be responsible to the CSA will be considered adequate. As well, two of the above persons and their email addresses shall be indicated for release to the general populace as contact persons for the club.

3.2.11. Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.
3.2.12. Failure to contact the Clubs Administrative Coordinator before a deadline about an extension will be considered a breach of the SOP procedure and will be sufficient to deny ASO status.

3.2.13. All clubs are responsible for their finances and accounting. **Clubs must abide by the policies outlined in Section 5.0 Financial Operations.**

3.2.14. A minimum twenty-five dollars ($25) per club must be in a CSA Account. Additionally, clubs with shared phones must arrange an additional fifty dollars ($50) deposit for a total minimum amount of seventy-five dollars ($75) per club. Both deposits will be kept in a CSA accredited club account in the club’s name and are refundable at the end of the ASO period.

3.2.15. Every club must supply a combined financial and events statement for the previous semester and a combined financial and events forecast for the current semester being applied for. The financial forecast must include future possible sources of income.

3.2.16. All persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

3.2.17. Clubs must inform the CSA of any contracts that they enter.

3.2.18. The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet or acts contrary to SOP.

3.2.19. When a club can no longer remain active for any reason whatsoever, the CSA gains control of any money and all physical assets of the CSA accredited club, except for furniture and equipment in Club Offices, for which action is outlined in Appendix J, section 7.0: CSA Club Offices. If a club will only be inactive for up to three semesters or less, money and property may be placed in trust on their behalf. This requires written notification by the former executive of the inactive club to the Vice President Student Experience. If this notification is not received, or if after three semesters a club is still no longer active, all assets will be absorbed into the CSA PDR budget.

### 3.3. Club Status

#### 3.3.1 Full accreditation

A fully accredited CSA accredited club is allowed to operate as an integral part of the University Community.

Privileges include:

a) Use of space on campus subject to CSA and University Policy,
b) Eligibility for financial assistance from the CSA Board of Directors,
c) Access to the CSA photocopier and fax,
d) Mailbox in CSA Main Office, in accordance with Section 7.1 Mailboxes,
e) Possible use of office space, subject to availability,
f) Coverage of events under the Student Risk Management (SRM) insurance policy,
g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.
Requirements include:

a) A CSA accredited club must comply fully with the CSA SOP, or be granted exception by appeal to the CSA Board of Directors,
b) A CSA accredited club must remain in full compliance with the CSA Clubs Handbook and all other CSA policies,
c) A CSA accredited club must promptly inform the CSA of any changes in its ASO information.

3.3.1. Limited Accreditation

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any CSA accredited club privileges to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix F, section 4.0 CSA Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation – see section 3.4. Punitive Action.

A CSA accredited club which has had a privilege revoked will be referred to as a limited status club. Details surrounding that change in status (including cause, privilege loss, length of time) will be documented by the Clubs Administrative Coordinator.

3.3.2. Suspension

At times the misconduct of a CSA accredited club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space or the SRM insurance policy. With just cause, the Clubs Administrative Coordinator may play a CSA accredited club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix F, section 4.0 CSA Clubs Conduct Tribunal.

During that time the club deposit and any other monies in possession of the CSA on behalf of the CSA accredited club will not be remitted to the student group but held in trust by the CSA. The CSA accredited club loses its CSA accreditation and the rights and privileges associated with it. All rooms booked by the club will be cancelled, and events will not be approved through the SRM process.

3.4. Punitive Action

Upon the misconduct of a CSA accredited club or club members, including infractions as outlined in Appendix J, Section 2.0: Space Infractions, the course of punitive action to be taken will be determined by the Clubs Administrative Coordinator with reference to the following scale:

3.4.1. A minor infraction will result in a letter from the Clubs Administrative Coordinator to the CSA accredited club in question including a course of action in response to the problem.
3.4.2. A major infraction will result in a letter from the Clubs Administrative Coordinator to the CSA accredited club in question. The letter will inform the CSA accredited club that their case is to be referred to and reviewed by the Clubs Conduct Tribunal as outlined in Appendix F, section 4.0. The Vice President Student Experience is responsible for referring the issue to the Clubs Conduct Tribunal for review.

3.4.3. A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to limited accreditation, or the partial or entire revocation of club privileges, including club space. This may be reached through the accumulation of minor infractions as given by the Clubs Administrative Coordinator, any major infraction in direct opposition to the Human Rights at the University of Guelph document, or any action in opposition to CSA Policy.

3.4.4. Additional examples of major infractions include:

a) A lack of financial accountability or management not only in regard to the CSA but also in regard to the community at large,

b) A breach of constitutional responsibility to its membership,

c) A lack of officers (elected or acclaimed) to take responsibility of group’s activities.

4. CSA Clubs Conduct Tribunal

4.1. Mandate

4.1.1. The CSA Clubs Conduct Tribunal will be 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 as referenced in Appendix F, Section 3.4. Punitive Action, and Appendix J, Section 2.0: Space Infractions.

4.1.2. Should a CSA accredited club’s actions endanger their accreditation status as outlined in Appendix F, Section 3.4. Punitive Action, the Clubs Administrative Coordinator will be responsible for informing the subject club by e-mail and a written letter delivered to the club’s mailbox. The CSA Clubs Conduct Tribunal policy will be referenced in the aforementioned e-mail and letter.

4.1.2.1. A major infraction is defined in Appendix F, Section 3.4. Punitive Action.

4.1.3. The decision of the CSA Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. In the case of an appeal to the Board of Directors, its decision will be final.

4.1.4. The CSA Clubs Conduct Tribunal will meet on an as-needed basis at the request of the Clubs Administrative Coordinator.
4.2. Definitions

4.2.1. “Days” means weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Any documents delivered to or by the CSA after the close of the CSA Front Office will be considered to be delivered on the following day.

4.2.2. “Semester” includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

4.2.3. “Subject Club” means the student club that is the subject of the inquiry into accreditation status.

4.3. Creation of a Tribunal

4.3.1. The CSA Clubs Tribunal, hereafter referred to as the Tribunal, will be struck by the first Board meeting of each semester.

4.3.2. The Tribunal will be composed of the Vice President Student Experience and two Board members to be selected by the Board of Directors.

4.4. Clubs Seeking Accreditation

4.4.1. By the end of the second month of each semester, the Tribunal will be responsible for awarding Club status to those who qualify under CSA Policy as outlined in Section 3.0 CSA SOP.

4.5. Clubs Subject to Limiting or Losing Accreditation

4.5.1. The Clubs Administrative Coordinator will document any complaints or minor infractions filed against a CSA accredited club for up to four (4) semesters, which are to be taken into consideration upon the necessary renewal of club status each semester or review of club status.

4.5.2. A CSA accredited club will be subject to review by the Tribunal to be either demoted to limited accreditation or have club status revoked, upon the Clubs Administrative Coordinator documented third infraction or a documented major infraction as defined in Section 3.4. Punitive Action.

4.5.3. The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of any CSA accredited clubs.

4.5.4. Within two (2) days of notice to the Tribunal, any subject club will be given notice in writing from the Vice President Student Experience of any and all issues referred to the Tribunal. Such notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, potential loss of privileges, and will be sufficiently particularized so as to allow the subject club to make a detailed response to and all allegations of misconduct and/or failure to comply with applicable policies.

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

4.5.6. The hearing before the Tribunal will be restricted to those matters set out within the initial complaint.
4.6. Notice of Hearing

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

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

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

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

4.7. Submissions to the Tribunal

4.7.1. All organizations that are given notice of the hearing by the Tribunal will have the option of preparing written submissions to the Tribunal.

4.7.2. Written submission to the Tribunal are not to exceed ten (10) pages double-spaced.

4.7.3. All written submissions are to be handed into the CSA Front Office no later than the day before the hearing.

4.7.4. The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.

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

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

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

4.8. Decisions of the Tribunal

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

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

4.8.3. Vice President Student Experience will be responsible for presenting the rationale of the Tribunal’s decision to the Board.

4.8.4. The Board has the ability to uphold, overturn or amend the Tribunal’s decision. The decision of the Board is final.
4.9. Procedure

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

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

5. Financial Operation

5.1. General Funding

Accredited clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA needs to monitor the financial well-being of its organization, the CSA requires each club to include detailed financial statements in their Accreditation Application. The Clubs Administrative Coordinator or the Vice President Student Experience will be able to provide some ideas about fund-raising.

5.2. Financial Regulations

Clubs are responsible for their debts. The regulations on financial issues are based upon these considerations.

5.2.1. CSA Accounts

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

5.2.1.2. Funds may be accessed by signing officers through the use of a CSA purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

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

5.2.2. Banking

5.2.2.1. If a club possesses any sort of outside financial account, the following items must be released to the CSA:

- Name of financial institution and the branch address
- Branch transit number and the account number
- Type of account

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

5.2.2.3. All accounts shall require a minimum of two signatures. Any expenses deemed large in comparison with club assets should be made in consultation with the Clubs Administrative Coordinator.

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

5.2.3. Financial Disclosure

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

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

5.2.3.3. All clubs shall submit reports of any revenue or expenses over $1000 in a month in the form of a financial statement. Failure to do so will be considered financial mismanagement and grounds for revoking the club’s ASO status.

5.2.3.4. The Clubs Administrative Coordinator will maintain records of clubs’ financial information, budgets and expense records for up to four (4) semesters.

5.2.3.5. At the discretion of the CSA, any club must provide a photocopy of any account statements.

5.2.3.6. If a club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed. The CSA reserve the right to refuse permission to accept funding from any outside source.

5.2.4. Referendum Questions and Club Student Fees

5.2.4.1. The Clubs Administrative Coordinator shall maintain an archive of all CSA accredited clubs collecting student fees via a referendum question. The archive will include the name of the CSA accredited club, original and modified versions of the referendum questions, preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections and submitted to the Policy & Transition Manager, Chief Electoral Officer (CEO) and Business Manager.

5.2.4.2. CSA accredited clubs may initiate a referendum question process to secure funding for their CSA accredited club or a specific initiative by contacting the CSA Chief Electoral Officer (CEO), as per Bylaw 2 Electoral and the CSA Policy Manual, Appendix K – CSA Electoral. The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested CSA accredited club to both the CSA accredited club and the CEO.

5.2.4.3. The CSA will collect the student fees on behalf of the CSA accredited club and remit them on a semester basis.

5.2.4.4. CSA accredited clubs collecting student fees are responsible for the appropriate use of the monies with respect to the original/modified question and the mandate of the CSA accredited club. Deviation from the mandate without approval from the CSA or mismanagement of the finances (including failure to disclose financial information) could result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.
5.2.5. Defunct Club Accounts and the Clubs PDR Policy

5.2.5.1. Any CSA accredited club inactive for three semesters is considered a defunct club at the beginning of the fourth semester of inactivity. The money in the CSA accredited club account at the beginning of the inactive period is held in trust by the CSA. When the CSA accredited club becomes defunct, the money is absorbed into the CSA PDR budget.

5.2.5.2. In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.

6. Club Space Policy

6.1. CSA Clubs Hallway

Preamble
The CSA Clubs Hallway is intended for CSA accredited Clubs, their activities and CSA accredited club related purposes only. All CSA accredited clubs must maintain a respectful office environment when using the CSA Clubs Hallway spaces. CSA accredited clubs must have a minimum of two (2) office hours per week, Monday to Friday. CSA accredited clubs are required to submit their office hours by the deadline set by the Clubs Administrative Coordinator. Failure to do so, or not observing set office hours, or misuse of the CSA Clubs Hallway spaces may result in loss of access to the CSA Clubs Hallway spaces.

The CSA Clubs Hallway spaces are shared between all CSA accredited clubs. No CSA accredited club may solely occupy a space. Access to the bookable meeting rooms will follow the policies and process noted in 6.2. Meeting Room Booking Policies. Access to the spaces outlined in point 6.1.1. will occur only between the hours of 9:00 am to 11:00 pm, Monday to Sunday, excluding holidays. Access to the spaces outlined in point 6.1.4. will occur only between the hours of 8:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

The following are the designated bookable meeting rooms within the CSA Clubs Hallway: UC 222, 224, 225, 231 and 233. Lounge seating and common spaces are also available within the CSA Clubs Hallway. These include accessible study space, common space and café seating. Locker storage space is available for CSA accredited clubs’ use. Please see 6.5. CSA Clubs’ Lockers.

The Garage (UC 219) is a service available to CSA accredited clubs that provide rental or loan services to their members. An application is required for each semester before a CSA accredited club will be granted access to this space. Please see 6.6. Access to the Garage for the policy and process.

The CSA Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA and nothing may be removed or altered. At the discretion of the Clubs Administrative Coordinator, CSA accredited clubs will be held responsible for any damages to CSA property or the shared spaces.
The CSA and the University Centre assume no responsibility for items in the CSA Clubs Hallway spaces in the event of theft or damages. Money and possessions must be kept secure by the CSA accredited clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

Any damage and/or vandalism to the CSA Clubs Hallway and its spaces is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.1.1. Bookable Spaces

The following is a list of the bookable meeting room spaces available to CSA accredited clubs. For information on booking these spaces for your CSA accredited club and its activities see 6.2. Meeting Room Booking Policies.

6.1.1.1. Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.

6.1.1.2. Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. There are couches and tables within the space, as well as a television.

6.1.1.3. Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. There will also be a television available within the space.

6.1.1.4. Meeting Room UC 231 is a smaller space for CSA accredited clubs who may need more privacy. This space will also have a television.

6.1.1.5. Meeting Room UC 233 is a smaller meeting room which may be used by CSA accredited clubs needing more privacy. This space will also have a television.

6.1.2. Lounge Seating and Common Spaces

The following is a list of the lounge seating and common spaces available throughout the CSA Clubs Hallway. These spaces are not bookable spaces and are available to all CSA accredited clubs and students.

6.1.2.1. There is an open concept seating area across from CFRU. This space is available for all CSA accredited clubs and students.

6.1.2.2. A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.

6.1.2.3. A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).

6.1.2.4. Smaller lounge seating areas are located between UC 231 and UC 234.

6.1.2.5. A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.
6.1.3. CSA Locker Storage Space

The following is the locker storage space available to CSA accredited clubs. For information on accessing this space, please see 6.5. CSA Clubs’ Lockers.

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

6.1.4. The Garage

The Garage (UC 219) is a service available to CSA accredited clubs that provides rental or loan services to their members. An application is required for each semester before a CSA accredited club will be granted access to this space. Please see 6.6. The Garage for the policy and process.

6.1.4.1. UC 217 is the Garage access and pick up space. Students and CSA accredited club members will be able to approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.

6.1.4.2. UC 219 is the Garage room. This space is to be used by CSA accredited clubs who frequently rent or loan items to their members. There will be storage units within this space for CSA accredited clubs to store their items for renting or loaning. CSA accredited clubs will be responsible for the management of their materials and the process for renting and/or loaning those materials. The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by the CSA accredited clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

6.1.5. Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they are in need of a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space, see 6.3. Comfort Room.

6.2. Meeting Room Booking Policies

Preamble

The CSA Clubs Hallway contains bookable meeting room spaces including UC 222, 224, 225, 231 and 233. Access to these bookable meeting rooms is outlined in this policy. Access to these spaces will occur only between the hours of 9:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.
These bookable meeting rooms are a privilege allowed to CSA accredited clubs in order to fulfill their club office hours, to plan club events and activities, to have club and club executive meetings, and to promote the club.

These bookable meeting rooms are prioritized for CSA accredited club related activities and purposes. CSA accredited clubs who have booked the room have priority over the space. They are for CSA accredited club related activities and purposes only.

The bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA and nothing may be removed or altered. At the discretion of the Clubs Administrative Coordinator, CSA accredited clubs will be held responsible for any damages to CSA property or the bookable meeting room spaces.

Any damage and/or vandalism to the CSA Clubs Hallway and its spaces is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.2.1. CSA accredited clubs will be responsible for providing their requested booking dates, times and locations for a full semester to the Clubs Administrative Coordinator via email using the CSA Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Administrative Coordinator by the last day of classes for the current semester. An example being, if a CSA accredited club wishes to submit their requests for the Winter semester, they must ensure the Clubs Administrative Coordinator receives their requests by the last day of classes in the Fall semester.

6.2.2. The Clubs Administrative Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests, CSA accredited clubs should provide a few options for date, time and location as no CSA accredited club can solely occupy a space. One CSA accredited club will not be permitted to book out a single meeting room for all of their bookings for a semester.

6.2.3. The Clubs Administrative Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for CSA accredited clubs to view by the last day of exams of the current semester.

6.2.4. If a CSA accredited club misses the deadline for submission of their requested booking dates, they must contact the Clubs Administrative Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.

6.2.5. The following bookable meeting rooms will remain unlocked during the entire day as a trial to see how effectively the space is utilized; UC 231 and UC 233. CSA accredited clubs must ensure they abide by the booking policies and do not occupy space that is not booked, and are respectful to those CSA accredited clubs who have booked the space.

6.2.6. Bookable meeting rooms UC 225, UC 224 and UC 222 will remain unlocked during the scheduled office hours of the CSA Front Office, Monday to Friday 9:00 am to 4:30 pm. However, outside those office hours, the space will be locked. If a CSA accredited club books any of these spaces outside the CSA Front Office hours, they must sign out a key from the Front Office Manager during office hours. This sign out process includes a forty dollar ($40) key deposit and a 24 hour return policy. If a CSA accredited club does not return the key within 24 hours, they will forfeit the deposit. This system will be a trial to see how effectively
the space is utilized and maintained. Meeting room security is a matter of cooperation between CSA accredited clubs. If your booking is after 4:30 pm, once you leave the meeting room, the door must be closed and locked.

6.2.7. If a CSA accredited club has booked a meeting room and can no longer make that booking, they must notify the Clubs Administrative Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.

6.2.8. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their activities and events.

6.3. **Comfort Room**

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

This space is not a study space. It is not to be used as a meeting space for clubs, club activities or club meetings. It is not a place for people to occupy for long periods of time. Any damage and/or vandalism to the CSA Clubs Hallway and its spaces is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.3.1. The Comfort Room will be unlocked during regular University Centre hours to ensure the safety of those using the space.

6.3.2. This space is available on an as needed basis for anyone who is in need of a quiet space to decompress and relax.

6.3.3. The space will be equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.

6.3.4. It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.

6.3.5. This policy will be reviewed to ensure the space is used as effectively as possible.

6.4. **CSA Club Offices**

**Preamble**
Any damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.4.1. The CSA Club offices are designated as UC 269, 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to CSA accredited clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Administrative Coordinator.
6.4.2. Office space for CSA accredited Clubs is intended for club activities and club related purposes only. All CSA accredited clubs must maintain a respectful office environment. CSA accredited clubs must have a minimum of two (2) office hours per week, Monday to Friday. CSA accredited clubs shall be required to submit their office hours by the deadline set by the Clubs Administrative Coordinator. Inability to do so, or not observing set office hours, or misuse of office space might result in loss of office space privileges.

6.4.3. Office space is shared between two or more CSA accredited clubs. No CSA accredited club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see Section 6.4.7.

Exceptions to Sharing of Office Space.

6.4.4. The office space, office furniture and any other preexisting equipment in the office is the property of the CSA. It may not be removed or altered without the consent of the Clubs Administrative Coordinator. The CSA accredited clubs occupying the space are responsible for any damages to CSA property or the office space. CSA accredited clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

6.4.5. Each office will be assigned a key which is the responsibility of the clubs occupying the office space.

6.4.5.1. The cost for a replacement key is fifty dollars ($50). Repeat offences will result in the loss of office privilege.

6.4.5.2. In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the CSA Front Office Manager and President. The only people for whom the office will be opened are the executives of the CSA accredited clubs occupying the office space. There are no exceptions.

6.4.5.3. Office security is a matter of cooperation between CSA accredited clubs. If no one is in the office, the door must be locked.

6.4.5.4. Access to the offices will only occur between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding holidays. Offices are not to be used after 11:00pm.

6.4.5.5. Money is the responsibility of the CSA accredited club and its members, and must be kept secure. Neither the CSA nor the UC is responsible for any losses incurred through theft.

6.4.5.6. Any vandalism must be reported immediately to the Vice President Student Experience and Clubs Administrative Coordinator. The Clubs Administrative Coordinator will note the situation for the CSA and involve the University Police.

6.4.6. CSA accredited clubs wishing to apply for office space must follow the steps below:

6.4.6.1. Any group interested in attaining office space must send a Letter of Application, and any letters of support, reference, or any other
materials to the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required. The letter should include how the office space would be used and how it would benefit the CSA accredited club’s overall purpose.

6.4.6.2. The Clubs Administrative Coordinator is responsible for administering club office space. Decisions will be based mainly on availability of space. Also taken into consideration are the size, needs, and requirements of individual CSA accredited clubs. Allocation of office space will be determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position. Appeals of the Clubs Administrative Coordinator’s decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it will be taken to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms.

6.4.7. Exceptions to Sharing of Office Space
CSA accredited clubs requesting the right to occupy sole office space may discuss the needs and requirements of the CSA accredited club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is to be submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors. Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

6.5. CSA Clubs’ Lockers

Preamble
The CSA Locker Storage space (UC 227) is available to CSA accredited clubs for storage of CSA accredited club materials only.

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

Onus is on the individual CSA accredited clubs and club members to ensure the safety and security of the lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages. Any damage and/or vandalism to the CSA Clubs Hallway and its spaces is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.5.1. Lockers will be assigned to CSA accredited clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months). CSA accredited clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form (the form) which can be found on the CSA website or from the Clubs Administrative Coordinator. CSA accredited clubs must fill out and submit the completed form to the Clubs Administrative
Coordinator. Lockers will be assigned on a first-come-first-serve basis. The form will be reviewed by the Clubs Administrative Coordinator who will determine if access to a locker or lockers will be granted or denied based on the criteria within the form. If a concern arises in regard to accreditation which affects the privilege of a CSA accredited club to access the lockers, the Clubs Administrative Coordinator will refer this matter immediately to the Clubs Conduct Tribunal (The Tribunal). The Tribunal will then meet within one week of receiving the referral and make a decision on whether or not the club in questions form will be allowed or denied. The Tribunal’s decision must be submitted to the Clubs Administrative Coordinator within one week of the date the decision is made. The Clubs Administrative Coordinator will be responsible for communicating the Tribunal’s decision to the club.

6.5.1.1. If a CSA accredited club is granted access to a locker or lockers, they will be contacted by the Clubs Administrative Coordinator and will be provided with information for the steps to follow to begin accessing the space. See clause 6.5.2.

6.5.1.2. If a CSA accredited club is denied access to the locker space by a decision of the Clubs Administrative Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will then meet within one week of receiving the formal request and make a decision on whether or not the decision of the Clubs Administrative Coordinator is upheld, overturned or amended. The Tribunal's decision must be submitted to the CSA accredited club and the Clubs Administrative Coordinator within one week of the date the decision is made.

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

6.5.2. Once a CSA accredited club's form has been approved, a locker or lockers will be assigned to the CSA accredited club. The Clubs Administrative Coordinator will inform them of the locker number(s) assigned to their CSA accredited club for club use only.

6.5.3. Before accessing their locker(s), the CSA accredited club must provide their lock combination(s) to the CSA Front Office for record and documenting purposes. Failure to do so could result in loss of access to the lockers.

6.5.3.1. For those CSA accredited clubs who requested a lock on their CSA Clubs Locker Storage Access Form, they must retrieve this lock from the CSA Front Office and ensure the combination is recorded.

6.5.4. CSA accredited clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.

6.5.5. CSA accredited clubs who do not reapply for their locker will lose the locker in the upcoming academic year. In the event that this occurs, the CSA accredited club will be given a date and time to ensure their items are removed from the
6.5.6. If a CSA accredited club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.

6.5.7. CSA accredited clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers will be assigned on a first-come-first-serve basis.

6.5.8. Should a CSA accredited club no longer wish to use their assigned locker, they must notify the Clubs Administrative Coordinator via email as soon as possible.

6.5.9. Access to and use of the lockers and the locker space is a matter of cooperation amongst all individual CSA accredited clubs and their members. Onus is on the individual CSA accredited clubs and club members to ensure the safety and security of the lockers and the locker space.

6.5.10. CSA accredited clubs will be held responsible for any damage done to the locker(s) assigned to them.

6.6. Access to the Garage

Preamble
The Garage (UC 219) is a service available to CSA accredited clubs that provide rental or loan services to their members. An application is required for each semester before a CSA accredited club will be granted access to this space (see 6.6.1.). This space is not a storage area. This space is solely for materials and/or equipment that CSA accredited clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage contact the Vice President Student Experience and the Clubs Administrative Coordinator.

Any damage and/or vandalism to the CSA Clubs Hallway and its spaces is to be reported to the Clubs Administrative Coordinator and the CSA Front Office.

6.6.1. For CSA accredited clubs wishing to access the Garage and storage lockers within they must fill out the Application Form for Clubs Requesting Access to the Garage which can be found on the CSA website or from the Clubs Administrative Coordinator. CSA accredited clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form will be submitted to the Clubs Administrative Coordinator who will determine if access will be granted or denied based on the criteria within the application form. If a concern arises in regard to accreditation which affects the privilege of a CSA accredited club to access the Garage, the Clubs Administrative Coordinator will refer this matter immediately to the Clubs Conduct Tribunal (The Tribunal). The Tribunal will then meet within one week of receiving the referral and make a decision on whether or not the CSA accredited club in questions application will be allowed or denied. The Tribunal's decision must be submitted to the Clubs Administrative Coordinator within one week of the date the decision is made. The decision of the Tribunal will be final. The Clubs Administrative Coordinator will be responsible for communicating the Tribunals decision to the CSA accredited club.
6.6.1.1. If a CSA accredited club is granted access to the Garage they will be contacted by the Clubs Administrative Coordinator and will be provided with information for the steps to follow to begin accessing the space. See point 6.6.2.

6.6.1.2. If a CSA accredited club is denied access to the Garage by a decision of the Clubs Administrative Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will then meet within one week of receiving the formal request and make a decision on whether or not the decision of the Clubs Administrative Coordinator is upheld, overturned or amended. The Tribunal’s decision must be submitted to the CSA accredited club and the Clubs Administrative Coordinator within one week of the decision.

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

6.6.2. Setting up access to the Garage

Once a CSA accredited club’s application form has been approved the Clubs Administrative Coordinator will contact them and outline the following steps for the CSA accredited club to begin accessing the Garage space.

6.6.2.1. The CSA accredited club will be required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty dollar ($40) deposit which must be provided by the CSA accredited club in order to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks. Please note security is a matter of cooperation amongst all CSA accredited clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by the CSA accredited clubs and their members. Onus is on the individual CSA accredited clubs and their members to record, maintain and secure their money and possessions. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.

6.6.2.2. Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s) and the deposit are received, CSA accredited clubs will be provided two keys: one to access the Garage space and one to access their storage locker. CSA accredited clubs will receive access to one (1) storage locker within the space. CSA accredited clubs will be notified that only CSA accredited club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all CSA accredited clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
6.6.2.3. The Clubs Administrative Coordinator will provide a tour of the Garage, identify the numbered locker provided to the CSA accredited club and demonstrate how to securely close down and lock the Garage. Onus is on the individual CSA accredited clubs and club members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages.

6.6.2.4. Access to the Garage will be from 8:00 am to 11:00 pm. No exceptions will be made.

6.6.2.5. If a CSA accredited club using the Garage space fails to complete a new Application Form for access to the Garage (see point 6.6.1.) for a semester, they will be notified by the Clubs Administrative Coordinator. They will be given a week from the date the Clubs Administrative Coordinator contacted them to provide a completed Application Form. If a CSA accredited club fails to provide the form within that one week time, they may lose access to the Garage space.

6.6.2.6. If a CSA accredited club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the CSA Clubs Hallway, including the Garage, are a privilege available to CSA accredited clubs. Accreditation must be received for each semester.

6.6.2.7. If a CSA accredited club feels they require more than one storage locker within the Garage space, they may contact the Clubs Administrative Coordinator. As space is limited, no one CSA accredited club will be allowed to solely occupy space within the Garage. Space will be shared among all CSA accredited clubs who are granted access to the Garage.

6.6.2.8. Access to and use of the Garage space is a matter of cooperation among all individual CSA accredited clubs and their members. Onus is on the individual CSA accredited clubs and club members to ensure the safety and security of the Garage space.

6.6.2.9. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their members.

7. Operations

7.1. Mailboxes

CSA accredited clubs will be assigned a mailbox in the CSA office. All mail addressed to CSA accredited clubs, including memos, will be delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that a CSA accredited club is not active.

7.2. UC Meeting Rooms and UC Courtyard Space

The UC provides rooms and courtyard space free of charge to CSA accredited clubs. However, many of the rooms available to CSA accredited clubs have significant booking fees and/or cancellation fees associated with them.
Bookings are made through UC Administration or the CSA Front Office Manager. CSA accredited clubs should book UC rooms and UC courtyard space well ahead of the intended date.

- To book UC rooms or UC courtyard space in the University Centre, contact the UC Bookings; any sales must be brought to the attention of the UC administration.
- To book any other venues, contact the Clubs Administrative Coordinator for assistance.

7.3. Bottled Water

CSA accredited Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, CSA accredited Clubs are encouraged to see the Ethical Purchasing Policy in Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Administrative Coordinator for further assistance.
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NOTE: Former Appendices now combined as Appendix G:
Appendix H: Campaign Policies and Penalties
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Appendix K: CSA Electoral

This policy was amended by the CSA Board on November 28, 2018.
An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.
An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.
1.0. Conflict of Interest

1.1. A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

1.2. The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor, who will then report such to the Board of Directors.

1.3. Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.

1.4. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

1.5. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

1.6. If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

1.7. If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

2.0. Roles and Responsibilities of the CSA Elections Office

2.1. The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors;

2.2. The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities;

2.3. The CRO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement;

2.4. The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college;

2.5. The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures;

2.6. The CSA Elections Office shall secure polling stations or voting spaces on campus;

2.7. The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester;

2.8. The CSA Elections Office shall organize all aspects of the All Candidates Meeting;

2.9. The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors;
2.10. The CSA Elections Office shall be responsible for the approval of all campaigning material;
2.11. The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process;
2.12. The CSA Elections Office shall prepare any necessary reports for the Board of Directors;
2.13. The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and
2.14. The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

3.0. Roles and Responsibilities of the CSA Board and Executive
(with regard to CSA Elections)

3.1. The CSA Elections Office, in co-operation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.
3.2. The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the semester prior to the commencement of the election process.
3.3. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.
3.4. Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.
3.5. Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability and Removal from Office), at the Board’s discretion.

4.0. Nominations

4.1. Eligibility

4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.
4.1.2. Candidacy is exclusive. Members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate to the CRO their desire to withdraw all but one of the nominations before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.
4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

4.1.4. The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

4.2. Nomination of Directors

4.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;

c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within their constituency; [Amended by the Board – November 6, 2019]

e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

f) The nominee shall present a refundable deposit of $25 in the form of cash, certified cheque or personal cheque.

4.2.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.2.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

4.2.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar’s Office. A nominator’s signature, student number as well as confirmation of CSA general membership will be considered verification.
4.3. Nomination of Executive Officer

4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;
b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;
c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;
d) The nominee must receive a total of 100 verified signatures in support of their candidacy;
e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;
f) The nominee shall present a refundable deposit of $50 in the form of cash, certified cheque or personal cheque.

4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.3.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

4.3.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar’s Office. A nominator’s signature, student number as well as confirmation of CSA general membership will be considered verification.

5.0. Withdrawal of Candidates

5.1. A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office twenty-four (24) hours before the voting period commences.
6.0. Referendum

6.1. Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office.

6.2. Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.

6.3. Referendum questions shall be included during the General Elections period.

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

6.5. A simple majority vote is required for a valid outcome.

6.6. When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization’s existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within 24 hours of receiving the question.

6.6.1. Petition signatures may be collected in opposition to the asking of these questions. All signatures on such a petition must be verified by the CRO and presented to the CSA Board of Directors.

7.0. Standing Referendum Committee

7.1. A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2. The SRC shall:

a) Be comprised of the Chief Returning Officer and at least two Directors.
b) Receive all submitted referendum questions from the CSA Elections Office.
c) Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
e) Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

8.0. Referendum Fee Schedule and Expenses

8.1. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.

8.2. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.
8.3. Each group sponsoring a referendum question shall present a refundable deposit of $50 in the form of cash or certified cheque before campaigning can begin.

8.4. A referendum fee of $300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

9.0. Referendum Question Petition Collection

9.1. Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

9.2. Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.

9.3. The collection of petitions for any referendum question must abide by the following rules of procedure:

a) Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office;

b) Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply; and

9.4. Petitioning for signatures shall not be considered campaigning.

10.0. Ratification of Referendum Questions

10.1. The final ratification date for referendum questions will be the last Board meeting of the general election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.

10.2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.

10.3. Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.

10.4. Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting under the supervision of an Executive Officer in pursuance with their respective duties.

10.5. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team’s presence. If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.
10.6. There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0. Responsibilities of Candidates and Referendum Teams

11.1. To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.

11.2. To be prepared to attend Board meetings, as requested, during the course of elections.

11.3. To attend the All-Candidates Meeting called by the CRO and to participate in any All Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.

11.4. To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO.

11.5. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

12.0. All-Candidates Meeting

12.1. All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer in person within 24 hours of the meeting.

12.2. For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3. Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.

12.4. The topics at the All-Candidates Meeting shall include, but not limited to:

a) the elections process as outlined in the CSA Bylaws and Policies;
b) the elections schedule; and
c) the duties and functions of the Elections officials.

12.5. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

12.6. It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.
13.0. Campaigning

13.1. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.

13.2. A list of official campaigners for each candidate or referendum team shall be provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.

13.3. Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.

13.4. Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.

13.5. No campaigning shall take place before the nomination period and before the start of the campaigning period.

13.6. Any current member of the Board, staff, volunteers, and committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.

13.7. It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.

13.8. All campaign materials and/or advertisements must be authorized by the CRO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. (See Section 14.2.4)

13.9. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: “Please recycle after the election.”

13.10. No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CRO.

13.11. Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.

13.12. Campaigning is not allowed within individual Student Residences or within the Library.

13.13. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.14. Campaigning during voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.
14.0. Campaign Regulations

14.1. In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.

14.2. The Practice of Campaigning:

14.2.1. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

14.2.2. Stickers are banned from use for the reason of expensive cleanup and repainting of structures.

14.2.3. All campaigning must be done in accordance with relevant University solicitation regulations.

14.2.4. All print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)

14.2.5. No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

14.2.6. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate’s name, candidacy, or image is forbidden.

14.2.7. Collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

14.2.8. Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.

14.3. Termination to Campaigning:

14.3.1. Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting. Campaigning is strictly prohibited outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.
15.0. Listserv

15.1. For all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on behalf of a candidate.

15.2. Candidates are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

15.3. All Organizational Email List emails are to be accounted for in a candidate’s or referendum budget. They will be assessed at a rate of $0.04 per recipient.

15.4. It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent.

15.5. All campaign emails are subject to CRO approval before being sent.

16.0. Expenses

16.1. Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

16.2.1. Candidates and referendum teams must submit receipts with a statement of projected total expenses on the Final Budget Expenditure Form within 48 hours after the close of the polls (weekends and statutory holidays included).

16.2. Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form 48 hours after the close of the polls (weekends and statutory holidays included). It may be submitted prior to this deadline.

16.3. All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

16.4. All organizations or groups who oppose a referendum question and have formed a “no campaign” shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

16.5. If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.

16.6. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.
17.0. Campaign Expense Limits

17.1. The campaign expense limit for Executive candidates is $200.
17.2. The campaign expense limit for Board of Director candidates is $75.
17.3. The campaign expense limit for Referendum teams is $300, only if determined to be an Internal Body, as outlined in Bylaw 3.3.1. To be covered by the CSA, all referendum teams, regardless of fee schedule, will have a campaign expense limit of $300.
17.4. The CSA will bear the expense of all Executive and Board of Director candidates.

18.0. Penalties for Infractions

18.1. The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.
18.2. The CRO and ARO are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved All Candidates Package.
18.3. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CRO will make their decisions must be adopted by the CSA Board of Directors at a Board meeting in the semester during which the election will be held, and prior to the commencement of such election period.
18.4. Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.
18.5. Failure to comply with applicable CSA Bylaws and Policies, could result in the invalidation of a referendum or individual’s candidacy, as determined by the CRO, as per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.
18.6. Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.
18.7. In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone.
18.8. The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

19.0. Appeals for Chief Returning Officer (CRO) Decisions

19.1. The process for appealing a decision made by the CSA Elections Office is as follows:
   a) An attempt must be made to address the issue or concerns directly with the CRO;
   b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President;
c) The President will submit this form to the Electoral Appeals Board; and
d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

20.0. Voting Process: Format of Ballots

20.1. Candidate Ballots

a) Each candidate race will appear on a separate ballot sheet;
b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;
c) The order of each candidate name on the ballot will be randomized through the full ballot population;
d) In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a “Yes” or “No” option;
e) Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively; and
f) The CRO will ensure that information explaining the “Decline” option is posted at each polling station and on the electronic ballot.

20.2. Referendum Question Ballots

a) Referendum question ballots shall include a “Yes” or “No” option;
b) Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively;
c) Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and

21.0. Voting Process: Polling Stations

21.1. There shall be at least one polling station per day during the voting period for any election.

21.2. Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

21.3. Polling stations shall include the following information about each candidate accessible to voters:

a) The name of each candidate, as it appears on the ballot;
b) The position each candidate has been nominated for;
c) The candidate’s statement of interest;
d) Information about the “Decline” option on the ballot; and

e) Information about how to properly cast your ballot.
22.0. Election Results

22.1. Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

22.2. Candidates who undergo a “Yes” or “No” vote and receive a majority of “Yes” votes shall be declared a winner.

22.3. Should a candidate who is running unopposed receive a majority of “No” votes, this position shall remain vacant and a by-election will be called.

22.4. In the event that a “Decline” option records more votes than a winning candidate, a by-election will be called within one month. In the event that a “Decline” option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

22.5. In the event that a “Decline” option records more votes than a winning referendum option, that referendum is deemed to have failed.

23.0. Ballot Counting Process

23.1. The ballot counting process shall commence no later than 24 hours after the polls officially close.

24.0. Auditing / Recounting the Ballots

24.1. An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

24.2. A recount is in reference to a review of the voting results and a recounting of cast ballots.

24.3. Following the close of the voting period, there shall be a five day audit/recount period.

24.4. The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five-day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19 of this policy (Appeals for CRO Decisions).

24.5. An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.

24.6. The CRO will accept appeals for an audit/recount during this period following the posting of the results.

24.7. A request for an audit/recount of the ballots must be submitted in writing to the CRO within the five-day period. A request should state clearly the reasons behind such a request and any and all evidence.
24.8. During the five-day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

24.9. The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five-day period.

24.10. Successful candidates will be ratified only after this five-day period.

24.11. The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least five years.

24.12. If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

25.0. Announcements of the Results

25.1. The CRO shall release the election results of the election no later than noon, on the first business day after the close of the voting period.

25.2. The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

25.3. The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

26.0. Online Elections Contingency Plan

26.1. In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

26.2. In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

26.3. Voting will be conducted via paper balloting.

26.4. The format of the ballots will be as outlined in Appendix G, Section 20.

26.5. The location of polling locations on campus.

26.6. Counting of the ballots will be as outlined below:

   a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting;

   b) The ballots shall be counted by the CRO, the ARO, the CRO’s supervisor, at least two polling clerks;

   c) One scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team; and

   d) Recounting of the ballots will be as outlined in Appendix G, Section 24.0.
27.0. Elections Appeals Board (EAB)

27.1. Mandate of the Board

27.1.1. The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over matters regarding minor campaigning infractions on behalf of the Board, defined as:

- Any infraction levied against a candidate that will not result in disqualification of the candidate.
- Any infraction levied against a referendum that will not result in the discarding of a referendum question.

27.1.2. Any appeals to be discussed following elections week and scheduled meetings of the EAB will be sent directly to the Board of Directors

- The EAB will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

27.1.3. In accordance with Bylaw 2, Section 8 (Penalties for Campaign Infractions), the EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer’s decision.

27.1.4. The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

27.2.1. Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

27.3. Membership of the Board

27.3.1. The Elections Appeals Board (EAB) shall consist of:

- Three Board members, who are not Executive
- Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

27.3.2. The Board will nominate and select the Board members who will sit on EAB as per Robert’s Rules and the Chair’s discretion.

27.3.3. General members of the CSA to sit on the Elections Appeals Board will be selected as follows:

a) General members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.
27.3.4. Advertising to and the selected process of general members of the CSA to sit on the EAB shall take into consideration candidate equity. A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities, and international students.

- Makeup of the EAB shall consist of no less than 40% women-identified individuals.

27.3.5. Membership of the EAB will be reviewed by the Chief Returning Officer and President at the close of the nomination period for the General Elections, or when needed, to ensure no conflict of interest exists among members and candidates.

27.4. Meetings of the Elections Appeals Board (EAB)

27.1. Quorum for EAB meetings shall be set at four (4) members.

27.2. The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three meetings during campaign and voting periods.

27.3. The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4. It is the responsibility of the President to inform the Board of Directors of EAB decisions.

27.5. The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

- If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting.
- Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

*This policy was amended by the CSA Board on November 28, 2018.*

*An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.*

*An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.*
Contents

1. Preamble
2. Space Infractions
3. Graffiti Wall
4. CSA Service Hallway
5. CSA Service Offices
6. CSA Club Hallway
7. CSA Club Offices
8. Second Floor Postering
1. **Preamble**

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

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

2. **Space Infractions**

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

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

2.1.2. Major infractions include but are not limited to a continued pattern of aggravation, actions causing structural damage to CSA club space or student space, or endangering the safety of staff, students, or community members, including hate graffiti.

3. **Graffiti Wall**

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

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

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

3.4. It shall be the responsibility of the Vice President Student Experience, in collaboration with the Front Office Manager, to ensure supplies are readily available and that notices are posted referring students and groups to this policy.
CENTRAL STUDENT ASSOCIATION
APPENDIX H – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

3.5. Re-painting of the Graffiti Wall will be completed annually within the first two months of the summer semester, or as needed at the discretion of the Executive Committee. The Graffiti Wall is to be photographed and archived on the CSA’s website prior to being painted over.

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

4. CSA Service Hallway

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

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

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

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

5. CSA Service Offices

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

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

6. CSA Club Hallway

6.1. CSA Clubs Hallway shall extend down the entire east end of the UC second floor, except the CFRU and CUPE offices.

6.2. For all posterling in the Clubs Hallways, please see Section 8.0 Second Floor Posterling.

6.3. Maintenance of furniture shall be the responsibility of the CSA. However, it is understood amongst clubs and students that usage of furniture is a privilege and should be respected as such. In the event that vandalism is discovered, the Clubs Coordinator and Vice President Student Experience will launch an investigation. Cases of vandalism will be reported to Campus Police at the discretion of the Clubs Coordinator and Vice President
Student Experience. If the perpetrator is discovered to be a club or club executive, the CSA will refer to Section 2.0 Space Infractions for appraisal of punitive action to be taken. If no perpetrator is discovered and the vandalism exceeds $1500 in any given fiscal year, the CSA shall review this policy to determine how best to maintain the space and furniture in a safe and responsible manner.

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

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

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

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

7. **CSA Club Offices**

7.1. CSA Club Offices are designated as UC 215-218, 220-231, 234, 269, 536, and 537. These designations can be re-assigned by the Vice President Student Experience in collaboration with the Clubs Coordinator.

7.2. It is to be understood that Club Office is a privilege among CSA Clubs. Office space may be revoked and punitive action sought with reference to Section 2.0 Space Infractions, as determined by the Clubs Coordinator and Vice President Student Experience. Should an appeal be desired, the Club in question shall refer to Appendix F, Policy 4.8 – Decisions of the Tribunal.

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

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

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

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

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

8.4. Posters/banners must be in good taste and not violate any policy, up to and including Federal, Provincial, Municipal, University regulations (refer to “Human Rights at the University of Guelph” document) and CSA policies and documents (including anti-aggravation form, policies pertaining to rights of students).

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

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

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

8.8. Bulletin boards on the doors of offices or immediately outside of offices are the property of the clubs and/or services in that particular office. Should any group desire to poster on these boards, they must first receive permission from the office staff and/or the club(s) belonging to that office.
Central Student Association
Appendix I – Issues Policy

Contents

1. Post-Secondary Education Policy
2. Students Rights Issues
3. Environmental Policy

At the CSA Board meeting on March 27, 2019, Appendix E: Issues and Organizational Policy was amended and split into two policies:

Appendix E: Organizational Policy
and
Appendix I: Issues Policy.
1.0. Post-Secondary Education Policy

1.1. Post-Secondary Education in Canada

The CSA believes that education exists to serve the needs of society, and the development of the individual. Therefore, education should be organized to meet these needs. This determines what we see as the purpose of post-secondary education. As students we embrace the values that aspire to overcome inequality and promote social change. These values find their realization in a post-secondary education that is concerned with social issues and concerned with its own social impact.

As students, we endorse the need to develop a broad national identity within Canada, an identity which includes the democratic rights of all nationalities. Such endeavors require a higher education that retains and builds upon the best in Canadian culture.

As students, we support the attempts to establish an independent Canadian economy capable of providing for all Canadians. Such an economy must have, as one of its foundations, a post-secondary system that produces skilled personnel and develops excellent research facilities.

Above all, as students we strive, and we join with all complementary efforts, to protect and to extend democratic values within Canadian society. We believe that we need a higher education that expresses these values, preparing its students for critical, democratic participation in every arena of Canadian life.

It is our belief that post-secondary education should not exist to serve the partial interest of any elite. Higher education is subsidized by the people of Canada and therefore must belong to the people of Canada. It is these needs and these beliefs that form our three basic principles: that post-secondary education must be universally accessible; that post-secondary education must be of high quality, and that post-secondary education must be democratically controlled.

1.2. Accessibility to Post-Secondary Education

1.2.1. Discriminatory Barriers to Accessibility

The CSA is committed to universal accessibility to post-secondary education. A society that aspires to overcome social and economic inequality must provide educational opportunities that break social barriers and bypass economic disadvantages. Education is a right, an essential service and it must be available to all persons.
The human rights and social rights of all students and prospective students must be safeguarded. Within higher education there should be no discrimination on the basis of age, race, creed, national origin, language, gender, sexual orientation, marital status, socio-economic status, political affiliation, or disability (as defined by the University of Guelph’s Student Accessibility Services (SAS). There must be no discrimination in post-secondary education for economic reasons. A student’s ability to finance a post-secondary education should never prevent access. The CSA is committed to fighting funding systems that include economic barriers to education. Where admissions criteria have exhibited a coincidental bias against any segment of society for academic, cultural or financial reasons, affirmative action programs should be enacted to correct the basis.

1.2.2. Economic Barriers to Accessibility

The CSA is particularly committed to the removal of economic barriers to universal accessibility for international students and domestic students, which are the most tangible impediments to an education available to all. Economic barriers take the form of tuition fees, or inadequate student aid programs, and of high youth unemployment and or other costs associated directly with achieving a post-secondary education.

Tuition fees have statistically been proven a major disincentive to prospective students from low and middle income families. Moreover, tuition fees are a form of regressive taxation. For these reasons, the CSA is opposed to any increase in tuition fees for education, and we call for the progressive abolition of fees. We do not recognize the obligation of the individual to reimburse society for the benefits accorded by higher education.

It is our belief that the most equitable method for meeting such an obligation would be a reformed system of taxation, which would be borne by a student only after graduation, and would therefore not pose an economic barrier to prospective low and middle income students.

For all citizens to have an equal opportunity to participate in post-secondary education, there is the need for student aid and living allowances to meet the real costs of tuition, academic materials, and living expenses. A visible, adequate and equitable student aid program would provide the needy student with assistance for as many years as his-her studies require. It would provide living allowances indexed to the rising cost of living. It would consider students independent of parental support at age 18.
We maintain that a student aid program should give assistance in the form of grants and not loans, which are a disincentive to the very same low and middle income groups which need the assistance. It should make allowances for the special needs of women, married students, part-time students and single parents. It should be administered with full student input.

Youth unemployment makes it difficult for students to obtain the part-time and summer work necessary to finance their education. In addition, bleak prospects for post-graduation employment discourage less wealthy students from investing time and energy in an education seemingly incapable of providing tangible rewards. The CSA calls for government commitment to the reduction and elimination of youth unemployment.

1.2.3. Social Barriers to Accessibility

The CSA believes that education curricula at all levels of education should foster and reward abilities and skills of all kinds. This is the only path to academic excellence. Careful procedures should be adopted to prevent the development of policies such as “streaming” and “tracking” that contain a strong socio-economic bias.

The CSA understands that a commitment of universal accessibility to education contains an obligation to do more than merely remove the legislative and administrative impediments to free access. Many prospective students are denied access to post-secondary education because of family and peer attitudes. The full promotion of the benefits of post-secondary education will minimize the effect of some of these socio-economic impediments, while others will require a protracted educational effort.

1.2.4. Geographic Barriers to Accessibility

There are still other prospective students who are denied access to higher education because of the geographical unavailability of a post-secondary educational institution or in the case of full-time employees, the geographical unavailability of a part-time studies program. Without the geographic dispersal of these institutions and programs throughout the province and country, accessibility to post-secondary education remains limited. Students should have the choice to live at or near their homes and to accept full time employment without jeopardizing their education.

1.3. Quality of Post-Secondary Education

The CSA is committed to quality post-secondary education. A society
which wants a higher education capable of meeting any of its needs requires a quality post-secondary education. The national desire for excellence in all fields of human endeavor and study can only be realized by a quality post-secondary education.

A quality higher education begins with a first-rate academic and support staff and superior equipment and facilities. These features are the foundation blocks of an education that rises above the mass production of diplomas and degrees.

A first-rate academic and support staff is built though careful recruiting that seeks proficiency in one’s field, breadth of view, a depth of knowledge that is cross-cultural, and the ability to communicate well with students. It exists where staff is not overburdened to the point where it is unable to provide adequate attention to the individual student. Even first-rate academic and support staff can be rendered ineffective if they lack the necessary complement of equipment and facilities, and adequate compensation for their work.

The value of staff and materials finds expression in academic programs. A well-organized curriculum brings out the best in staff and materials; a poor curriculum can thwart a good teacher or a full-furnished facility.

The CSA believes that a curriculum that builds a quality post-secondary education is neither parochial nor tradition-bound. While retaining the excellence of the past, a quality curriculum must break with the insular “ivory tower” conception of post-secondary education. It should take as its concerns the concerns and needs of the general community. It must be both broad and innovative.

A particular emphasis must be on the development of academic programs that focus on specific community sectors ordinarily ignored within post-secondary education. A broad curriculum must contain programs of Franco-Ontarian studies, labour studies, native peoples studies, non-European studies and women’s studies, and furthermore these perspectives must be incorporated into the curriculum of traditional disciplines. Such a broad curriculum must be offered in the French language where need exists. In these and other academic programs democratic input into curriculum determination is essential.

The community-at-large and all shareholders within higher education must play active roles in the formation of the curriculum.

A student body or staff that lacks balance in its composition becomes a factor that undermines the quality of education. An important
component of a full education is that it be representative of society at large. When one group is over-represented and another group is conspicuously absent, the education of all suffers.

Thus, the CSA sees strong affirmative action for universal accessibility to post-secondary education and for an international education component in the larger systems as vital elements in a quality higher education, as well as positive enterprises in their own right.

From another perspective the under-representation of Canadian faculty in post-secondary education, and the exceptionally large numbers of American faculty, is a matter for concern.

While we do not support the use of rigid quotas for “Canadianization” of faculty that disregard the general qualifications of academic staff, we do see a need for maintaining, within a broad internationalism, the Canadian character of higher education.

1.4. Funding of Post-Secondary Education

The CSA believes that government policies of restraint and cutbacks have a particularly deleterious effect upon the quality of education. The most innovative academic programs, the equipment in need of maintenance and updating, the new books and journals essential to the preservation of the library collection, the extra hours that facilities are open, the non-academic supports for students, are all vulnerable to underfunding.

The CSA opposes any proposals that advocate tuition fees as a partial or total solution to the problem of post-secondary underfunding. The CSA opposes any attempt or movement towards deregulation of post-secondary tuition fees, and calls for them to be frozen, and for steps to be taken towards their elimination.

The CSA calls on the federal and provincial governments to sufficiently fund post-secondary education by means of a progressive taxation system. The CSA is committed to working at a local level to convince our representatives to both governments to commit themselves to adequate post-secondary education funding.

1.5. Student Aid

The CSA strongly condemns any form of student assistance that inherently discriminates against students due to their social or economic backgrounds, that does not take into account the post-graduation earning potential of students, and that permits a rationalization for the continuation or increase of student fees.
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The CSA calls on the federal and provincial governments to institute a progressive system of student aid in the form of grants only, based solely on financial need of the student, not their family, and a realistic assessment of the costs incurred while pursuing a post-secondary education.

2.0. Students Rights Issues

2.1. Declaration of Student Rights

The CSA endorses and will work to enact the following Declaration of Student Rights:

We declare that a full policy of non-discrimination against students must be enforced at all educational institutions within Canadian society. Further, every person has the right to equal treatment without being discriminated against because of race, national or ethnic origin, religion, sex, gender orientation, ability, family status, sexual orientation, political belief or socio-economic background.

2.1.1. The following are the rights of all students in Canada:

- The right to an education
- The right to an accessible, high quality education, free of tuition and incidental fees
- The right to financial grants for all students, the amount of which is to be determined solely on individual need, not family income
- The right of part-time students to financial grants on the same basis as all other students
- The right to financial grants that are completely portable
- The right to financial grants for those receiving disability pensions regardless of the program in which they are enrolled
- The right to grants which cover incurred extra costs of students with disabilities, associated with their disability and their program of study
- The right of all students accepted for study in Canada regardless of citizenship, to receive an education in Canada without being subject to differential fees
- The right to an educational environment free of sexual harassment
- The right of disabled students to equitable access to all institution buildings
- The right of students to an education in their native or official language
- The right of students once having entered a program to complete their program on the same terms that existed at
the time of their admission to that program

- The right to employment at a fair and equitable wage
- The right to equal pay for work of equal value
- The right to education leave with job security, for any type of education
- The right of all students to organize and participate in democratic, autonomous student organizations which represent students on their respective campuses
- The right of all students to adequate representation by their student organizations
- The right of the institution’s student organizations to have access to their membership lists, including names, addresses and phone numbers
- The right of student organizations to incorporate independently of the institution’s administration
- The right of student organizations to have access to all technical services, such as printing services, audio-visual services, and computer services, which are available at the institution
- The right of student organizations to have sufficient on-campus office space without charge
- The right of all students and student organizations to participate in political actions such as boycotts, walkouts, demonstrations or strikes without fear of recrimination
- The right of student organizations to publicize their activities in reasonable places
- The right to medical services
- The right of the individual to have access to any and all personal documentation held by an organization and the right of the individual to withhold release of any such documentation
- The right of copyright to all original work produced by the student
- The right to participate in the formulation of objective course and instructor evaluations
- The right of students to be informed of the evaluation procedures and criteria at the commencement of the course. These procedures and criteria, once established and agreed to by students, shall not be altered without the consent of both parties
- The right to a legitimate appeals procedure in all cases of penalization
- The right to student parity on all decision-making bodies affecting the lives of students
The Central Student Association formerly part of Appendix E: Issues and Organizational Policy

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- The right to redress all grievances
- The right to a safe and healthy environment in which to pursue studies and in which to go to and from studying
- The right to transfer credits of equal status from one post-secondary institution to another
- The right of students to an established grievance procedure to deal with cases of sexual harassment and other human rights concerns
- The right of cultural and linguistic minority student groups to immersion programs in their native languages and one of the official languages
- The right of cultural and linguistic minority student groups to have their language(s) taught at any post-secondary institution
- The right of cultural and linguistic minority student groups to special programs, clubs and organizations
- The right of residence students to tenant status
- The right to accessible, subsidized, quality child care facilities
- The right to quality health services
- The right of the individual to control over their body
- The right to accessible public transportation provided at an affordable cost
- The right to affordable housing
- The right to take part in the formation of, and have control in the management of, student services to accommodate the needs of students
- The right of students to religious freedom
- The right of students to classes and programming that do not conflict with religious obligations
- The right to organize and participate in mass demonstrations without harm, prejudice or intimidation.

2.2. Declaration of Rights of the Woman Student

The CSA endorses and will work to enact the following Declaration of Rights of the Woman Student:

- All women have the right to freedom of choice of lifestyle, employment and education as full and equal participants in Canadian society
- All women have the right to access to post-secondary education
- All women have the right to employment, and the right to equal opportunity to employment with equal pay for work of equal value
- All women have the right of access to quality, fully government subsidized child care, provided by adequately trained and paid
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Formerly part of Appendix E:
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Child care workers, since access to education is limited by lack thereof

- The right to a financial student assistance program which meets the needs of full-time, part-time, and single parent students, the majority of whom are women, and which does not require dependence on their parents or spouse
- The right to concrete programs for re-entry of women into post-secondary education to aid women in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs women of all educational and employment opportunities available in order to actively combat streaming of women into traditional fields
- The right of women students to organize since women’s organizations within the student movement are necessary to actively raise the issues faced by women students, to provide a place for women to develop organizational and political skills and to provide a forum where women can develop a sense of unity and co-operation
- The right of women students to a students’ union which recognizes, promotes and funds a women’s organization on campus to facilitate involvement in women’s issues
- The right to an education through non-sexist instruction, textbooks and materials, recognizing that some literature and materials must be viewed relative to their historical or social context but that all instruction, contemporary textbooks and materials should be free of sexual stereotyping and discrimination
- The right to an educational environment free of advertisement, entertainment programming and/or materials which promote violence against women, sexual stereotyping and discrimination
- The right to government-funded women’s studies courses in post-secondary institutions
- The fundamental right of all women to control their bodies
- Access to safe, reliable birth control and family planning information and the right of choice in the method
- Freedom of choice choosing one’s stance in the matter of abortion
- Access to quality health services and counseling which meet the needs of women students and respect a woman’s control of her body
- Freedom of expression of sexual orientation
- Freedom from sexual assault and all other forms of violence
- The right to an educational environment free of sexual harassment
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2.3. Declaration of Rights of Racialized Students

The CSA endorses and will work to enact the following Declaration of Rights of Racialized students:

- All racialized people have the right to freedom of choice of lifestyle, association, employment and education as full and equal participants in Canadian society
- All racialized people have the right to access to post-secondary education
- All racialized people have the right to employment, and the right to equal opportunity to employment with equal pay for work of equal value
- The right to a financial assistance program which meets the needs of racialized students
- The right to concrete programs for re-entry of racialized people into post-secondary education to aid racialized people in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs racialized people of all educational and employment opportunities available in order to actively combat streaming of racialized people into traditional fields
- The right of racialized students to organize as racialized people, since organizations pertaining to racialized people within the student movement are necessary to actively raise the issues faced by racialized students, to provide a place for racialized people to develop organizational and political skills, and to provide a forum where racialized people can develop a sense of unity and cooperation
- The right to organize events of an educational, cultural, athletic, political or other nature which serve to promote a sense of identity and community among racialized people
- The right of racialized students to a students' union which recognizes, promotes and funds an organization for racialized people on campus to facilitate involvement in issues pertaining to racialized people
- The right to an education through non-racist instruction, textbooks, and materials recognizing that some literature and materials must be viewed relative to their historical or social context, but that all instruction, contemporary textbooks, and materials should be free of racial stereotyping and discrimination
- The right to programs of study and courses dealing with issues pertaining to racialized people, including, but not limited to, history, sociology, culture, sexuality, psychology, political, and legal history and status
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- The right to an educational environment free of racist harassment, and racial violence
- The right to effective legal and academic grievance procedures recognized by students, faculty and support staff
- The right to celebrate cultural, religious, spiritual, or political days of significance on campus
- The right to non-discriminatory, adequate, affordable and safe housing.

2.4 Declaration of Rights of Lesbian, Gay, Bisexual, Transgender, Transexual, Intersex, Two-Spirit, Non-Gender Identified, Queer and Questioning Students

The CSA endorses and will work to enact the following Declaration of Rights of Lesbian, Gay, Bisexual, Transgender, Transexual, Intersex, Two-Spirit, Non-Gender Identified, Queer and Questioning Students:

- The right to equal access to, equal treatment in, and freedom from harassment, in employment, housing and provision of public services
- The right to live freely and openly as full and equal participants in Canadian society
- The right to equal access to, equal treatment in, and freedom from harassment in, post-secondary education
- The right to resources which assist in the development of a positive and healthy identity for lesbian, gay, bisexual, transgendered, transsexual and intersexed people
- The right to organize events of an athletic, cultural, educational or other nature which serve to promote a sense of identity and community among gay, lesbian, bisexual, transgender, transsexual and intersex people
- The right to organize free from harassment and discrimination within the student movement with equal access to facilities, resources, space and funding of post-secondary campuses, so as to provide a place for lesbian, gay, bisexual, transgender, transsexual and intersex people to develop organizational and political skills, and a sense of identity and community in a liberating environment
- The right to programs of study and courses dealing with lesbian, gay, bisexual, transgender, transsexual, and intersex topics, including, but not limited to, history, sociology, culture, sexuality, psychology, politics, and legal history and status
- The right to fair and honest treatment in the classroom of lesbian, gay, bisexual, transgender, transsexual and intersex people’s historical figures, events, issues, movements, and contributions, in all areas of curricula
- The right to counseling in a receptive and gay/lesbian/bisexual/trans positive environment
The Central Student Association (previously part of Appendix E: Appendix I – Issues Policy) issues and organizational policy includes:

- The right to a cultural and academic environment free from heterosexist images and presumptions
- The right to celebrate all queer pride events and cultural days
- The right to professional services provided by lesbian, gay, bisexual, transgender, transsexual or intersex professionals, or professionals who specialize in providing positive services to lesbian, gay bisexual, transgender, transsexual or intersex clients
- The right to custody or adoption of children on an equal basis to heterosexual women and men
- The right to legal recognition of same gender domestic relationships, including the right to enter incident thereto
- The right to effective legal and academic grievance and appeal procedures.
- The right to fully covered, effective health services specific to transgender, transsexual and intersex students
- The right to self-determine one’s own identity and gender with no imposed restrictions by either government or university administration
- The right to have one’s chosen identity and gender respected and acknowledged in all public forums.

2.5. Declaration of Rights of International Students

The CSA endorses and will work to enact the following Declaration of Rights of International Students:

- The rights stated in the “Declaration of Student Rights”
- The right to fair and understandable guidelines for the financial resources they are required to have for study in Canada, and the right that these guidelines preclude the expulsion of international students from Canada for reason of shortfalls in funds caused by unanticipated cost increases
- The right to be issued temporary work permits to financially enable them to continue their studies in Canada
- The right to collect employment insurance when they are required to pay employment insurance premiums
- The right not to be penalized for political expression
- The right to a public appeal process when faced with the possibility of expulsion from Canada
- The right to access to the full scope of information regarding their status as international students
- The right to obtain visas lasting for the duration of their studies in Canada
- The right to pay taxes and receive social service benefits on the same basis as other Canadian students
- The right to be reimbursed for contributions made to the Canada Pension Plan if they leave Canada permanently upon the completion of their studies
Should only pay and be subjected to tuition fees on the same basis as Canadian students

The right to cultural orientation and familiarization with administrative bureaucracy (January 1994).

2.6. Declaration of Right of Aboriginal Students

The CSA endorses and will work to enact the following Declaration of Rights of Aboriginal Students:

- The CSA recognizes and supports Aboriginal peoples’ inherent rights and titles
- The right to accessible, high quality post-secondary education, free of tuition and incidental fees and a financial assistance program that meets the specific needs of Aboriginal students
- The right to programs of study and courses dealing with issues pertaining to Aboriginal peoples. These include, but are not limited to history, sociology, culture, sexuality, psychology, political and legal history and status
- The right to celebrate cultural religious spiritual or political days of significance on campus
- The recognition of Aboriginal languages, traditional Aboriginal knowledge and Aboriginal experiences as valid forms of educational qualifications for post-secondary education
- The right to concrete programs for entry and or re-entry of Aboriginal people into post-secondary education. The purpose of said programs being to aid Aboriginal people in overcoming the systematic barriers that cause inadequate background and or interrupted studies
- The right to organize and participate in autonomous student organization that represents Aboriginal issues on campuses
- The right to academic counseling that informs Aboriginal students of all educational and employment opportunities available in order to actively combat streaming of Aboriginal people in traditional fields.

2.7. Declaration of Rights for Students with Disabilities

The CSA endorses and will work to enact the following Declaration of Rights of Students with Disabilities:

- The right to accessible, high quality post-secondary education
- The right to freedom of choice of lifestyle, employment and education as full and equal participants in Canadian society
- The right to employment, and the right to equal opportunity to employment
- The right of access to quality, fully government subsidized health care
Central Student Association

Appendix I – Issues Policy

- The right to a financial student assistance program which meets the needs of both full-time, and part-time, and single parent students
- Access to fully subsidized resources and equipment to ensure full access to the University and all its amenities
- The right to concrete programs for re-entry into post-secondary education to aid students in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs students of all educational and employment opportunities available in order to actively combat ability stereotypes
- The right to an education through non-ableist instruction, textbooks, resources, and materials
- The right to an educational environment free of harassment
- The right to effective, legal and academic grievance procedures recognized by students, faculty and support staff
- The right to academic resources available in alternative formats
- The right to affordable and accessible public transportation.

3.0. Environmental Policy

3.1. Purpose

To work towards creating an environmentally friendly campus by setting an example for the university and the greater Guelph and global community.

3.2. Definition of Terms

3.2.1. The environment is the natural world, the local community we all share, as well as the mental environment of which we are all participants. This includes, but is not limited to social, ethical, and environments.

3.2.2. A consumable is something which, once used, is discarded.

3.3. Guiding Principles

3.3.1. Cooperation and Operation Integration: With the cooperation of the university community, an environmental culture and sustainable practice must be integrated into CSA operations.

3.3.2. Responsible and Sustainable Solutions: Economic considerations must be acknowledged; however, the cost of being environmentally sustainable must be accepted and incorporated.

3.3.3. Minimization of our Environmental Impact: Reducing impact on all aspects of the environment will help the CSA work towards a more sustainable organization that is economically efficient and socially responsible.
3.3.4. Fostering Awareness and Participation: Through an active and visible presence in the university’s environmental community, encourage other groups to buy into the process through developing values, knowledge, and skills which will lead to environmentally sound decisions.

3.3.5. Partnerships: Community partnerships will be developed on and off campus. Some groups include:
- University of Guelph Physical Resources
- Sustainability Coordinator
- Guelph Students for Environmental Change (GSEC)
- Ontario Public Interest Research Group (OPIRG - Guelph).

3.3.6. Responsibility, Commitment and Action
- Any members of the CSA may bring forward an initiative that may pertain to this policy
- Executive and Directors of the CSA are ultimately responsible for the implementation of these tasks and initiatives required to fulfill this policy.
- Each Executive will work on issues pertaining to their specific portfolios and work together with the Executive Committee and the Board of Directors to achieve an end which holds the CSA’s best interests in mind.

3.3.7. Continuous Improvement and Review
- This policy is to be reviewed annually to ensure that its guiding principles, objectives and commitments are being met.

3.4. Objectives

3.4.1. Conduct Research
- Identify existing practices pertaining to environmental sustainability
- Investigate new alternatives pertaining to environmental sustainability and network with other universities involved campus sustainability efforts
- Keep a database of community partnership contact information.

3.4.2. Engage Lobbying Efforts
- Participate in and support efforts made by the university, the students, as well as other members of the greater Guelph community
Communicate concerns about current environmental issues on campus to the university administration
Maintain and strengthen relations with the City of Guelph to continue cooperative programs in the environmental interest of the University of Guelph
Disseminate information on collaborative initiatives between the CSA, the university, and the Guelph Community
Encourage the university to adopt a policy founded on the same principles as this policy
Encourage Resource Sustainability on the University of Guelph Campus
Collaborate internally with the CSA Executive and staff to monitor and reduce the intake of consumables
Reduce the amount of harmful chemicals used in cleaning and/or maintenance of environmental soundness, effectiveness, ease of disposal and packaging of the product
Work towards energy efficiency in all CSA operations, including but not limited to the Bullring, and the CSA main office
Reduce the consumption of paper in the CSA and work towards purchasing only post-consumer recycled paper
Employ environmentally friendly alternatives, wherever possible
Work with Hospitality Services to decrease the use of disposable food containers through alternative materials and incentives
Establish a widespread commitment on the part of all staff and members of the CSA to reduce the quantity of consumables used on a yearly basis.

3.4.3. Engage in Composting
- Develop and maintain partnerships with various Guelph community organizations for information and resource sharing
- Promote composting to all students, staff, and faculty through educational sessions such as vermicomposting workshops and by distributing educational materials.

3.4.4. Cooperate with and Ensure the Viability of the Campus Recycling System
- Work with the Physical Resources Sustainability Coordinator to promote and educate the university on the proper recycling procedures and the available recycling options
- Make available the university and the City of Guelph recycling information on the CSA website
Work with the Physical Resources Sustainability Coordinator to ensure that recycling information is available to all students.

3.4.5. Promote and Research Alternate Transportation Choices

- Encourage single occupancy vehicle (SOV) commuters to make the transition to an alternative mode of transportation
- Promote the advantage of using sustainable modes of transportation to students
- Produce an information package or user guide for present and incoming students promoting the CSA bus pass, the CSA Bike Centre, as well as other alternative transit resources
- Maintain and promote the Bus Beef initiative

3.5. Bottled Water

3.5.1. When clean, local tap water is readily available across campus, bottled water is environmentally harmful. The CSA is committed to providing tap water alternatives to help facilitate a cultural shift away from bottled water.

3.5.2. For all CSA meetings (Board of Directors, committees, training, etc.) in which water is provided, a tap water alternative to bottled water will be provided.

3.5.3. Whenever feasible, the CSA will provide an alternative to bottled water at CSA events

3.5.4. The CSA will extend this ‘alternative to bottled water’ service to all affiliate groups and clubs and strongly encourage them to follow this sustainable practice

3.5.5. Where bottled water is sold by the CSA, e.g. Bullring and vending machines, targeted, educational information will be posted regarding the environmental impact of bottled water and where tap water may be found nearby.

3.6. Policy Review

3.6.1. The CSA Executive Committee shall review this policy and provide a report and recommendations to the CSA Board of Directors on an annual basis.
CSA Rules of Order

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.

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These CSA Rules of Order were last amended by the CSA Board on April 3, 2019.

The following Rules of Order pertain to the affairs of the University of Guelph Central Student Association. These Rules of Order precede all previous Rules of Order, written or implied.
1.0. Quorum for CSA Board of Director Meetings

1.1. Counting towards Quorum

1.1.1. To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.

1.1.2. For an elected “At-Large” representative Board Member to be counted towards quorum, the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.

1.1.3. For an appointed College government and/or Student Organization Board Member to be counted towards quorum, they must be ratified at a Board of Director Meeting.

1.2. Fall and Winter Terms

1.2.1. Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.2.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.2.1., quorum would be 16 members (rounding up) if all Board Member positions are filled and appointed.

1.2.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be half of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be nine voting Board Members (rounding up to the nearest whole number). At all times, quorum must be a minimum of three members. [Amended by Board – April 3, 2019]

1.2.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.
1.2.5. In the event of an Executive Officer position becoming vacant, all a majority of filled Executive Officer positions are required to meet quorum.  

[Amended by Board – October 24, 2018]

1.2.6. Proxies or alternates shall not be allowed for quorum or for voting.

1.3. Summer Term

1.3.1. Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.2. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, 31 positions hold the right to vote. Therefore, as per point 1.3.1., quorum would be ten members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.3.3. In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Manager (PTM), quorum shall be a third of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be six voting Board Members (rounding to the nearest whole number). At all times, quorum must be a minimum of three members.  

[Amended by Board – April 3, 2019]

1.3.4. The Board of Directors as a whole consists of 35 Board Member positions. Of these 35 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External. The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1., at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.3.5. In the event of an Executive Officer position becoming vacant, all a majority of filled Executive Officer positions are required to meet quorum.  

[Amended by Board – October 24, 2018]

1.3.6. Unless Fall and Winter Terms quorum is reached (point 1.2.1.), there shall be no amendments to the CSA Rules of Order or Bylaws.
1.3.7. Matters involving policy shall be permitted but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 - Organizational, Section 12 - Adoption and Amendments of Bylaws.

1.3.8. Proxies or alternates shall not be allowed for quorum or for voting.

2.0. Speakers List

2.1. Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.

2.2. The CSA Board of Directors tries to operate through the lens of gender parity. This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue. This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples. Board members or Executive are encouraged to raise a Point of Order if they feel as though this mandate is not being followed by others at the table.

2.2. The CSA speakers list will prioritize first-time speakers.  
[Amended by Board – April 3, 2019]

3.0. Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept:

3.1. All submissions, with the exception of new business shall be in writing and placed in members’ boxes three days previous to that week’s meeting, for members to read, and talk/think about; All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda. The Policy & Transition Manager shall be responsible for the creation of the Board packages.  
[Amended by Board – November 28, 2018]

3.2. There shall be no reading of reports, policies, etc., that are in the Board packages. Exceptions can be made for accessibility purposes at the discretion of the Chair. All whereas clauses, preambles and motions are to be read aloud before the vote. The Board may vote to omit the reading of preamble/whereas statements with unanimous consent on a per item basis.  
[Amended by Board – November 28, 2018]

3.3. Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.
3.4. Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

3.4.1. If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.

3.5. In discussion, there shall be no repetition of comments. If a person should repeat a statement previously made, they may be ruled out of order by the Chair.

3.6. New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New Business.

3.7. All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.

3.8. Oral reports are not permitted.

3.9. Any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present. Presentations that are not submitted in the Board package will only be allotted a maximum of five minutes to present. This time may be extended by a motion of the Board of Directors requiring a two-thirds majority.

3.9.1. The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.

3.10. Meetings will be no longer than five hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a two-thirds vote of the Board of Directors where debate shall be limited only to the length of the extension.

3.10.1. Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

3.11. **Roll Call Vote**

3.11.1. When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final
numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2. Roll call votes shall be used for any changes to the CSA Bylaws.
3.11.3. A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

[Amended by Board – January 23, 2019]

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3. A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

[Amended by Board – January 23, 2019]

4.0. Meeting Accessibility

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

4.1. The Policy & Transition Manager shall be responsible for ensuring the following:

4.1.1. All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or Braille, upon request.

4.1.2. All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.

4.1.3. Any additional accommodations requested by Board members or guests are implemented in an appropriate and confidential manner.

4.2. The External Chair shall be responsible for ensuring the following:

4.2.1. Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.
4.2.2. All motions are read aloud before members are requested to discuss or vote on them.

4.2.3. Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.

4.3. The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy & Transition Manager regarding all Board Meeting accessibility needs and concerns.

4.4. Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.

4.5. Participants should not feel they must disclose their disability in order to fully engage in meeting business. Every effort must be made to ensure that the confidentiality of members’ accessibility needs is not disclosed at the Board level.

5.0. Challenging the Chair

5.1. A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair’s ruling.

5.2. If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President or another member chosen by the Board will facilitate the remaining agenda items.

5.3. If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

6.0. In Camera Policy and Procedures

6.1. Background

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual’s privacy and/or harm the corporation.

This has been the traditional understanding of the in camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.
Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in camera session.

6.2. In Camera Minutes

6.2.1. In camera minutes shall be recorded at any time the Board decides to move in camera to discuss an agenda item.

6.2.2. The Board Scribe and Policy & Transition Manager shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

6.2.2.1. The Board Scribe and Policy & Transition Manager shall not be included in in camera sessions where the topic of discussion pertains to any staff, Director, or Executive Human Resources issue.

6.2.3. Any Director, including an Executive Officer, who is currently ratified to the Board of Directors, shall have access to any approved in camera minutes stored by the organization by contacting the Policy & Transition Manager.

6.2.3.1. The Board Chair shall also have access to in-camera minutes.

6.2.3.2. The Board of Directors shall have the power to grant access to in camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

6.2.4. A hard copy of in camera minutes shall be distributed in camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

6.2.5. All motions decided during in camera sessions shall be recorded in public minutes.

6.2.6. In camera minutes will be stored electronically by the Policy & Transition Manager.

6.3. Procedures Following Accusations of a Breach of Confidentiality

6.3.1. All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.3.2. A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.
6.3.3. The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.

Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.

Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

6.3.4. When the case is brought to the Board by the committee, all proceedings shall move in camera.

6.4. Order of Proceedings

6.4.1. The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.

6.4.2. The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.

6.4.3. The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.
6.4.4. The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the *in camera* session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.

6.4.5. If found to have breached the confidentiality of an *in camera* session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases whether the information has no merit or relevance.

6.4.6. The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of *in camera*, at which time the decision shall be written and voted on in a formal motion.

6.5. **Suggested Penalties**

6.5.1. Directors including Executive (in order of severity):

- A written apology to those directly affected
- A written apology to the CSA and those affected to also be sent to the Ontarion
- Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

6.5.2. CSA staff

- If a staff member is found to have violated the confidentiality of an *in camera* session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.”
- All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.