
2020-2021

Director Committee Recruitment

May 21, 2021
Pete Wobschall, Policy & Transition Manager

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More Information

More information on most committees can be found in the associated [policies and bylaws found here](#).

Appendix A – Internal CSA Policy

2.0. Standing Committees

- 2.2. Executive Committee
- 2.3. Executive Evaluation Committee
- 2.4. Finance Committee
- 2.5. Petitions, Delegations and Representations (PDR) Committee
- 2.6. Policy and Bylaw Review Committee (PBRC)

3.0. Operational Committees

- 3.1. Accessibility Working Group (AWG)
- 3.2. Bike Centre Committee
- 3.3. Capacity, Analysis, and Planning Committee (CAPCOM)
- 3.4. FoodBank Committee
- 3.5. Student Health and Advocacy Centre (SHAC) Advisory Committee

Other CSA Committees Not Included in Policy or Bylaws

- Student Health and Dental Plan Committee
- CSA/GSA Transit Committee
- University of Guelph's Information Technology Student Advisory Committee (ITSAC)

Summary of Director Appointments

Committee	Appointed Director(s)	Appointed Board Meeting Date
Executive Evaluation Committee		
Finance Committee		
Petitions, Delegations and Representations (PDR) Committee		
Policy and Bylaw Review Committee (PBRC)		
Accessibility Working Group (AWG)		
Bike Centre Committee		
Capacity, Analysis, and Planning Committee (CAPCOM)		
FoodBank Committee		
Student Health and Advocacy Centre (SHAC) Advisory Committee		
Clubs Tribunal (CSA Clubs Conduct Tribunal)		
Elections Appeals Board (EAB)		
Standing Referendum Committee (SRC)		
Student Health and Dental Plan Committee		
CSA/GSA Transit Committee		
University of Guelph's Information Technology		

Committee	Appointed Director(s)	Appointed Board Meeting Date
Student Advisory Committee (ITSAC)		
Cannon.ca Operating Committee		
Teaching Excellence Award Selection Committee		

Executive Evaluation Committee (EEC)

The EEC is currently not active; the CSA's Policy & Bylaw Review Committee is currently developing revised process for evaluating Executives with planned implementation for Fall 2021.

Policy Reference

Full information: Appendix A, Section 2.3.

Membership

6 members in total:

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

Mandate

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.

Finance Committee

Policy Reference

Appendix A – Section 2.4.

Membership

6 members in total:

- President
- Second member of the Executive Committee
- Three members from the Board of Directors
- Business Manager

Mandate

The Finance 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.

Purpose:

- 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.
- To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- To provide input to the budgetary process before it is presented to the Board of Directors.
- 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.

Petitions, Delegations and Representations (PDR) Committee

Policy Reference

Appendix A – Section 2.5.

[More information can be found on this page.](#)

Membership

Maximum of 6 members in total:

- President
- One At-Large or College representative (Director)
- One Student Organization representative (Director)
- One additional Executive Officer
- Remaining seats may be filled by up to two members of the CSA Board of Directors

Mandate

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

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

Groups or individuals are encouraged to come before the PDR Committee to request support or sponsorship of any event, program, or campaign. Requests for various types of support may include, but are not limited to, promotion, volunteer recruitment, financial aid, technical assistance, resources, office space and transportation. PDRs are not usually granted for operational costs, salaries, honoraria, or alcohol costs.

As per PDR policy, CSA Staff members, or programs may not submit requests. This includes any event or initiative co-sponsored by the CSA.

In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year (May to April). In order to qualify for future funding all recipients must present a written report to the Communications & Corporate Affairs within one month of the event or initiative.

Purpose

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

Policy and Bylaw Review Committee (PBRC)

Policy Reference

Appendix A – Section 2.6.

Membership

- Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- Quorum shall be three ratified members, one of which must be a Director of the CSA

Mandate

- To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- 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.
- To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

Accessibility Working Group (AWG)

Policy Reference

Appendix A – Internal CSA Policy, Section 3.1.

Membership

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.

No minimum or maximum requirements in policy:

- Vice President Academic (Chair),
- Students
- CSA Staff
- CSA Board Members.

Mandate

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.

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

Capacity, Analysis, and Planning Committee (CAPCOM)

Policy Reference

Appendix A – Section 3.3.

Membership

Minimum of six members:

- 2 x Executive Officers
- 4 x Directors
- Additional members may be appointed by the committee from within the CSA membership and staff.

Mandate

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.

Responsibilities

- To review the final report created by the previous year's CAPCOM
- 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
 - A summary of the problem and the desirable outcomes
 - A timeline of progress and completion of dates.
- To make regular reports to the Board on the committee's progress
- 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
- At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

Student Health and Advocacy Centre (SHAC) Advisory Committee

Policy Reference

Appendix A – Section 3.5.

Membership

Minimum of six members:

- VPA
- SHAC Coordinator
- 1 x SHAC volunteer
- 3 x Directors

Mandate

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.

Purpose

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.

Clubs Tribunal (CSA Clubs Conduct Tribunal)

Policy Reference

Appendix F, Section 4.0.

Membership

- VPSE
- 2 x Directors

Mandate

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.

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 email and letter.

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.

The CSA Clubs Conduct Tribunal will meet on an as-needed basis at the request of the Clubs Administrative Coordinator.

Elections Appeals Board (EAB)

Policy Reference

Appendix G, Section 27.

Membership

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.

- 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.

Mandate

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.

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.

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.

The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

Standing Referendum Committee (SRC)

Policy Reference

Appendix G, Section 7.

Membership

- Chief Returning Officer
- Minimum of two Directors.

Mandate

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.

Student Health & Dental Plan Committee

Policy Reference

Terms of Reference (TOR not included in CSA policy or bylaw)

Membership

Voting Seats

- Director of Student Wellness Services – Health Perspective
- GSA VP Finance – Graduate Student Perspective
- CSA President – Undergraduate Student Perspective
- CSA Business Manager – Financial/Administrative Perspective
- CSA Board Member – Undergraduate Student Perspective

Non-Voting Seats

- GSA Office Manager
- CSA Office Manager & Executive Support
- Gallivan & Associates Staff
- Health Benefits Office Service Provider

The non-voting seats are included as an additional resource for the committee. In addition, they allow the individuals who work most closely with the students to be informed about any changes to the plan, as well as any concerns of students. Attendance of non-voting members is not required, nor does their attendance count towards quorum.

Mandate

The purpose of this committee is to make decisions regarding the student health and dental plans at the University of Guelph. The committee is responsible for, but not limited to, appointment of broker for the health and/or dental plan, signing of contracts, changes to benefit

coverage, setting annual premium rates, determining appropriate financial management of reserve accounts and communicating pertinent information to the student body.

CSA/GSA Transit Committee

Policy Reference

Terms of Reference (TOR not included in CSA policy or bylaw)

Membership

Voting Seats

- GSA VP External, or delegate
- CSA VP External
- CSA President
- CSA Business Manager
- Manager, Off-Campus Living
- CSA Board Member
- GSA Board Member

Non-Voting Seats

- GSA Office Manager
- CSA Office Manager (Scribe)
- General Manager, Guelph Transit
- Interested individuals at the discretion of the co-chairs

The non-voting seats are included as an additional resource for the committee.

Mandate

The CSA/GSA Transit Committee (hereafter “the Committee”) is a committee duly appointed by both Associations. The Committee is the formal link between Guelph Transit, Students, University Administration and each respective Board of Directors.

Purpose

- The Committee shall enforce the contracts and monitor service for the Student Universal Bus Pass and Late Night Service.
- The Committee shall communicate Transit issues efficiently and promptly and at all times prioritize the needs and concerns of students.

University of Guelph’s Information Technology Student Advisory Committee (ITSAC)

Policy Reference

Not included in CSA bylaw or policy. Terms of Reference (TOR) [can be found at this link](#).

Membership

Group	Number of Representatives
Central Students Association (CSA) (Director)	1
Graduate Students Association (GSA)	1
Student Senate Caucus	1
College of Arts Student Union (CASU)	1
College of Biological Science Students Council (CBSSC)	1
Central Veterinary Student Association (CVSA)	1
College of Physical & Engineering Sciences (CPES)	1
College of Social and Applied Human Sciences Student Alliance (CSAHS-SA)	1
Student's Federation of the Ontario Agricultural College (SFOAC)	1
College of Business and Economics (CBESA)	1
Centre for Students with Disabilities (CSD)	1
Interhall Council	1
Guelph-Humber Student Association (GHSA)	1
CCS Help Centre student	1
CCS Help Desk student	1
CCS staff members	2
ITSIG- Information Technology Special Interest Group (ITSIG)	1
Library Information Technology Services (ITS) staff member	1
Undergraduate Student Members at Large	3
Graduate Student Members at Large	2

Mandate

ITSAC was established in 2002 to offer a forum for students and IT staff to discuss campus technology priorities and issues.

ITSAC's membership includes representatives from college student governments across campus as well as members at large to discuss current and new IT initiatives and is mandated to submit a report each year.

theCannon.ca Operating Committee

Policy Reference

Appendix B, Section 2.

Membership

- President
- VPSE
- CSA Programmer

Mandate

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.

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.

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.

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

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.

Teaching Excellence Award Selection Committee

Policy Reference

Terms of Reference is currently being developed by this committee as per direction from the Board of Directors at their meeting on January 27, 2021.

More information available, including the nomination form, at [this CSA weblink](#).

Membership

Voting Seats

- VP Academic (Chair)
- 2 x Directors

Mandate

The Teaching Excellence Award is presented by the Central Student Association (CSA). The CSA recognizes the important role that undergraduate instructors have on the students in their courses and the importance of education in general. This award is designed to recognize and show appreciation for the contributions of outstanding instructors on the University of Guelph campus.

The Teaching Excellence award is given annually to a maximum of two (2) instructors. All nominees must teach undergraduate students and the nominator must be an undergraduate student.