



2022 CSA AGM

Agenda Package Supplemental

**Annual Policy Revisions as
Approved by the CSA Board of
Directors**

Appendix A Internal CSA Policy



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This is a copy of Appendix A - Internal CSA Policy prior to being separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy as approved by the CSA Board of Directors on October 27, 2021.

A track changes version is provided following this clean version.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Pete Wobschall , Policy & Transition Manager	
Signature 	Date June 2, 2021

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1.0 Director and Executive Files

- 1.1.1** Files shall be created for each Director, as determined by the Board of Directors.
- a) These files shall be kept separate from staff files.
 - b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.
- 1.1.2** These files may include, but are not limited to, confidentiality agreements, and grievances.
- 1.1.3** The Director and Executive files (hereafter referred to as “the files”) shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.
- a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.
 - b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.
- 1.1.4** Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.
- 1.1.5** Files shall be kept for five years after the Executive’s or Director’s term.

2.0 Standing Committees

2.1 General Rules

- 2.1.1** All standing committees of the CSA shall take minutes at each one of its respective meetings.
- 2.1.2** All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

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2.2 Executive Committee

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

2.3 ~~Executive Evaluation Committee~~

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

2.4 Finance Committee

Terms of Reference

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

2.4.1 Purpose

- a) To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- b) To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- c) To provide input to the budgetary process before it is presented to the Board of Directors.
- d) To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

2.4.2 Membership of the Committee

- a) The Committee shall be made up of six members: the President, a second member of the Executive Committee, three members from the Board of Directors, and the Business Manager.

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- b) Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.
- c) Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

2.4.3 Responsibilities of the Committee Members

- a) To act at all times in the best financial interests of the students and all levels of the CSA.
- b) To adhere to all sections set forth in CSA Bylaw 3 - Financial.
- c) The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.
- d) The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling \$5,000 and over.

2.4.4 Meetings

- a) The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.
- b) Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one voting member the Board of Directors.
- c) Decision-making shall be conducted in a consensus-based model.

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

2.4.5 Reporting

- a) The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:
 - Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
 - Fall semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
 - Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

2.5 Petitions, Delegations and Representations (PDR) Committee

2.5.1 Preamble

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

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

2.5.2 Purpose

- a) To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
- b) To maintain a standardized PDR request form or method.
- c) To make recommendations to the Finance Committee for annual funding for PDR lines.

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

2.5.3 Membership of the Committee

- a) The Committee shall consist of a maximum of six members.
- b) The President shall be a member of this Committee.
- c) One seat on this Committee shall be reserved for an At-Large or College representative.
- d) One seat on this Committee shall be reserved for a Student Organization representative.
- e) One seat on this Committee shall be reserved for an additional member of the Executive Committee.
- f) The remaining seats may be filled by up to two members of the CSA Board of Directors.
- g) The membership of this Committee shall be selected by the Board of Directors.

2.5.4 Responsibilities of the Committee Members

- a) The President shall be the Chair of the Committee.
- b) The Vice-Chair shall be selected by the membership of the Committee.
- c) The Scribe shall be selected by the membership of the Committee.
- d) Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.
- e) Each member shall act as a member of the CSA, and not as a member of their own constituency.
- f) Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority

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

g) The Chair shall have the following responsibilities:

- Facilitate meetings.
- Ensure that proper minutes are taken for every meeting.
- Book meeting locations.
- Compile semesterly reports for the Board.
- Manage all communications to and from the Committee.

h) The Vice-Chair shall have the following responsibilities:

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

i) The Scribe shall have the following responsibilities:

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

2.5.5 Meetings

- a) PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- b) The schedule of meetings shall be at the discretion of the Committee.
- c) Quorum for meetings shall be set at a simple majority of members.
- d) If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.
- e) During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

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2.5.6 Reports

- a) Reports shall be compiled by the Chair and the Vice-Chair of the Committee.
- b) A report shall be submitted to the Board of Directors following each semester. These reports shall include:
 - A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
 - The amount granted for each PDR request, and the line from which that grant was taken.
- c) A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

2.5.7 PDR Requirements

- a) An applicant for PDR funds must be a CSA member of good standing.
- b) Each year, the CSA will budget funds to be made available by request to qualifying groups.
- c) Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.
- d) Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.
- e) Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.
- f) A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.
- g) Should a party requesting funding omit information pertaining to

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CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

2.5.8 PDR Application Process

- a) The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.
- b) Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.
- c) Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.
- d) All parties must also disclose as to whether their organization/ group collects student fees.
- e) Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- f) In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- g) Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

The PDR Committee will rank each funding application based on the

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following priority system:

- i. Internal accredited CSA clubs.
 - ii. Special Status Groups.
 - iii. University of Guelph accredited undergraduate student organizations, other CSA members.
 - iv. Non-members.
- h) The PDR Committee will also consider the following:
- Number of students attending the event.
 - Number of students impacted by the initiative.
- i) Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.
- j) The President will notify organizations within 72 hours of a PDR Committee decision.

2.5.9 Appeals Process

- a) Any party has the right to appeal any decisions made by the Committee on any of the following grounds:
- The Committee violated any CSA Bylaws or Policies.
 - A member of the PDR Committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.
- b) Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.
- c) Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.
- d) Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.
- e) The appealing party will be given fifteen (15) minutes to present

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both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

- f) Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.
- g) The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
 - A motion to deny the appeal and uphold the Committee's decision.
 - A motion to grant the appeal and make any changes necessary to the PDR Committee in order to ensure a fair hearing.
 - A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question.

2.5.10 Amendments

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

2.6 Policy and Bylaw Review Committee (PBRC)

2.6.1 Responsibilities

- a) To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- b) To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- c) To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- d) To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- e) To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

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2.6.2 Membership

- a) Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- b) Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.
- c) Members who miss two meetings without regrets will be de-ratified from the committee.
- d) The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.
- e) At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

2.6.3 Structure

- a) The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.
- b) The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
- c) Quorum shall be three ratified members, one of which must be a Director of the CSA.

2.6.4 Decision Making

- a) The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other

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procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

2.6.5 Reporting

- a) The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.
- b) Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

2.6.6 Conflict of Interest

- a) Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.
- b) Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.
- c) In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

2.6.7 Working Groups

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

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Directors.

- b) The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.
- c) There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.

3.0 Operational Committees

3.1 Accessibility Working Group (AWG)

3.1.1 Preamble

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

3.1.2 Mandate

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

- a) To act as a resource for accessibility within the organization.
- b) To promote the development of critical disabilities assessment within the CSA.
- c) To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.
- d) To explore and deconstruct all real and potential barriers within the CSA.
- e) To promote the reduction of the stigma surrounding disabilities.

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- f) To promote broader understanding of the experiences of students with disabilities.
- g) To promote an accessible environment for all members of the CSA.
- h) To discuss the experiences of members with disabilities.
- i) To ensure that all CSA bylaws and policies become, and continue to be, accessible for all members.
- j) To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.
- k) To uphold and promote the Declaration of the Rights of Students with Disabilities.

3.1.3 Membership

- a) Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.
- b) Membership lists will not be made public outside of the Accessibility Working Group (AWG).
- c) Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

3.1.4 Responsibilities of Members

- a) General Members
 - To uphold the mandate of the AWG.
 - To maintain the confidentiality of the membership.
 - To appoint a Vice-Chair from the membership.
- b) Chair
 - Vice President Academic will be the Chair.
 - Responsible for meeting facilitation.
 - Responsible for acting as a primary contact for the group.
 - To act as a liaison to the greater CSA and university community.
 - Responsible for executing the decisions made by the Accessibility Working Group (AWG).

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- To act in the best interests of the group.
 - To act as a moderator and uphold a safe space for meetings.
 - Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
 - To be aware of diverse abilities of students on campus/ educate yourself.
- c) Vice-Chair
- Act as an assistant to the Chair.
 - In the absence of the Chair take up the responsibilities of the group.
 - Be comfortable disclosing publicly that they are a member of the Accessibility Working Group.

3.1.5 Removal of Members

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

- a) If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.
- The Chair and the Vice Chair will meet with the member in question.
 - If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.
 - Members can be removed immediately by the Chair and Vice-Chair for violation of **Section 8.4.**
- b) Potential members who are a threat to the confidential nature or safe space of the Accessibility Working Group will not be allowed to participate. This decision is made in confidence by the membership.

3.1.6 Meetings

- a) Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
- b) No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

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- c) The Chair will be responsible for compiling a summary of business transacted at meetings:
 - Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.
 - Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.
- d) The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.
- e) The AWG will strive to create and uphold a safe space for all participants:
 - A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
 - A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
 - Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.
- f) Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

3.1.7 Reports

- a) The Chair will submit a report to the CSA Board of Directors at the end of each semester.
- b) The report must include:
 - Overview of membership, without listing names of participants.
 - Timeline of activities.
 - Selected highlights of agenda items and group initiatives.
 - Future work for the next semester.
- c) Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.
- d) All reports must be approved by the membership before submission to the Board.

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3.2 Bike Centre Committee

3.2.1 Preamble

The Bike Centre Committee will aid the Bike Centre Coordinators and the Vice President Student Experience in helping create, direct and review Bike Centre initiatives. The Bike Centre Committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

3.2.2 Membership

- a) Membership shall consist of the Bike Centre Coordinator, two duly appointed Board members, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.
- b) The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).
- c) Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

3.2.3 Meetings

- a) Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.
- b) Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will

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be selected as facilitator.

- c) Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.
- d) The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

3.2.4 Anti-Oppression Commitment

- a) The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

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

- The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.
- The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
- Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
- The Bike Centre Committee should strive for a diverse membership, encouraging Board members, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.
- Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

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3.2.5 Purpose

- a) To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.
- b) To provide constructive critiques / feedback on current projects to give direction for future projects.
- c) To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

3.2.6 Reports

- a) The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.
- b) Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

3.3 Capacity, Analysis, and Planning Committee (CAPCOM)

3.3.1 Purpose

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

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

3.3.2 Responsibilities

- a) To review the final report created by the previous year's CAPCOM.
- b) To produce an initial report to be submitted to the Board of Directors

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by the first Board meeting of the Fall semester. This document will contain the following:

- A list of goals addressing the identified core and perceived structural issues.
 - A summary of the problem and the desirable outcomes.
 - A timeline of progress and completion of dates.
- c) To make regular reports to the Board on the committee's progress.
- d) To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
- A summary of goals, what has been achieved, and the progress made.
 - What did not work and what barriers are to blame.
 - Reflection of committee effectiveness.
 - Suggestions for next year's CAPCOM.
- e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

3.3.3 Membership

- a) Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.
- b) Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

3.3.4 Meetings

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

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- b) The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.
- c) Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.
- d) The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

3.4 FoodBank Committee

3.4.1 Purpose

- a) The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.
- b) The Committee is the formal link between the CSA main office and the CSA FoodBank.
- c) The Committee shall act as an advisory body to any sub-committees of this Committee.

3.4.2 Membership

- a) Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.
- b) Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.
- c) Above members shall be considered active members of the Committee until such time that they are absent for two consecutive

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regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

- d) The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.
- e) Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

3.4.3 Sub-Committees

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

3.4.4 Responsibilities

- a) The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.
- b) The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.
- c) The **Human Resources and Operations Manager**, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- d) All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

3.4.5 Meetings

- a) Decisions must be made on a consensus model of active members.
- b) There shall be a minimum of two (2) meetings per semester, as

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scheduled by the Vice President External and the FoodBank Coordinator.

3.5 Student Health and Advocacy Centre (SHAC) Advisory Committee

Preamble

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

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

3.5.1 Purpose

- a) The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester. This document will contain the following:
 - A summary of findings from its consultative review.
 - A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
 - A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.
 - Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
 - An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

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3.5.2 Membership

- a) Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.
- b) The Board shall appoint three (3) of its members to the Committee before September 30 of each year, for a term ending April 30.
- c) The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

3.5.3 Meetings

- a) The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.
- b) The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.
- c) Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

3.6 Bullring Operations Committee

Preamble

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

3.6.1 Purpose

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

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3.6.2 Membership

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

3.6.3 Responsibilities

- a) The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- b) The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- c) The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.
- d) All members of the Committee shall be responsible for:
 - Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
 - Ensuring the financial viability of the Bullring.
 - Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
 - Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
 - Approving all recurring bookings and major events held outside regular business hours prior to confirmation.
 - Approving all decisions to revoke booking privileges and terms for reinstatement.
 - Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.

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- Conducting a user survey of the Bullring at least once every two years.
- Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

3.6.4 Meetings

- a) All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.
- b) Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- c) Committee meetings shall be held regularly, at least three times a semester.

4.0 Confidentiality

- 4.1 Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.
- 4.2 Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.
- 4.3 A breach of confidentiality may happen for a variety of reasons including but not limited to:
 - 4.3.1 Disclosure of confidential information;
 - 4.3.2 Disclosure of personal information, and
 - 4.3.3 Conflicts of interest.

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- 4.4** During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.
- 4.5** Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.
- 4.6** Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.
- 4.7** All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.
- 4.8** Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.
- 4.9** It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

5.0 Protection of Privacy and Access to Information

Preamble

As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

5.1 Definitions

For the purpose of this policy:

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“Records” means any information stored within the CSA, whether in electronic, print or any other form.

“Personal information” means any information that is recorded within the CSA about any individual.

“Confidential nature” means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

“Secure” means stored in a place that is inaccessible to the public and protected in a reasonable manner.

“Consent” means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

5.2 Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

5.3 Public Access to Information

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

- 5.3.1** Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.
- 5.3.2** Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups.
- 5.3.3** Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.
- 5.3.4** Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.

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5.3.5 Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.

5.3.6 Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

5.4 Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

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

5.4.2 If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

5.5 Collection

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

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

5.5.2 Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

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6.0 Special Projects

- 6.1** Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

- 6.1.1** The project is designed to serve the students of the University of Guelph.
- 6.1.2** Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- 6.1.3** Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).
- 6.1.4** The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

7.0 University Centre Board

7.1 Preamble

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their

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

7.2 Appointments

- 7.2.1** To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.
- 7.2.2** The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.
- 7.2.3** The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.
- 7.2.4** Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

7.3 University Centre Board Undergraduate Student Representatives (UCBUSR)

- 7.3.1** The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.
- 7.3.2** UCBUSR is expected to make regular reports to the CSA Board of Directors.
- 7.3.3** UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.
- 7.3.4** The UCBUSR will meet as a group to discuss the student perspective in

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

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

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

7.4 CSA Position on the University Centre Board

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

- a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.
- b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.
- c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.
- d) To recognize the CSA Board of Director's ability to recall appointed representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

7.5 CSA Board of Directors Directives

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

Suggestions may be given for the following reasons:

- a) The CSA Board of Directors deems the issues to be of significant importance to student interest.
- b) The CSA Board of Directors wishes to make its views known publicly.

7.6 Reserved Rights of the CSA Board of Directors

- 7.6.1** The CSA Board of Directors reserves the right to:

- a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.
- b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.
- c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).
- d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.
- e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.
- f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

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- g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.
- h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

7.7 Recall of UCBUSR Members

- 7.7.1** A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.
- 7.7.2** After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

8.0 Dietary Policy

- 8.1** Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.
- 8.2** Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.
- 8.3** One or more of the options may be removed if the people being served agree unanimously.
- 8.4** An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
- 8.5** The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

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9.0 E-mail Policy

9.1 The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.

9.2 Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.

9.3 The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the **Front Office Manager**.

9.4 There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

9.4.1 Mass E-mail

This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

9.4.2 High Volume E-mail

This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

9.4.3 Listserv

This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

9.5 All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSA By-Laws and Policy Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

9.6 Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

9.6.1 Mass E-mail Set-Up

a) To send a mass e-mail, the President will send the e-mail to the

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Office of Student Affairs.

- b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
- c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

9.6.2 Mass E-Mail Maintenance

There are no maintenance requirements for this mode of communication.

9.6.3 Mass E-Mail Guidelines

The mass e-mails will abide by all policies outlined in this policy.

9.6.4 High Volume E-mail (HVM)

a) General Information

- Set-up begins as early as May 1.
- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.
- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).
- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.
- On April 30 of each school year, CCS will delete the entire list.
- After the numbers for the fall semester are available (e.g. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

b) Guidelines

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- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.
- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.
- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.
- Only one HVM can be sent out in a one (1) week period (every 168 hours).
- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.
- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

9.6.5 Listserv

a) Set-Up

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.
- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) Maintenance

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

c) Guidelines

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

9.6.6 Mass E-mail Endorsement Policy

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- a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.
- b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.
- c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.
- d) The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

10.0 Ethical Purchasing

10.1 Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

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10.2 Definitions

For the purpose of this policy:

‘Services’ means Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

‘Clubs’ means any group or organization accredited through the CSA that is not considered a CSA service.

‘Purchaser’ means the club, service, or Executive that made the purchase in question.

‘Apparel’ means any item that can be worn on the body (i.e., hats, clothes, bags).

10.3 Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one’s body, or bears the logo of the CSA.

10.4 Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph’s Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

10.5 Ethical Purchasing Committee

10.5.1 Purpose: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

10.5.2 Timeline: to meet at minimum once a semester.

10.5.3 Membership: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer

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10.5.4 Quorum: Five members, one of which must be the Vice President External.

10.5.5 Responsibilities of the Chair

The Chair is responsible for the following duties:

- a) Calling the meetings.
- b) Ensuring that a scribe is present.
- c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.
- d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.
- e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

10.5.6 Non-Compliance

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

a) **Informal Warning**

A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**

Written warning on file. Formal apology to the CSA Board of

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Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**

Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

10.5.7 Choosing a Supplier

- a) A supplier may be chosen from the University of Toronto list of suppliers.
- b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.
- c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

10.5.8 Reporting

- a) **Contents:** purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.
- b) **Timelines:** Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.
- c) **Transparency:** the report will be included in the CSA Board package and will be posted on the CSA website.

10.6 Engaging the Membership

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10.6.1 The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

10.6.2 The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

10.7 Policy Review

10.7.1 This Ethical Purchasing policy will be reviewed once every 3 years.

11.0 Accessible Services Provision (AODA)

11.1 Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

11.2 Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

11.2.1 Communication

We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

11.2.2 Telephone Services

We are committed to providing fully accessible telephone service to the

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

11.2.3 Assistive Devices

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

11.2.4 Billing

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

11.3 Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

Fees will not be charged for support persons for admission to CSA events or services.

11.4 Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption,

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its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

11.5 Training of Staff

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

Training will include the following:

- a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.
- b) How to interact and communicate with people with various types of disabilities.
- c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.
- e) The CSA's policies, practices and procedures relating to the service standard.
- f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

11.6 Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with

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disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

11.7 Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

11.8 Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

12.0 Co-Curricular Transcript Policy

12.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

12.2 Validation Requirements

- 12.2.1** Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.
- 12.2.2** Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.

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- 12.2.3** Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).
 - 12.2.4** Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.
 - 12.3** In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:
 - 12.3.1** A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.
 - 12.3.2** Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.
 - 12.3.3** Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).
 - 12.4** Petitions may be heard only after the completion of the Director's term.
 - 12.5** The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.
 - 12.6** All motions to waive requirements for validation must include the following information:
 - a) the name of the Director that the petition is for; and
 - b) the academic year that they were ratified as a Director.
 - 12.7** Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.
 - 12.8** All petitions to waive the validation requirements must be heard on a case-by-case basis.

13.0 Policy Review Policy

- 13.1** All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.

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13.2 Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

13.3 Policy Review Classification

Policy and bylaw reviews are divided into one of the following three classifications:

- a) **Frequent Reviews**
Policies requiring more frequent review than the required minimum three-year review cycle.
- b) **Requested Reviews**
Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.
- c) **Scheduled Three-Year Reviews**
Any remaining policies and bylaws not included in a) or b) above.

13.4 A review of a particular CSA Bylaw or Policy may find no change is needed.

13.5 As a component of its regular reporting requirements, the Policy & Bylaw Review Committee will provide an annual report to the Board of Directors during the Winter Semester to include:

- a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.
- b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once during the three-year period.
- c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.
- d) A list of policy review requests including the date requested, and the name and title of the requester.

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- e) A list of policies reviewed by the PBRC for the current academic year including a summary of changes made to each policy. This list shall identify policies that were reviewed, but where no revisions were recommended.

14.0 Executive Officer Portfolio Duties

14.1 Executive Officer General Duties

- 14.1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 14.1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 14.1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 14.1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 14.1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

14.2 President

- 14.2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association:
 - a) To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind.
 - b) To ensure that CSA operations and services are managed effectively and efficiently.
 - c) To lead the Executive Committee.
 - d) To support the coordination of human resources and the

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development of training and transition for staff, Executive, Board Members and volunteers, and to ensure that appropriate resources and support are available.

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

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

14.2.4 Public Relations

- a) To act as the primary spokesperson of the CSA.
- b) To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
 - To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
 - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.
 - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- c) To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.
- d) To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
- e) To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.
 - To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- f) To attend and speak at the annual Student Memorial Tree

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Dedication on behalf of the CSA and undergraduate students.

14.2.5 Human Resources

- a) To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required.
- b) To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.
- c) To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.
- d) To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- e) To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- f) To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

14.2.6 Finances

- a) To act as “Corporate President” and to be a primary signing authority of the CSA.
- b) To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.
- c) To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- d) To present financial reports to the Board of Directors and the CSA membership.

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- e) To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- f) To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.
- g) To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
- h) To seek new revenue generating opportunities consistent with the association's mandate.
- i) To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
 - To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- j) To engage in the planning of the annual University budget.
- k) To manage Affordable Housing Initiative funding requests.

14.2.7 Operations

- a) To be knowledgeable of the operations of all CSA services.
- b) To be Executive Supervisor for all CSA permanent staff.
- c) To uphold the CSA's general objectives, according to the Board of Directors.
- d) To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph.
- e) To act as the Executive contact for all matters related to CSA ancillary student fees.

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- f) To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee.
- g) To be responsible for the oversight of CSA designated spaces.
- h) To ensure the planning of the “Year at a Glance” calendar of events and responsibilities for the year, in collaboration with CSA staff.
- i) To initiate new projects that address the needs of the students.
- j) To contribute to the CSA’s Strategic Plan review every five years.

14.2.8 Committees

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

14.3 Vice President Student Experience

- 14.3.1** The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 14.3.2** To follow the leadership and direction of the CSA President.
- 14.3.3** To be a primary signing authority of the CSA.
- 14.3.4** To be involved in event planning pertaining to University of Guelph undergraduate students.
 - a) To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.

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- b) To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
 - c) To coordinate and plan Orientation Week events.
- 14.3.5** To advocate for increasing student engagement and representation on committees.
- 14.3.6** To seek alternative ways of publicizing CSA events to students.
- 14.3.7** To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
- 14.3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
- 14.3.9** To supervise CSA Clubs and SafeWalk staff.
- 14.3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
- 14.3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
- 14.3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
- 14.3.13 Collaboration**
 - a) To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.
 - b) To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
 - c) To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

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- d) To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- e) To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

14.3.14 Club Space

- a) To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.
- b) To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required.
- c) To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.
- d) To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

14.3.15 Student Space Initiatives

- a) To investigate and report CSA-specific space and building initiatives.
- b) To work towards University-wide student space initiatives in collaboration with the Executive Committee.
- c) To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

14.3.16 Committees

- a) Executive Committee (Secretary)
- b) University Centre Board (member)
- c) Student Leaders and Administration Meeting (member)
- d) Athletics Advisory Committee (member)
- e) CSA Finance Committee (member)
- f) Orientation Week Advisory Committee (member)

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

14.4 Vice President Academic

- 14.4.1** The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 14.4.2** To follow the leadership and direction of the CSA President.
- 14.4.3** To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 14.4.4** To coordinate the annual Teaching Excellence Award.
- 14.4.5** To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 14.4.6** To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 14.4.7** To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 14.4.8** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 14.4.9** To supervise the Student Help and Advocacy Centre staff.
- 14.4.10 Financial Support**
 - a) To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate

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Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).

- b) To promote the financial aid available to students.
- c) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

14.4.11 Academics

- a) To collaborate with and act as a resource to other student leaders and student organizations.
- b) To communicate with students regarding various academic initiatives that are occurring on campus.
- c) To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- d) To represent undergraduate students on all academic and accessibility related committees.
- e) To actively engage with students on academic issues that are currently relevant to the undergraduate student body.
- f) To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

14.4.12 Advocacy

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

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- d) To advocate for increasing student engagement and representation on committees.

14.4.13 Tenancy Rights

- a) To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- b) To refer students to the appropriate community organization when advocacy requires a legal opinion.
- c) To act as a resource for SHAC on issues related to the Residential Tenancies Act.
- d) To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

14.4.14 Senate

- a) To act as an ex-officio member of Senate.
- b) To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

14.4.15 Committees

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

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14.5 Vice President External

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

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

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

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

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

14.5.6 Campaigns

- a) To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community:
 - To inform, educate, mobilize and involve as many students as possible in these campaigns.
 - To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.
- b) To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs.

14.5.7 Federal, Provincial and Municipal Governance

- a) To act as a liaison to the City of Guelph, the Ontario government and the Canadian government:
 - To monitor initiatives, programs, policies and legislation that

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impact students and inform undergraduate students about the effect upon students.

- b) To be knowledgeable of City bylaws, programs, and initiatives that impact students:
 - To represent the CSA at municipal events, activities and initiatives where appropriate.
 - To communicate student issues with community members.
- c) To establish and maintain working relationships with the MPP and MP for Guelph.
- d) To disseminate municipal, provincial or federal election information to students.
- e) To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
- f) To record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- g) To remain non-partisan during the campaigning period and voting days, both in person and online.

14.5.8 Social and Environmental Justice and Coalition Work

- a) To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
 - Office of Diversity & Human Rights (DHR)
 - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)
 - Indigenous Student Association (ISS)
 - Guelph Black Students Association (GBSA)
 - Guelph Queer Equality (GQE)
 - International Student Organization (ISO)
 - CFRU FM
 - The Peak

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- b) To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- c) To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

14.5.9 Labour Unions

- a) To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:
 - Ontario Federation of Labour
 - Canadian Union of Public Employees (Locals 1334 and 3913)
 - Ontario Public Service Employees Union
 - United Steel Workers
 - Guelph District Labour Council
 - Future labour unions on campus.

14.5.10 Advocacy / Lobbying

- a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic. [see VPE 14.5.12a]
- b) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic. [see 14.5.10c].
- c) To disseminate information and research with other areas regarding post-secondary education matters. [from 14.6.8]
- d) To establish and maintain positive working relationships with student lobby groups.

14.5.11 Bus Pass Distribution

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

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14.5.12 Committees

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

Appendix A Executive Portfolios



Executive Officer Portfolio Duties

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This is a clean version of the new Appendix A
- Executive Portfolios as approved by the CSA
Board of Directors on October 27, 2020.

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Executive Portfolios



Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: <ul style="list-style-type: none"> - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Information in this revised Appendix A – Executive Portfolios includes minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

Appendix A

Executive Portfolios



1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association:
 - 2.1.1 To work with a team of Executive, Directors and staff to make decisions with the collective interests of students in mind.
 - 2.1.2 To ensure that CSA operations and services are managed effectively and efficiently.
 - 2.1.3 To lead the Executive Committee.
 - 2.1.4 To support the coordination of human resources and the development of training and transition for staff, Executive, Directors and volunteers, and to ensure that appropriate resources and support are available.
- 2.2 To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 2.3 To advocate for increasing student engagement and representation on committees.

2.4 Public Relations

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- 2.4.1** To act as the primary spokesperson of the CSA.
- 2.4.2** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
 - To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
 - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.
 - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.4.3** To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.
- 2.4.4** To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
- 2.4.5** To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.
 - To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- 2.4.6** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

2.5 Human Resources

- 2.5.1** To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required.
- 2.5.2** To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.
- 2.5.3** To direct that training plans exist in all service areas, to promote

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

- 2.5.4** To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- 2.5.5** To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- 2.5.6** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

2.6 Finances

- 2.6.1** To act as “Corporate President” and to be a primary signing authority of the CSA.
- 2.6.2** To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.
- 2.6.3** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- 2.6.4** To present financial reports to the Board of Directors and the CSA membership.
- 2.6.5** To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- 2.6.6** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.
- 2.6.7** To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
- 2.6.8** To seek new revenue generating opportunities consistent with the association’s mandate.

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

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

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

2.6.11 To manage Affordable Housing Initiative funding requests.

2.7 Operations

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

2.7.2 To be Executive Supervisor for all CSA permanent staff.

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

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

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

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

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

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

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

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

2.8 Committees

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Executive Portfolios



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

3.0 Vice President Student Experience

- 3.1 The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 3.2 To follow the leadership and direction of the CSA President.
- 3.3 To be a primary signing authority of the CSA.
- 3.4 To be involved in event planning pertaining to University of Guelph undergraduate students.
 - 3.4.1 To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
 - 3.4.2 To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
 - 3.4.3 To coordinate and plan Orientation Week events.
- 3.5 To advocate for increasing student engagement and representation on committees.
- 3.6 To seek alternative ways of publicizing CSA events to students.
- 3.7 To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.

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- 3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
- 3.9** To supervise CSA Clubs and SafeWalk staff.
- 3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
- 3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
- 3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
- 3.13 Collaboration**
 - 3.13.1** To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.
 - 3.13.2** To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
 - 3.13.3** To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.
 - 3.13.4** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
 - 3.13.5** To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.
- 3.14 Club Space**
 - 3.14.1** To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.
 - 3.14.2** To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as

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required.

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

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

3.15 Student Space Initiatives

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

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

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

3.16 Committees

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

4.0 Vice President Academic

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

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

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- 4.3 To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 4.4 To coordinate the annual Teaching Excellence Award.
- 4.5 To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 4.6 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.7 To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 4.8 To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 4.9 To supervise the Student Help and Advocacy Centre staff.
- 4.10 Financial Support**
 - 4.10.1 To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
 - 4.10.2 To promote the financial aid available to students.
 - 4.10.3 To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.
- 4.11 Academics**
 - 4.11.1 To collaborate with and act as a resource to other student leaders and student organizations.
 - 4.11.2 To communicate with students regarding various academic initiatives that are occurring on campus.
 - 4.11.3 To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

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- 4.11.4** To represent undergraduate students on all academic and accessibility related committees.
- 4.11.5** To actively engage with students on academic issues that are currently relevant to the undergraduate student body.
- 4.11.6** To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

4.12 Advocacy

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

4.13 Tenancy Rights

- 4.13.1** To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.13.2** To refer students to the appropriate community organization when advocacy requires a legal opinion.
- 4.13.3** To act as a resource for SHAC on issues related to the Residential Tenancies Act.
- 4.13.4** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

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4.14 Senate

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

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

4.15 Committees

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

5.0 Vice President External

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

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

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

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

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

5.6 Campaigns

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

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- To inform, educate, mobilize and involve as many students as possible in these campaigns.
- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

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

5.7 Federal, Provincial and Municipal Governance

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

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

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

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

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

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

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

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

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

5.8 Social and Environmental Justice and Coalition Work

- 5.8.1** To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
- Office of Diversity & Human Rights (DHR)
 - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)
 - Indigenous Student Association (ISS)
 - Guelph Black Students Association (GBSA)
 - Guelph Queer Equality (GQE)
 - International Student Organization (ISO)
 - CFRU FM
 - The Peak
- 5.8.2** To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- 5.8.3** To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

5.9 Labour Unions

- 5.9.1** To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:
- Ontario Federation of Labour
 - Canadian Union of Public Employees (Locals 1334 and 3913)
 - Ontario Public Service Employees Union
 - United Steel Workers
 - Guelph District Labour Council
 - Future labour unions on campus.

5.10 Advocacy / Lobbying

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- 5.10.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic. [see VPE 14.5.12a]
- 5.10.2** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic. [see 14.5.10c].
- 5.10.3** To disseminate information and research with other areas regarding post-secondary education matters. [from 14.6.8]
- 5.10.4** To establish and maintain positive working relationships with student lobby groups.

5.11 Bus Pass Distribution

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

5.12 Committees

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

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Executive Officer Portfolio Duties

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This is a tracked changes version comparing the old Appendix A - Internal CSA Policy and the new Appendix A - Executive Portfolios.

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

Pete Wobschall, Policy & Transition Manager

Signature

A handwritten signature in blue ink, appearing to read "Pete Wobschall", is written over a light blue grid background.

Date

June 2, 2021

Appendix A

~~Internal CSA Policy~~ ~~Executive~~ Portfolios

1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association:
 - 2.1.1 To work with a team of Executive, ~~directors~~Directors and staff to make decisions with the collective interests of students in mind.
 - 2.1.2 To ensure that CSA operations and services are managed effectively and efficiently.
 - 2.1.3 To lead the Executive Committee.
 - 2.1.4 To support the coordination of human resources and the development of training and transition for staff, Executive, ~~Board Members~~Directors and volunteers, and to ensure that appropriate resources and support are available.
- 2.2 To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 2.3 To advocate for increasing student engagement and representation on committees.

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2.4 Public Relations

- 2.4.1** To act as the primary spokesperson of the CSA.
- 2.4.2** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
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- To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- 2.4.6** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

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

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- 2.5.2** To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.
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- 2.5.4** To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- 2.5.5** To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- 2.5.6** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

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- 2.6.1** To act as “Corporate President” and to be a primary signing authority of the CSA.
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- 2.6.3** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- 2.6.4** To present financial reports to the Board of Directors and the CSA membership.
- 2.6.5** To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- 2.6.6** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.

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-
- 2.6.7** To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
 - 2.6.8** To seek new revenue generating opportunities consistent with the association's mandate.
 - 2.6.9** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
 - To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
 - 2.6.10** To engage in the planning of the annual University budget.
 - 2.6.11** To manage Affordable Housing Initiative funding requests.

2.7 Operations

- 2.7.1** To be knowledgeable of the operations of all CSA services.
- 2.7.2** To be Executive Supervisor for all CSA permanent staff.
- 2.7.3** To uphold the CSA's general objectives, according to the Board of Directors.
- 2.7.4** To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph.
- 2.7.5** To act as the Executive contact for all matters related to CSA ancillary student fees.
- 2.7.6** To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee.
- 2.7.7** To be responsible for the oversight of CSA designated spaces.
- 2.7.8** To ensure the planning of the "Year at a Glance" calendar of events and

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responsibilities for the year, in collaboration with CSA staff.

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

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

2.8 Committees

- a) Executive Committee (Chair)
- b) Finance Committee (Chair)
- c) Student Executive Council (member)
- d) Policy and Bylaw Review Committee (member)
- e) Student Leaders and Administration Meeting (member)
- f) Student Budget Committee (member)
- g) Petitions, Delegations and Representations (PDR) Committee (Chair)
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- i) Committees with GSA:
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3.0 Vice President Student Experience

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

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

3.3 To be a primary signing authority of the CSA.

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

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

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

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-
- 3.4.3** To coordinate and plan Orientation Week events.
 - 3.5** To advocate for increasing student engagement and representation on committees.
 - 3.6** To seek alternative ways of publicizing CSA events to students.
 - 3.7** To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
 - 3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
 - 3.9** To supervise CSA Clubs and SafeWalk staff.
 - 3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
 - 3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
 - 3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
 - 3.13 Collaboration**
 - 3.13.1** To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.
 - 3.13.2** To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
 - 3.13.3** To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.
 - 3.13.4** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

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

3.14 Club Space

- 3.14.1** To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.
- 3.14.2** To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required.
- 3.14.3** To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.
- 3.14.4** To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

3.15 Student Space Initiatives

- 3.15.1** To investigate and report CSA-specific space and building initiatives.
- 3.15.2** To work towards University-wide student space initiatives in collaboration with the Executive Committee.
- 3.15.3** To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

3.16 Committees

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

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

4.0 Vice President Academic

- 4.1 The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 4.2 To follow the leadership and direction of the CSA President.
- 4.3 To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 4.4 To coordinate the annual Teaching Excellence Award.
- 4.5 To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 4.6 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.7 To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 4.8 To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 4.9 To supervise the Student Help and Advocacy Centre staff.

4.10 Financial Support

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

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4.10.2 To promote the financial aid available to students.

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

4.11 Academics

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

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

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

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

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

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

4.12 Advocacy

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

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

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

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support services for academic advocacy.

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

4.13 Tenancy Rights

- 4.13.1** To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.13.2** To refer students to the appropriate community organization when advocacy requires a legal opinion.
- 4.13.3** To act as a resource for SHAC on issues related to the Residential Tenancies Act.
- 4.13.4** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

4.14 Senate

- 4.14.1** To act as an ex-officio member of Senate.
- 4.14.2** To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

4.15 Committees

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

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

5.0 Vice President External

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

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

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

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

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

5.6 Campaigns

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

- To inform, educate, mobilize and involve as many students as possible in these campaigns.
- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

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

5.7 Federal, Provincial and Municipal Governance

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-
- 5.7.1** To act as a liaison to the City of Guelph, the Ontario government and the Canadian government:
- To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.
- 5.7.2** To be knowledgeable of City bylaws, programs, and initiatives that impact students:
- To represent the CSA at municipal events, activities and initiatives where appropriate.
 - To communicate student issues with community members.
- 5.7.3** To establish and maintain working relationships with the MPP and MP for Guelph.
- 5.7.4** To disseminate municipal, provincial or federal election information to students.
- 5.7.5** To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
- 5.7.6** To record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- 5.7.7** To remain non-partisan during the campaigning period and voting days, both in person and online.

5.8 Social and Environmental Justice and Coalition Work

- 5.8.1** To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
- Office of Diversity & Human Rights (DHR)
 - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)

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

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

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

5.9 Labour Unions

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

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

5.10 Advocacy / Lobbying

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

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

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

5.10.4 To establish and maintain positive working relationships with student

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lobby groups.

5.11 Bus Pass Distribution

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

5.12 Committees

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

Appendix D

CSA Committees



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This is a clean version of the new Appendix D - CSA Committees after being separated from the former Appendix A - Internal CSA Policy.

The only substantial change to content of this policy is the addition of Section 3.0 Committees Overview.

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CSA Committees



Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: <ul style="list-style-type: none"> - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM. Replacing 'Board Member(s)' with 'Director(s)' where meaning and context are appropriate.	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

Appendix D

CSA Committees



1.0 Preamble

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

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

2.0 Definitions

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

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

"Chair" means the Chair of the Board.

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

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

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

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

"Members" means the collective membership of the CSA.

"Officer" means an officer of the Corporation.

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

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

3.0 Committees Overview

3.1 Authority (Decision-Making)

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

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

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

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

3.2 Purpose of Committees

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

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

3.3 Establishing Committees

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

3.4 Accountability

CSA committees provide the benefit of strong accountability. Committee members

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CSA Committees



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

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

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

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

3.5 Composition

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

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

3.6 Member Conduct

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

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

3.7 Member Responsibilities

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

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3.8 Terms of Reference (Committees)

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

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

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

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

3.9 Committee Classification

3.9.1 The CSA uses the following classifications for committees:

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

3.10 Standing Committees

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

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

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

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

3.11 Operational Committees

- 3.11.1 CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix J – CSA Committees.
- 3.11.2 Operational Committee mandates are integral to the effective implementation of CSA Services.
- 3.11.3 The CSA has established the following Operational Committees as defined in this Appendix:
 - a) Bullring Operations Committee
 - b) Bike Centre Committee
 - c) Ethical Purchasing Committee
 - d) FoodBank Committee
 - e) Student Help & Advocacy Centre (SHAC) Advisory Committee

3.12 Internal Committees

- 3.12.1 Internal Committees do not report directly to the CSA Board of Directors.
- 3.12.2 Internal Committee reporting structures vary and are detailed within their terms of reference (TOR).

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

- 3.12.3 Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.
- 3.12.4 The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:

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

3.13 External Committees

- 3.13.1** External Committees are those that include membership of one or more CSA Directors and/or Executive Officers, and are administered within a partnership or collaboration agreement with an external body, or is under the direct administration of an external body.
- 3.13.2** There are numerous External Committees and examples include, but are not limited to, the Student Health & Dental Committee, GSA/CSA Transit Committee, Sexual Violence Committee, University of Guelph's Information Technology Student Advisory Committee, and Academic Policy and Procedures Committee.
- 3.13.3** A list of Executive Officer and CSA Director membership to External Committees is maintained by the Executive Committee to ensure comprehensive representation or membership, and to assist in Executive Officer transition.

3.14 Committee Minutes

3.14.1 Standing Committees

- a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings.
- b) All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

3.14.2 Operational & Internal Committees

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

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4.0 Executive Committee

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

5.0 ~~Executive Evaluation Committee~~

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

6.0 Finance Committee

6.1 Terms of Reference

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

6.2 Purpose

- 6.2.1 To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- 6.2.2 To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- 6.2.3 To provide input to the budgetary process before it is presented to the Board of Directors.
- 6.2.4 To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

6.3 Membership of the Committee

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

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Business Manager.

- 6.3.2** Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.
- 6.3.3** Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

6.4 Responsibilities of the Committee Members

- 6.4.1** To act at all times in the best financial interests of the students and all levels of the CSA.
- 6.4.2** To adhere to all sections set forth in CSA Bylaw 3 - Financial.
- 6.4.3** The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.
- 6.4.4** The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling \$5,000 and over.

6.5 Meetings

- 6.5.1** The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.
- 6.5.2** Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one voting member the Board of Directors.

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

6.6 Reporting

- 6.6.1** The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:
- **Summer** semester report shall contain a review of financial bylaws, policies, and year end statements.
 - **Fall** semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
 - Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

7.0 Petitions, Delegations and Representations (PDR) Committee

7.1 Preamble

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

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

7.2 Purpose

- 7.2.1** To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
- 7.2.2** To maintain a standardized PDR request form or method.

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

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

7.3 Membership of the Committee

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

7.3.2 The President shall be a member of this Committee.

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

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

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

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

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

7.4 Responsibilities of the Committee Members

7.4.1 The President shall be the Chair of the Committee.

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

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

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

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

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

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

7.4.7 The Chair shall have the following responsibilities:

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

7.4.8 The Vice-Chair shall have the following responsibilities:

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

7.4.9 The Scribe shall have the following responsibilities:

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

7.5 Meetings

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

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

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

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

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

7.6 Reports

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- 7.6.1** Reports shall be compiled by the Chair and the Vice-Chair of the Committee.
- 7.6.2** A report shall be submitted to the Board of Directors following each semester. These reports shall include:
 - a) A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
 - b) The amount granted for each PDR request, and the line from which that grant was taken.
- 7.6.3** A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

7.7 PDR Requirements

- 7.7.1** An applicant for PDR funds must be a CSA member of good standing.
- 7.7.2** Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 7.7.3** Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.
- 7.7.4** Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.
- 7.7.5** Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.
- 7.7.6** A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.
- 7.7.7** Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has

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

7.8 PDR Application Process

- 7.8.1 The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.
- 7.8.2 Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.
- 7.8.3 Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.
- 7.8.4 All parties must also disclose as to whether their organization/ group collects student fees.
- 7.8.5 Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- 7.8.6 In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- 7.8.7 Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

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

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

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iv. Non-members.

7.8.8 The PDR Committee will also consider the following:

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

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

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

7.9 Appeals Process

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

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

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

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

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

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

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

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verbally and in writing.

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

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

7.10 Amendments

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

8.0 Policy and Bylaw Review Committee (PBRC)

8.1 Responsibilities

- 8.1.1** To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- 8.1.2** To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- 8.1.3** To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- 8.1.4** To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- 8.1.5** To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

8.2 Membership

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

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may be a member of the PBRC.

- 8.2.2** Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.
- 8.2.3** Members who miss two meetings without regrets will be de-ratified from the committee.
- 8.2.4** The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.
- 8.2.5** At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

8.3 Structure

- 8.3.1** The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.
- 8.3.2** The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
- 8.3.3** Quorum shall be three ratified members, one of which must be a Director of the CSA.

8.4 Decision Making

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

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8.5 Reporting

- 8.5.1 The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.
- 8.5.2 Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

8.6 Conflict of Interest

- 8.6.1 Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.
- 8.6.2 Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.
- 8.6.3 In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

8.7 Working Groups

- 8.7.1 A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.
- 8.7.2 The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.
- 8.7.3 There shall be at least one member in a working group. Each working

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

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

9.1 Preamble

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

9.2 Mandate

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

- 9.2.1 To act as a resource for accessibility within the organization.
- 9.2.2 To promote the development of critical disabilities assessment within the CSA.
- 9.2.3 To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.
- 9.2.4 To explore and deconstruct all real and potential barriers within the CSA.
- 9.2.5 To promote the reduction of the stigma surrounding disabilities.
- 9.2.6 To promote broader understanding of the experiences of students with disabilities.
- 9.2.7 To promote an accessible environment for all members of the CSA.
- 9.2.8 To discuss the experiences of members with disabilities.
- 9.2.9 To ensure that all CSA bylaws and policies become, and continue to be, accessible for all members.

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- 9.2.10** To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.
- 9.2.11** To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

- 9.3.1** Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.
- 9.3.2** Membership lists will not be made public outside of the Accessibility Working Group (AWG).
- 9.3.3** Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

Responsibilities of Members

9.3.4 General Members

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

9.3.5 Chair

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

9.3.6 Vice-Chair

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

9.4 Removal of Members

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

- 9.4.1** If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair.
 - a) The Chair and the Vice Chair will meet with the member in question.
 - b) If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.
 - c) Members can be removed immediately by the Chair and Vice-Chair for violation of **Section 8.4**. [PTM unable to find the section this references as of Aug 13, 2021. Policy Manual reviewed back to 2014.]
- 9.4.2** Potential members who are a threat to the confidential nature or safe space of the Accessibility Working Group will not be allowed to participate. This decision is made in confidence by the membership.

9.5 Meetings

- 9.5.1** Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
- 9.5.2** No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.
- 9.5.3** The Chair will be responsible for compiling a summary of business transacted at meetings:
 - a) Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.

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

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

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

- a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
- b) A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
- c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

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

9.6 Reports

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

9.6.2 The report must include:

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

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

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

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10.0 Capacity, Analysis, and Planning Committee (CAPCOM)

10.1 Purpose

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

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

10.2 Responsibilities

- 10.2.1** To review the final report created by the previous year's CAPCOM.
- 10.2.2** To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:
 - a) A list of goals addressing the identified core and perceived structural issues.
 - b) A summary of the problem and the desirable outcomes.
 - c) A timeline of progress and completion of dates.
- 10.2.3** To make regular reports to the Board on the committee's progress.
- 10.2.4** To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
 - a) A summary of goals, what has been achieved, and the progress made.
 - b) What did not work and what barriers are to blame.
 - c) Reflection of committee effectiveness.
 - d) Suggestions for next year's CAPCOM.
 - e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

10.3 Membership

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- 10.3.1** Membership of the Committee shall be made up of a minimum of six members: two Executive members and four (4) Directors. Additional members may be appointed by the committee from within the CSA membership and staff.
- 10.3.2** Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.

10.4 Meetings

- 10.4.1** The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice-Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.
- 10.4.2** The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.
- 10.4.3** Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.
- 10.4.4** The Committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

11.0 Bike Centre Committee

11.1 Preamble

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

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

11.2 Membership

- 11.2.1 Membership shall consist of the Bike Centre Coordinator, two duly appointed Directors, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.
- 11.2.2 The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).
- 11.2.3 Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Vice President Student Experience.

11.3 Meetings

- 11.3.1 Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Vice President Student Experience shall be responsible for scheduling all committee meetings.
- 11.3.2 Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.
- 11.3.3 Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.
- 11.3.4 The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

11.4 Anti-Oppression Commitment

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

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

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

- a) The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.
- b) The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
- c) Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
- d) The Bike Centre Committee should strive for a diverse membership, encouraging Directors, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.
- e) Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

11.5 Purpose

- 11.5.1** To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.
- 11.5.2** To provide constructive critiques / feedback on current projects to give direction for future projects.
- 11.5.3** To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations.

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11.6 Reports

- 11.6.1 The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.
- 11.6.2 Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress.

12.0 FoodBank Committee

12.1 Purpose

- 12.1.1 The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.
- 12.1.2 The Committee is the formal link between the CSA main office and the CSA FoodBank.
- 12.1.3 The Committee shall act as an advisory body to any sub-committees of this Committee.

12.2 Membership

- 12.2.1 Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.
- 12.2.2 Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.
- 12.2.3 Above members shall be considered active members of the Committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.

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- 12.2.4** The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.
- 12.2.5** Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

12.3 Sub-Committees

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

12.4 Responsibilities

- 12.4.1** The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.
- 12.4.2** The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.
- 12.4.3** The ~~Human Resources and Operations Manager~~, [this position does not exist and PBRC is working to correct – Aug 13, 2021] in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- 12.4.4** All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

12.5 Meetings

- 12.5.1** Decisions must be made on a consensus model of active members.
- 12.5.2** There shall be a minimum of two (2) meetings per semester, as scheduled by the Vice President External and the FoodBank Coordinator.

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13.0 Student Health and Advocacy Centre (SHAC) Advisory Committee

13.1 Preamble

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

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

13.2 Purpose

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

This document will contain the following:

- a) A summary of findings from its consultative review.
- b) A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- c) A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.
- d) Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
- e) An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

13.3 Membership

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- 13.3.1** Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.
- 13.3.2** The Board shall appoint three (3) of its members to the Committee before September 30 of each year, for a term ending April 30.
- 13.3.3** The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

13.4 Meetings

- 13.4.1** The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.
- 13.4.2** The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.
- 13.4.3** Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

14.0 Bullring Operations Committee

14.1 Preamble

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

14.2 Purpose

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

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14.3 Membership

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

14.4 Responsibilities

- 14.4.1** The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- 14.4.2** The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- 14.4.3** The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.
- 14.4.4** All members of the Committee shall be responsible for:
 - a) Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
 - b) Ensuring the financial viability of the Bullring.
 - c) Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
 - d) Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
 - e) Approving all recurring bookings and major events held outside regular business hours prior to confirmation.
 - f) Approving all decisions to revoke booking privileges and terms for reinstatement.
 - g) Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.

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- h) Conducting a user survey of the Bullring at least once every two years.
- i) Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

14.5 Meetings

- 14.5.1** All three (3) members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.
- 14.5.2** Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- 14.5.3** Committee meetings shall be held regularly, at least three times a semester.

15.0 Ethical Purchasing Committee

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

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11.0	Bike Centre Committee	26
12.0	FoodBank Committee	28
13.0	Student Health and Advocacy Centre (SHAC) Advisory Committee	32
14.0	Bullring Operations Committee	33
15.0	Ethical Purchasing Committee	35

This is a comparison of the old Appendix A - Internal CSA Policy committees-related content to the new Appendix D - Committees as approved by the CSA board on October 27, 2021.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
<u>Divided former Appendix A – Internal CSA Policy into:</u> <ul style="list-style-type: none"> - <u>Appendix A – Executive Portfolios</u> - <u>Appendix D – CSA Committees</u> - <u>Appendix J – Internal CSA Policy</u> <u>Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.</u> <u>Replacing ‘Board Member(s)’ with ‘Director(s)’ where meaning and context are appropriate.</u>	
Pete Wobschall, Policy & Transition Manager	
Signature 	Date June 2, 2021

Appendix D

CSA Committees



1.0 Preamble

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

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

2.0 Definitions

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

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

"Chair" means the Chair of the Board.

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

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

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

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

"Members" means the collective membership of the CSA.

"Officer" means an officer of the Corporation.

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

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

3.0 Committees Overview

3.1 Authority (Decision-Making)

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

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

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

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

3.2 Purpose of Committees

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

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

3.3 Establishing Committees

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

3.4 Accountability

CSA committees provide the benefit of strong accountability. Committee members have specific assigned tasks and are directly accountable to the board for

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completing them.

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

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

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

3.5 Composition

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

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

3.6 Member Conduct

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

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

3.7 Member Responsibilities

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

3.8 Terms of Reference (Committees)

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

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

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

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

3.9 Committee Classification

3.9.1 The CSA uses the following classifications for committees:

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

3.10 Standing Committees

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

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

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

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

3.11 Operational Committees **General Rules**

- 3.11.1 CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix J – CSA Committees.
- 3.11.2 Operational Committee mandates are integral to the effective implementation of CSA Services.
- 3.11.3 The CSA has established the following Operational Committees as defined in this Appendix:
 - a) Bullring Operations Committee
 - b) Bike Centre Committee
 - c) Ethical Purchasing Committee
 - d) FoodBank Committee
 - e) Student Help & Advocacy Centre (SHAC) Advisory Committee

3.12 Internal Committees

- 3.12.1 Internal Committees do not report directly to the CSA Board of Directors.
- 3.12.2 Internal Committee reporting structures vary and are detailed within their terms of reference (TOR).

The CSA Board of Directors is, however, ultimately responsible for the committee's actions as per Bylaw 1 – Organizational, Section 4.0 Board of Directors: 'The affairs of the CSA shall be managed by a Board of Directors'
- 3.12.3 Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.
- 3.12.4 The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:
 - a) Standing Referendum Committee (SRC)

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- b) Elections Appeals Board (EAB)
- c) Affordable Housing Initiative (AHI)
- d) Clubs Tribunal (CSA Clubs Conduct Tribunal)

3.13 External Committees

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

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

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

3.14 Committee Minutes

3.9.23.14.1 Standing Committees

- a) All ~~standing committees~~ Standing Committees of the CSA shall take minutes at each one of its respective meetings.
- b) All minutes shall be submitted to the Policy & Transition Manager for the purpose of archiving and making minutes available to the general membership via the CSA website.

3.14.2 Operational & Internal Committees

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

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4.0 Executive Committee

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

5.0 ~~Executive Evaluation Committee~~

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

6.0 Finance Committee

5.16.1 Terms of Reference

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

5.26.2 Purpose

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

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

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

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

5.36.3 Membership of the Committee

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5.3.16.3.1 The Committee shall be made up of six members: the President, a second member of the Executive Committee, three ~~members from the Board of~~ Directors, and the Business Manager.

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

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

5.46.4 Responsibilities of the Committee Members

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

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

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

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

5.56.5 Meetings

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

5.5.26.5.2 Quorum for meetings shall be reached when those in attendance

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include the Business Manager, the President, and one voting member the Board of Directors.

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

5.66.6 Reporting

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

- **Summer** semester report shall contain a review of financial bylaws, policies, and year end statements.
- **Fall** semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

6.07.0 Petitions, Delegations and Representations (PDR) Committee

6.47.1 Preamble

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

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

6.27.2 Purpose

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

6.2.27.2.2 To maintain a standardized PDR request form or method.

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

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

6.37.3 Membership of the Committee

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

6.3.27.3.2 The President shall be a member of this Committee.

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

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

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

6.3.67.3.6 The remaining seats may be filled by up to two ~~members of the GSA Board of~~ (2) Directors.

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

6.47.4 Responsibilities of the Committee Members

6.4.17.4.1 The President shall be the Chair of the Committee.

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

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

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

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

6.4.67.4.6 Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

6.4.77.4.7 The Chair shall have the following responsibilities:

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

6.4.87.4.8 The Vice-Chair shall have the following responsibilities:

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

6.4.97.4.9 The Scribe shall have the following responsibilities:

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

6.57.5 Meetings

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

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

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

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

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~~6.5.5~~6.5.5.5 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.

6.6.6 Reports

~~6.6.1~~6.6.17.6.1 Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

~~6.6.2~~6.6.27.6.2 A report shall be submitted to the Board of Directors following each semester. These reports shall include:

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

~~6.6.3~~6.6.37.6.3 A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

6.7.7 PDR Requirements

~~6.7.1~~6.7.17.7.1 An applicant for PDR funds must be a CSA member of good standing.

~~6.7.2~~6.7.27.7.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.

~~6.7.3~~6.7.37.7.3 Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

~~6.7.4~~6.7.47.7.4 Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

~~6.7.5~~6.7.57.7.5 Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

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~~6.7.6~~7.7.6 A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

~~6.7.7~~7.7.7 Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

~~6.8.7~~7.8 PDR Application Process

~~6.8.1~~7.8.1 The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

~~6.8.2~~7.8.2 Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

~~6.8.3~~7.8.3 Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

~~6.8.4~~7.8.4 All parties must also disclose as to whether their organization/group collects student fees.

~~6.8.5~~7.8.5 Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

~~6.8.6~~7.8.6 In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.

~~6.8.7~~7.8.7 Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who

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choose not to be invoiced for the CSA fee will not receive PDR funding.

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

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

6.8.87.8.8 The PDR Committee will also consider the following:

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

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

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

6.97.9 Appeals Process

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

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

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

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

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

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

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

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

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

6.107.10 Amendments

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

7.08.0 Policy and Bylaw Review Committee (PBRC)

7.18.1 Responsibilities

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

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

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

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

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

7.28.2 Membership

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

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

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

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

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

7.38.3 Structure

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

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

7.3.38.3.3 Quorum shall be three ratified members, one of which must be a

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Director of the CSA.

7.48.4 Decision Making

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

7.58.5 Reporting

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

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

7.68.6 Conflict of Interest

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

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

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

7.78.7 Working Groups

7.7.18.7.1 A working group is defined as a committee of no set membership

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with an interest in a specific issue and its role will be to gather information and present recommendations on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.

~~7.7.28.7.2~~ 7.7.38.7.3 The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and or a clear directive from the CSA Board of Directors.

7.7.38.7.3 There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.

~~8.0~~ Accessibility Committee (~~formally the Operational Committees~~)

9.0 Accessibility Working Group (~~AWG~~)

9.1 Preamble

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

9.2 Mandate

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

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

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

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

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- 9.2.4 To explore and deconstruct all real and potential barriers within the CSA.
- 9.2.5 To promote the reduction of the stigma surrounding disabilities.
- 9.2.6 To promote broader understanding of the experiences of students with disabilities.
- 9.2.7 To promote an accessible environment for all members of the CSA.
- 9.2.8 To discuss the experiences of members with disabilities.
- 9.2.9 To ensure that all CSA bylaws and policies become, and continue to be, accessible for all members.
- 9.2.10 To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.
- 9.2.11 To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

- 9.3.1 Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.
- 9.3.2 Membership lists will not be made public outside of the Accessibility Working Group (AWG).
- 9.3.3 Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

Responsibilities of Members

9.3.4 General Members

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

9.3.5 Chair

- a) Vice President Academic will be the Chair.

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

9.3.6 Vice-Chair

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

9.4 Removal of Members

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

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

- a) The Chair and the Vice Chair will meet with the member in question.
- b) If the member fails to demonstrate a renewed commitment to the working group and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the AWG.
- c) Members can be removed immediately by the Chair and Vice-Chair for violation of [Section 8.4. \[PTM unable to find the section this references as of Aug 13, 2021. Policy Manual reviewed back to 2014.\]](#)

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

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9.5 Meetings

- 9.5.1 Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.
- 9.5.2 No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.
- 9.5.3 The Chair will be responsible for compiling a summary of business transacted at meetings:
 - a) Minutes of the Accessibility Working Group (AWG) will be kept on file in the Vice President Academic's Office and available by request.
 - b) Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.
- 9.5.4 The AWG will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.
- 9.5.5 The AWG will strive to create and uphold a safe space for all participants:
 - a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
 - b) A safe space is a place to allow students to feel more comfortable participating fully in the AWG.
 - c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.
- 9.5.6 Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

9.6 Reports

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

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9.6.2 The report must include:

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

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

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

10.0 Capacity, Analysis, and Planning Committee (CAPCOM)

10.1 Purpose

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

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

10.2 Responsibilities

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

10.2.2 To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:

- a) A list of goals addressing the identified core and perceived structural issues.
- b) A summary of the problem and the desirable outcomes.
- c) A timeline of progress and completion of dates.

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

10.2.4 To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:

- a) A summary of goals, what has been achieved, and the progress made.
- b) What did not work and what barriers are to blame.
- c) Reflection of committee effectiveness.
- d) Suggestions for next year's CAPCOM.
- e) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

10.3 Membership

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

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

10.4 Meetings

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

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

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

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

10.011.0 Bike Centre Committee

10.111.1 Preamble

The Bike Centre Committee will aid the Bike Centre Coordinators and the Vice President Student Experience in helping create, direct and review Bike Centre initiatives. The Bike Centre Committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

10.211.2 Membership

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

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

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

10.311.3 Meetings

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

10.3.211.3.2 Facilitation of meetings shall rotate in order to afford committee

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members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.

~~10.3.3~~11.3.3 Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

~~10.3.4~~11.3.4 The Bike Centre Committee shall meet at minimum four times per semester, or at least once every three weeks. Every effort will be made to schedule meetings on a regular basis.

~~10.4.1~~11.4 Anti-Oppression Commitment

~~10.4.1~~11.4.1 The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself.

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

- a) The Vice President Student Experience will ensure that meetings will be held in physically accessible locations.
- b) The Vice President Student Experience will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
- c) Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
- d) The Bike Centre Committee should strive for a diverse membership, encouraging ~~Board members~~Directors, Executive and volunteers who self-identify as members of oppressed / marginalized groups to join and have their voices heard.
- e) Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with oppression cannot be removed from one another;

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that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

10.511.5 Purpose

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

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

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

10.611.6 Reports

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

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

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

11.11.1 ~~Purpose~~

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

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

11.21.1 ~~Responsibilities~~

~~11.2.11.1.1 To review the final report created by the previous year's CAPCOM.~~

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- ~~11.2.21.1.1 To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:~~
- ~~a) A list of goals addressing the identified core and perceived structural issues.~~
 - ~~b)a) A summary of the problem and the desirable outcomes.~~
 - ~~e)a) A timeline of progress and completion of dates.~~

- ~~11.2.31.1.1 To make regular reports to the Board on the committee's progress.~~

- ~~11.2.41.1.1 To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:~~
- ~~a) A summary of goals, what has been achieved, and the progress made.~~
 - ~~b)a) What did not work and what barriers are to blame.~~
 - ~~e)a) Reflection of committee effectiveness.~~
 - ~~• Suggestions for next year's CAPCOM.~~

- ~~d)a) At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.~~

~~11.31.1~~ **Membership**

- ~~11.3.11.1.1 Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.~~

- ~~11.3.21.1.1 Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second Board meeting in that semester for a term ending April 30.~~

~~11.41.1~~ **Meetings**

- ~~11.4.11.1.1 The Committee will be chaired by the Vice President Academic. At the first meeting, the committee will appoint a Vice Chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a~~

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~~meeting, the committee will select a scribe from its membership.~~

~~11.4.21.1.1 The Committee will meet within two weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.~~

~~11.4.31.1.1 Because of the significant importance of the Committee's report to the future of the organization, quorum will be set at four Committee members.~~

~~11.4.41.1.1 The Committee will operate through a consensus decision making model. Where this is not possible, decisions will be settled through a simple majority.~~

12.0 FoodBank Committee

12.1 Purpose

- 12.1.1 The CSA FoodBank Committee ("the Committee") is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.
- 12.1.2 The Committee is the formal link between the CSA main office and the CSA FoodBank.
- 12.1.3 The Committee shall act as an advisory body to any sub-committees of this Committee.

12.2 Membership

- 12.2.1 Membership shall include the Vice President External, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one FoodBank volunteer and at least one student. The student position will be offered first to FoodBank clientele and then if necessary, the general student population. This position may be held anonymously.
- 12.2.2 Individuals seeking membership will notify either the Vice President External or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.

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- 12.2.3** Above members shall be considered active members of the Committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the Committee shall recommend the removal and replacement of the member by the Board.
- 12.2.4** The CSA Business Manager will be considered an active member during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the Committee to attend when the Committee is addressing issues to do with finances or health and safety.
- 12.2.5** Quorum for meetings shall be met when those in attendance include the Vice President External, the FoodBank Coordinator and at least one other Committee member.

12.3 Sub-Committees

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

12.4 Responsibilities

- 12.4.1** The Vice President External and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.
- 12.4.2** The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.
- 12.4.3** The ~~Human Resources and Operations Manager~~, [this position does not exist and PBRC is working to correct – Aug 13, 2021] in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- 12.4.4** All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

12.5 Meetings

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

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

13.0 Student Health and Advocacy Centre (SHAC) Advisory Committee

12.6 13.1 Preamble

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

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

12.7 13.2 Purpose

12.7.1 13.2.1 The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester.

This document will contain the following:

- a) A summary of findings from its consultative review.
- b) A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- c) A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.
- d) Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to

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future changes in programming, services, or the budget.

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

13.3 Membership

~~12.7.2~~13.3.1 Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

~~12.7.3~~13.3.2 The Board shall appoint three (3) of its members to the Committee before September 30 of each year, for a term ending April 30.

~~12.7.4~~13.3.3 The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

~~12.8~~13.4 Meetings

~~12.8.1~~13.4.1 The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

~~12.8.2~~13.4.2 The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

~~12.8.3~~13.4.3 Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

~~13.0~~14.0 Bullring Operations Committee

Preamble

~~13.1~~14.1

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

13.214.2 Purpose

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

13.314.3 Membership

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

13.414.4 Responsibilities

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

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

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

13.4.414.4.4 All members of the Committee shall be responsible for:

- a) Upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
- b) Ensuring the financial viability of the Bullring.
- c) Determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.

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- d) Conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
- e) Approving all recurring bookings and major events held outside regular business hours prior to confirmation.
- f) Approving all decisions to revoke booking privileges and terms for reinstatement.
- g) Visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.
- h) Conducting a user survey of the Bullring at least once every two years.
- i) Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.

13.514.5 Meetings

~~13.5.1~~14.5.1 All three (3) members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.

~~13.5.2~~14.5.2 Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.

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

~~14.0~~15.0 Ethical Purchasing Committee

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

Appendix J

Internal CSA Policy



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This is a clean version of the new Appendix J - Internal CSA Policy as approved by the board on October 27, 2022 after the separation of Appendix A - Internal CSA Policy.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
Divided former Appendix A – Internal CSA Policy into: <ul style="list-style-type: none"> - Appendix A – Executive Portfolios - Appendix D – CSA Committees - Appendix J – Internal CSA Policy Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

1.0 Director and Executive Files

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- 1.1.1** Files shall be created for each Director, as determined by the Board of Directors.
 - a) These files shall be kept separate from staff files.
 - b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.
- 1.1.2** These files may include, but are not limited to, confidentiality agreements, and grievances.
- 1.1.3** The Director and Executive files (hereafter referred to as “the files”) shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.
 - a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.
 - b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.
- 1.1.4** Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.
- 1.1.5** Files shall be kept for five years after the Executive’s or Director’s term.

2.0 Confidentiality

- 2.1** Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.
- 2.2** Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive

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information that they acquire during their service to the Board and CSA.

- 2.3** A breach of confidentiality may happen for a variety of reasons including but not limited to:
- 2.3.1** Disclosure of confidential information;
 - 2.3.2** Disclosure of personal information, and
 - 2.3.3** Conflicts of interest.
- 2.4** During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.
- 2.5** Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.
- 2.6** Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.
- 2.7** All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.
- 2.8** Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.
- 2.9** It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

3.0 Protection of Privacy and Access to Information

Preamble

As a functioning not-for-profit corporation, the CSA respects and abides by the

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Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

3.1 Definitions

For the purpose of this policy:

“Records” means any information stored within the CSA, whether in electronic, print or any other form.

“Personal information” means any information that is recorded within the CSA about any individual.

“Confidential nature” means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

“Secure” means stored in a place that is inaccessible to the public and protected in a reasonable manner.

“Consent” means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

3.2 Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

3.3 Public Access to Information

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

- 3.3.1** Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.
- 3.3.2** Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or

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other negotiations with outside groups.

- 3.3.3** Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.
- 3.3.4** Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.
- 3.3.5** Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.
- 3.3.6** Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

3.4 Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

- 3.4.1** If the person requesting the information is not the individual to whom it pertains, the Executive member shall not permit access.
- 3.4.2** If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

3.5 Collection

- 3.5.1** The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:
 - a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.
 - b) Performance evaluation of a staff or volunteer member.

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- 3.5.2** Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

4.0 Special Projects

- 4.1** Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

- 4.1.1** The project is designed to serve the students of the University of Guelph.
- 4.1.2** Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- 4.1.3** Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).
- 4.1.4** The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

5.0 University Centre Board

5.1 Preamble

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate

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members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the “Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest” document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.

5.2 Appointments

- 5.2.1** To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.
- 5.2.2** The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.
- 5.2.3** The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.
- 5.2.4** Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

5.3 University Centre Board Undergraduate Student Representatives (UCBUSR)

- 5.3.1** The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.
- 5.3.2** UCBUSR is expected to make regular reports to the CSA Board of Directors.
- 5.3.3** UC Board members are expected to attend all University Centre Board

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

- 5.3.4** The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.
- 5.3.5** The Vice President Student Experience shall chair the UCBUSR meetings.
- 5.3.6** For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.

5.4 CSA Position on the University Centre Board

- 5.4.1** The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:
 - a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.
 - b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.
 - c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.

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

5.5 CSA Board of Directors Directives

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

Suggestions may be given for the following reasons:

- a) The CSA Board of Directors deems the issues to be of significant importance to student interest.
- b) The CSA Board of Directors wishes to make its views known publicly.

5.6 Reserved Rights of the CSA Board of Directors

- 5.6.1 The CSA Board of Directors reserves the right to:

- a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.
- b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.
- c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).
- d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.
- e) Expect alternate members of the University Centre Board of

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

- f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.
- g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.
- h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

5.7 Recall of UCBUSR Members

5.7.1 A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.

5.7.2 After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

6.0 Dietary Policy

6.1 Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

6.2 Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

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

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- 6.4** An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
- 6.5** The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

7.0 E-mail Policy

- 7.1** The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.
- 7.2** Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.
- 7.3** The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the **Front Office Manager**.
- 7.4** There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

7.4.1 Mass E-mail

This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

7.4.2 High Volume E-mail

This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

7.4.3 Listserv

This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

- 7.5** All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSA By-Laws and Policy

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Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

- 7.6** Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

7.6.1 Mass E-mail Set-Up

- a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.
- b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
- c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

7.6.2 Mass E-Mail Maintenance

There are no maintenance requirements for this mode of communication.

7.6.3 Mass E-Mail Guidelines

The mass e-mails will abide by all policies outlined in this policy.

7.6.4 High Volume E-mail (HVM)

a) General Information

- Set-up begins as early as May 1.
- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.
- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).
- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.
- On April 30 of each school year, CCS will delete the entire list.

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- After the numbers for the fall semester are available (e.g. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

b) Guidelines

- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.
- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.
- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.
- Only one HVM can be sent out in a one (1) week period (every 168 hours).
- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.
- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

7.6.5 Listserv

a) Set-Up

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.
- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) Maintenance

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

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c) Guidelines

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

7.6.6 Mass E-mail Endorsement Policy

- a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.
- b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.
- c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.
- d) The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

8.0 Ethical Purchasing

8.1 Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

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We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

8.2 Definitions

For the purpose of this policy:

‘Services’ means Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

‘Clubs’ means any group or organization accredited through the CSA that is not considered a CSA service.

‘Purchaser’ means the club, service, or Executive that made the purchase in question.

‘Apparel’ means any item that can be worn on the body (i.e., hats, clothes, bags).

8.3 Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one’s body, or bears the logo of the CSA.

8.4 Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph’s Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

8.5 Ethical Purchasing Committee

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- 8.5.1 Purpose:** to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.
- 8.5.2 Timeline:** to meet at minimum once a semester.
- 8.5.3 Membership:** Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer
- 8.5.4 Quorum:** Five members, one of which must be the Vice President External.
- 8.5.5 Responsibilities of the Chair**
The Chair is responsible for the following duties:
- a) Calling the meetings.
 - b) Ensuring that a scribe is present.
 - c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.
 - d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.
 - e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.
- 8.5.6 Non-Compliance**
- In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:
- a) **Informal Warning**

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A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**

Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**

Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

8.5.7 Choosing a Supplier

- a) A supplier may be chosen from the University of Toronto list of suppliers.
- b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.
- c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

8.5.8 Reporting

- a) **Contents:** purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.
- b) **Timelines:** Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first

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Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

- c) **Transparency:** the report will be included in the CSA Board package and will be posted on the CSA website.

8.6 Engaging the Membership

8.6.1 The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

8.6.2 The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

8.7 Policy Review

8.7.1 This Ethical Purchasing policy will be reviewed once every 3 years.

9.0 Accessible Services Provision (AODA)

9.1 Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

9.2 Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

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9.2.1 Communication

We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

9.2.2 Telephone Services

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

9.2.3 Assistive Devices

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

9.2.4 Billing

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

9.3 Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

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Fees will not be charged for support persons for admission to CSA events or services.

9.4 Notice of Temporary Disruption

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

9.5 Training of Staff

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

Training will include the following:

- a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.
- b) How to interact and communicate with people with various types of disabilities.
- c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.
- e) The CSA's policies, practices and procedures relating to the service standard.
- f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

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9.6 Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

9.7 Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

9.8 Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

10.0 Co-Curricular Transcript Policy

10.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

10.2 Validation Requirements

- 10.2.1** Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of

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each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

- 10.2.2** Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.
 - 10.2.3** Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).
 - 10.2.4** Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.
- 10.3** In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:
- 10.3.1** A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.
 - 10.3.2** Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.
 - 10.3.3** Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).
- 10.4** Petitions may be heard only after the completion of the Director's term.
- 10.5** The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.
- 10.6** All motions to waive requirements for validation must include the following information:
- a) the name of the Director that the petition is for; and
 - b) the academic year that they were ratified as a Director.
- 10.7** Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

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- 10.8** All petitions to waive the validation requirements must be heard on a case-by-case basis.

11.0 Policy Review Policy

- 11.1** All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.
- 11.2** Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

11.3 Policy Review Classification

Policy and bylaw reviews are divided into one of the following three classifications:

- a) **Frequent Reviews**
Policies requiring more frequent review than the required minimum three-year review cycle.
 - b) **Requested Reviews**
Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.
 - c) **Scheduled Three-Year Reviews**
Any remaining policies and bylaws not included in a) or b) above.
- 11.4** A review of a particular CSA Bylaw or Policy may find no change is needed.
- 11.5** As a component of its regular reporting requirements, the Policy & Bylaw Review Committee will provide an annual report to the Board of Directors during the Winter Semester to include:
- a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.
 - b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once during the three-year period.

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- c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.
- d) A list of policy review requests including the date requested, and the name and title of the requester.
- e) A list of policies reviewed by the PBRC for the current academic year including a summary of changes made to each policy. This list shall identify policies that were reviewed, but where no revisions were recommended.

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This is a track changes version of the new
Appendix J - Internal CSA Policy as approved by
the board on October 27, 2022 after the
separation of Appendix A - Internal CSA Policy.

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Revision	Board Approval Date
Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.	Feb 10, 2021
Revised 13.0 Policy Review Policy.	Feb 10, 2021
Appendix A – Internal CSA Policy was amended by removing Subsection 2.3 Executive Evaluation Committee. (expected to be revised and reinstated by the end of the 2021 calendar year).	Mar 10, 2021
Added 3.6 Bullring Operations Committee	May 26, 2021
<u>Divided former Appendix A – Internal CSA Policy into:</u> <ul style="list-style-type: none"> - <u>Appendix A – Executive Portfolios</u> - <u>Appendix D – CSA Committees</u> - <u>Appendix J – Internal CSA Policy</u> <u>Revisions include minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, and removal of policy change references prior to the 2020 AGM.</u>	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date June 2, 2021

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1.0 Director and Executive Files

- 1.1.1** Files shall be created for each Director, as determined by the Board of Directors.
- a) These files shall be kept separate from staff files.
 - b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.
- 1.1.2** These files may include, but are not limited to, confidentiality agreements, and grievances.
- 1.1.3** The Director and Executive files (hereafter referred to as “the files”) shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager.
- a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.
 - b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.
- 1.1.4** Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.
- 1.1.5** Files shall be kept for five years after the Executive’s or Director’s term.

2.0 Confidentiality

- 2.1** Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.
- 2.2** Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also

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means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.

- 2.3** A breach of confidentiality may happen for a variety of reasons including but not limited to:
- 2.3.1** Disclosure of confidential information;
 - 2.3.2** Disclosure of personal information, and
 - 2.3.3** Conflicts of interest.
- 2.4** During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.
- 2.5** Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.
- 2.6** Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.
- 2.7** All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.
- 2.8** Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.
- 2.9** It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

3.0 Protection of Privacy and Access to Information

Preamble

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As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

3.1 Definitions

For the purpose of this policy:

"Records" means any information stored within the CSA, whether in electronic, print or any other form.

"Personal information" means any information that is recorded within the CSA about any individual.

"Confidential nature" means any information protected under the Charter of Rights and Freedoms of the government of Canada; home address, phone number or e-mail address; correspondence between individuals of a private nature; or opinions about an individual made by another.

"Secure" means stored in a place that is inaccessible to the public and protected in a reasonable manner.

"Consent" means knowingly and freely giving information for use by another for reasons that are known or ought reasonably to be known.

3.2 Principles of Privacy and Access

The CSA believes that every individual has the right to access information kept pertaining to their self. Each individual also has the right to privacy when information of a confidential nature is given to the CSA.

3.3 Public Access to Information

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

3.3.1 Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.

3.3.2 Ongoing economic interests: Any information regarding plans,

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proposals, or other information that may jeopardize current contract or other negotiations with outside groups.

- 3.3.3** Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.
- 3.3.4** Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.
- 3.3.5** Deliberative processes: Information expressed in confidence during a decision-making process, such as an in-camera discussion of the Board of Directors.
- 3.3.6** Invasion of personal privacy: Any information about an individual will not be given out to other parties unless consent is received by the individual in question.

3.4 Personal Information

All information of a personal nature may be accessed by the individual to whom it pertains only. To request a copy of records held by the CSA regarding an individual's personal information, a request form must be filled out and delivered to the Executive member responsible for the requested record. Personal identification must also be presented before information shall be disclosed. The Executive must fulfill every request for personal information unless:

- 3.4.1** If the person requesting the information is not the individual to whom it pertains, the Executive member shall not permit access.
- 3.4.2** If records pertaining to one individual hold confidential information about another, the Executive member will make arrangements to present the information without disclosing other confidential information.

3.5 Collection

- 3.5.1** The CSA will collect individuals' information only with their explicit or implicit consent except when information pertains to:
 - a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.
 - b) Performance evaluation of a staff or volunteer member.

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- 3.5.2** Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

4.0 Special Projects

- 4.1** Given that the CSA exists to address issues of concern to students, and given that the CSA has resources that may not be available to other campus or Guelph groups, from time to time the CSA may institute a project or initiative designed to correct some inadequacy or deficiency within the university, or within the City of Guelph.

The following considerations should apply:

- 4.1.1** The project is designed to serve the students of the University of Guelph.
- 4.1.2** Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
- 4.1.3** Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).
- 4.1.4** The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

5.0 University Centre Board

5.1 Preamble

The University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, the CSA believes that the University Centre should be controlled by students. The current University Centre Board of

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Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

In order to implement student interests at the University Centre Board of Directors, the CSA will appoint ten undergraduate representatives to the University Centre Board. These representatives will follow and abide by the "Acknowledgement and Undertaking Regarding Confidentiality and Conflict of Interest" document set out by the University Centre Board. Undergraduate representatives will not be forced or told to vote in a block but will formulate their own opinion and vote in the best interest of the University Centre, the University Centre Board, and the undergraduate students.

5.2 Appointments

- 5.2.1 To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.
- 5.2.2 The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.
- 5.2.3 The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.
- 5.2.4 Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

5.3 University Centre Board Undergraduate Student Representatives (UCBUSR)

- 5.3.1 The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.
- 5.3.2 UCBUSR is expected to make regular reports to the CSA Board of Directors.

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- 5.3.3** UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting, they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.
- 5.3.4** The UCBUSR will meet as a group to discuss the student perspective in regard to the University Centre before all meetings of the UC Board. These meetings will involve discussions amongst the student representatives (both UC Board members and alternates) in a student-based environment prior to UC Board meetings. At these meetings reports will also be prepared for the CSA Board of Directors. These meetings are for discussion purposes only. Representatives will not be forced or told to vote in a block but will formulate their own opinion.
- 5.3.5** The Vice President Student Experience shall chair the UCBUSR meetings.
- 5.3.6** For UCBUSR meetings, all members (voting and alternates) are expected to attend in order to remain informed and knowledgeable of the matters before the UC Board.

5.4 CSA Position on the University Centre Board

- 5.4.1** The Vice President Student Experience, on behalf of the CSA Board of Directors, will submit a letter in writing to the University Centre Board of Directors no later than the second University Centre Board of Directors meeting. The letter will contain a copy of CSA UC Board of Directors policy, and the following CSA requests and positions:
- a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.
 - b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.
 - c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a

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vacancy.

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

5.5 CSA Board of Directors Directives

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

Suggestions may be given for the following reasons:

- a) The CSA Board of Directors deems the issues to be of significant importance to student interest.
- b) The CSA Board of Directors wishes to make its views known publicly.

5.6 Reserved Rights of the CSA Board of Directors

- 5.6.1 The CSA Board of Directors reserves the right to:

- a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.
- b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix A – Internal CSA Policy, Section 6 – University Centre Board at the University Centre Board of Directors meetings.
- c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).
- d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

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- e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.
- f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.
- g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.
- h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

5.7 Recall of UCBUSR Members

- 5.7.1 A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.
- 5.7.2 After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

6.0 Dietary Policy

- 6.1 Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.
- 6.2 Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.
- 6.3 One or more of the options may be removed if the people being served agree unanimously.

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- 6.4** An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
- 6.5** The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

7.0 E-mail Policy

- 7.1** The CSA represents all undergraduate students at the University of Guelph, and needs to work towards disseminating information in an effective fashion that gives all students equal knowledge and opportunity to be active members.
- 7.2** Because the University's "official form of communication" with all patrons of the University is through webMail, one of the most effective modes of communicating with students for the CSA would be the same.
- 7.3** The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the **Front Office Manager**.
- 7.4** There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph:

7.4.1 Mass E-mail

This mode of communication is for critical e-mail's that must reach all current students. Some of these issues include, but are not limited to, job postings, Annual General Meetings, Dental or Health Plan updates and Bus Pass updates.

7.4.2 High Volume E-mail

This mode of communication is a self-directed service for event announcements, campaign updates, general announcements and matters that are not of a critical nature.

7.4.3 Listserv

This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. However, this mode is very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.

- 7.5** All forms of electronic forms of mass communication will abide by CSA and

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University policy including, but not limited to, the CSA By-Laws and Policy Manual, the University of Guelph Human Right Policy and Mass E-mail Policy.

- 7.6** Each mode of communication has different set-up, maintenance responsibilities, and guidelines.

7.6.1 Mass E-mail Set-Up

- a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.
- b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.
- c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

7.6.2 Mass E-Mail Maintenance

There are no maintenance requirements for this mode of communication.

7.6.3 Mass E-Mail Guidelines

The mass e-mails will abide by all policies outlined in this policy.

7.6.4 High Volume E-mail (HVM)

a) General Information

- Set-up begins as early as May 1.
- The Vice President, Student Experience will ensure that the organizational account is set up specifically for the purpose of the high-volume mail.
- The Vice President Student Experience will place a request for a HVM list to the Office of Student Affairs, who will pass the request to Computing & Communications Services (CCS).
- CCS will set up a list that includes all active, full and part-time undergraduate students, and ensure that the organizational account (8.11.2.1.1) is set as the moderator.

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- On April 30 of each school year, CCS will delete the entire list.
- After the numbers for the fall semester are available (e.g. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

b) Guidelines

- The Executive Committee will provide all items for the HVM announcement to the Vice President, Student Experience 24 hours before the e-mail is sent out.
- The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.
- The Vice President, Student Experience will ensure that the HVM is sent out and confirmed.
- Only one HVM can be sent out in a one (1) week period (every 168 hours).
- HVM can only be sent out after 6 pm, so as to avoid webMail's high traffic times.
- The Vice President, Student Experience will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

7.6.5 Listserv

a) Set-Up

- The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.
- The form must then be signed by the Vice President, Student Experience and faxed to CCS.

b) Maintenance

- The group who requested the listserv is responsible for the

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maintenance of the listserv.

c) **Guidelines**

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

7.6.6 Mass E-mail Endorsement Policy

- a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.
- b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.
- c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.
- d) The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.
- e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

8.0 Ethical Purchasing

8.1 Preamble

The Central Student Association (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases.

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We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment.

The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

8.2 Definitions

For the purpose of this policy:

‘Services’ means Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

‘Clubs’ means any group or organization accredited through the CSA that is not considered a CSA service.

‘Purchaser’ means the club, service, or Executive that made the purchase in question.

‘Apparel’ means any item that can be worn on the body (i.e., hats, clothes, bags).

8.3 Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate sub-contractors involved in the production, distribution and/or sale of any product purchased for the purpose of wearing it on one’s body, or bears the logo of the CSA.

8.4 Principles

The CSA is committed to upholding the principals of Ethical Purchasing as outlined in the University of Guelph’s Code of Ethical Conduct For Suppliers and Sub-contractors in Relation to Working Conditions and Employment Standards, as well as its Procedures for the Implementation of the Code of Ethical Conduct. Additionally, the CSA maintains that purchasing goods that are sustainably produced is also a principle of Ethical Purchasing.

8.5 Ethical Purchasing Committee

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8.5.1 Purpose: to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

8.5.2 Timeline: to meet at minimum once a semester.

8.5.3 Membership: Vice President, External (Chair), one Coordinator from each service, Clubs Coordinator, Vice President, Student Experience, Promotional Services & Graphic Designer

8.5.4 Quorum: Five members, one of which must be the Vice President External.

8.5.5 Responsibilities of the Chair

The Chair is responsible for the following duties:

- a) Calling the meetings.
- b) Ensuring that a scribe is present.
- c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.
- d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.
- e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

8.5.6 Non-Compliance

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

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a) **Informal Warning**

A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file but will be removed after 18 months if the purchaser improves their purchasing practices.

b) **Formal Warning, Level 1**

Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**

Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

8.5.7 Choosing a Supplier

- a) A supplier may be chosen from the University of Toronto list of suppliers.
- b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.
- c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

8.5.8 Reporting

- a) **Contents:** purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.
- b) **Timelines:** Summer report should be made at the first Board

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meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

- c) **Transparency:** the report will be included in the CSA Board package and will be posted on the CSA website.

8.6 Engaging the Membership

8.6.1 The Vice President External shall organize at least one townhall per semester for the purpose of providing students with the opportunity to discuss ethical purchasing on a broader level and where the CSA, and the University, can improve in its efforts to support positive working conditions.

8.6.2 The Vice President External may hold additional meetings or create an ad-hoc committee as needed.

8.7 Policy Review

8.7.1 This Ethical Purchasing policy will be reviewed once every 3 years.

9.0 Accessible Services Provision (AODA)

9.1 Preamble

The CSA strives at all times to provide goods and services in a way that respects the dignity and independence of everyone. The CSA is also committed to ensuring that persons with disabilities receive accessible goods and services of the same quality that others receive. The CSA is also committed to ensuring that, to the extent possible, accessible goods and services are delivered in a timely manner.

This Policy has been prepared to meet the compliance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

9.2 Providing Goods and Services

The CSA is committed to excellence in serving all users of our services including people with disabilities and we will carry out our functions and responsibilities in the following areas:

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9.2.1 Communication

We will communicate with people in ways that take into account their disabilities. We will train staff who communicate with users of our services on how to interact and communicate with people with various types of disabilities.

9.2.2 Telephone Services

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

9.2.3 Assistive Devices

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

9.2.4 Billing

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

9.3 Use of Service Animals or Support Persons

We are committed to welcoming people who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties.

We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people who are accompanied by a service animal.

Any person with a disability who is accompanied by a support person will be allowed to enter the CSA's premises with his or her support person. At no time will a person who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

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Fees will not be charged for support persons for admission to CSA events or services.

9.4 Notice of Temporary Disruption

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

9.5 Training of Staff

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

Training will include the following:

- a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.
- b) How to interact and communicate with people with various types of disabilities.
- c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.
- e) The CSA's policies, practices and procedures relating to the service standard.
- f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when

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changes are made to these policies, practices and procedures.

9.6 Feedback Process

The ultimate goal of the CSA is to meet and surpass users of our services' expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the CSA provides goods and services to people with disabilities can be made by completing a Feedback Form available in our front office or online at www.csaonline.ca. Alternatively, feedback could be brought directly to the Vice President, Academic. Users of our services can expect to hear back within two business days.

9.7 Modifications to this Policy

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the CSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

9.8 Questions About this Policy

This policy exists to achieve service excellence to users of our services with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, the CSA Vice President Academic.

10.0 Co-Curricular Transcript Policy

10.1 Preamble

The University of Guelph's Co-Curricular Transcript ("CCT") is an official record of an eligible student's involvement in verified student activities at the University of Guelph that have occurred outside the classroom.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

10.2 Validation Requirements

10.2.1 Attend at minimum 70% of the total number of Board meetings

Appendix ~~AJ~~ Internal CSA Policy



scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

- 10.2.2** Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.
- 10.2.3** Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).
- 10.2.4** Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.
- 10.3** In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:
 - 10.3.1** A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.
 - 10.3.2** Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.
 - 10.3.3** Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).
- 10.4** Petitions may be heard only after the completion of the Director's term.
- 10.5** The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.
- 10.6** All motions to waive requirements for validation must include the following information:
 - a) the name of the Director that the petition is for; and
 - b) the academic year that they were ratified as a Director.
- 10.7** Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

Appendix **AJ** Internal CSA Policy



10.8 All petitions to waive the validation requirements must be heard on a case-by-case basis.

11.0 Policy Review Policy

11.1 All CSA policies will be reviewed on a regular, recurring basis according to the following schedule or following a directive made by motion at the Board of Directors.

11.2 Review of CSA Bylaws and Policies will take place to ensure they are still relevant to the undergraduate student population and/or the operations and functioning of the CSA.

11.3 Policy Review Classification

Policy and bylaw reviews are divided into one of the following three classifications:

a) Frequent Reviews

Policies requiring more frequent review than the required minimum three-year review cycle.

b) Requested Reviews

Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.

c) Scheduled Three-Year Reviews

Any remaining policies and bylaws not included in a) or b) above.

11.4 A review of a particular CSA Bylaw or Policy may find no change is needed.

11.5 As a component of its regular reporting requirements, the Policy & Bylaw Review Committee will provide an annual report to the Board of Directors during the Winter Semester to include:

a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.

b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once

Appendix ~~AJ~~ Internal CSA Policy



during the three-year period.

- c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.
- d) A list of policy review requests including the date requested, and the name and title of the requester.
- e) A list of policies reviewed by the PBRC for the current academic year including a summary of changes made to each policy. This list shall identify policies that were reviewed, but where no revisions were recommended.

MINUTES

Board of Directors Meeting # 1

May 26, 2021 – 6:00 pm

Microsoft Teams

**1.11.2 Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy**

Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.

WHEREAS an informal Human Resources Policy Review Working Group, composed of the Business Manager, Office Manager, and our External Human Resources Consultant, in consultation with the informal Bullring Policy Review Working Group composed of the Bullring General Manager, Business Manager, and President, has completed a comprehensive review of Bullring-related HR policies;

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WHEREAS the Working Group's primary goal was to amalgamate all CSA staff, including Bullring staff, under one common and equitable CSA Human Resources policy; and

WHEREAS the Working Group's recommendations, reflected in the resolutions below, consider:

- Ensuring all CSA staff are categorized into one of three standardized employee classifications including fixed-term, permanent, and Executive contracts.
- Providing updated language that improves consistency and equity to staff from all CSA services, including the Bullring.
- Streamlining processes for reporting and requesting Vacation and Personal Emergency Days (PED) based on employee feedback.
- Providing one common complaint-resolution process for all CSA staff (including Bullring staff).

RESOLVED that:

- a) **Appendix C – Human Resources, Section 11.0 Vacation, and Section 12.0 Personal Emergency Days (PED)** be amended as detailed in the Board Package for this meeting.
- b) **Appendix D – Bullring Human Resources Policy** be rescinded immediately as the adoption of the resolution listed in item a) above render this document obsolete.

Moved: Nicole Walker, President

Seconded: Leila Stevens

Nicole Walker, President: I was caught up to speed on the context of these amendments, so I want to share that context. The Human Resources policy has been a working progress for about 3 years now with the CSA. It was approved initially in Winter of 2019, which included the Progressive Discipline Process, the Complaint Resolution Process, the Workplace Harassment and Respecting the Workplace Policy. Basically, this policy is operationally streamlining these HR policies. There is no changes to the benefits, so even though it mentions Personal Emergency Days and Vacation Days, it just makes it more equitable for our fixed term, permanent staff, and contract, there are no changes to the benefits they are receiving. We held off on migrating our Bullring Operations Committee Terms of Reference (TOR) under the CSA policy, until we could create a more comprehensive CSA policy. The reason why the Bullring's HR

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Microsoft Teams



policy is obsolete is because we are combining all our services under one policy. This has been a working progress for some time now.

Pete Wobschall, Policy & Transition Manager: One thing that is important to note, is that with the addition of the PED and the revision of the Vacation Policy, this now brings these two topics into compliance with the Environmental Standards Act (ESA), so this is important as well.

Motion carried.

1.11.3 Amendments to Appendix B – CSA Services Policy, Section 1.0 Bullring Policy & Appendix A – Internal CSA Policy (add Bullring Operations Committee)

Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.

WHEREAS an informal Bullring Policy Review Working Group, composed of the Bullring General Manager, Business Manager, and President has completed a comprehensive review of Bullring-related policies;

WHEREAS one of the Working Group's goals was to revise Appendix B – CSA Services Policy, Section 1.0 Bullring Policy to reflect current operational practices and organizational mandates as it has not been revised in some time.

WHEREAS the mandate of the Bullring Committee has matured from supporting the development and successful start-up of a CSA cafe service, to monitoring and enhancing its day-to-day and year-to-year operations;

WHEREAS updating the name of the Bullring Committee to the Bullring Operations Committee more accurately reflects the revised mandate as detailed in the revised TOR;

WHEREAS the current Bullring Committee's Terms of Reference (TOR) is out of date and hasn't been revised in some time; and

WHEREAS the Bullring's Committee's TOR has historically been maintained as a separate document, and not included in policy like other CSA committee TORs.

RESOLVED that, based on recommendations from the Bullring Policy Review Working Group:

- a) **Appendix B - CSA Services Policy, Section 1.0 Bullring Policy** be amended as provided in the Board Package for this meeting.

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May 26, 2021 – 6:00 pm

Microsoft Teams



- b) **Appendix A – Internal CSA Policy** be amended to include the revised **Bullring Operations Committee Terms of Reference** (TOR) as provided in the Board Package for this meeting.

Moved: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

Nicole Walker, President: Just wanted to provide some context about this moving forward. The Bullring Committee is an Operational Committee; it used to be a developmental process. However, the terms of reference were initially created 18-years ago, so a lot has happened since then. Our plan is to engage students and the Board, using surveys instead, because the Bullring Committee tends to deal with operational matters. This is easier to be addressed through the Bullring General Manager, the Business Manager, and the President., who all have operational background. This policy is reflective of what is currently happening.

Appendix B, Section 1.0 – Clean (Revised) Version

1.0 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 above all else, should be accessible to and suitable for students. The Bullring is fundamentally a cafe/student lounge, where activities, events, menus, catering, and the like are centred 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 will be 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 be financially self-sufficient. 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 at every Bullring Operations Committee meeting and made available to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with CSA values, in accordance with Bullring Policy and Terms of Reference, while maintaining independent fiscal responsibility. Revenue 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. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

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 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, wheat free and gluten 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 utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. 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 bylaws, 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. Political decisions or major financial decisions that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee. Day-to-day operational decisions will be made at the committee level and must be recorded in detailed meeting notes. At a minimum, the President 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:

Programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained.

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 booking privileges based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges.

Revised November 11, 2009

Presented as Notice of Motion December 2, 2009

Approved January 13, 2010

Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]

Revised February 2021 LAC/KL/TP

Further revised March 29, 2021 LAC/KL/TP

Appendix B, Section 1.0 - Track Changes Version

1.0 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 ~~cafe/office/shop~~ student lounge, where activities, events, menus, catering, and the like are centred 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 will be 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 ~~remove toward~~ financially self-sufficient~~ly~~. 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 ~~at every on a monthly basis by the~~ Bullring Operations Committee meeting and made av- ailable to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with ~~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. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

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 students by offering a range of food and beverage options. The Bullring shall offer menu items which are ~~are-~~ affordable and healthy, as well as vegetarian, vegan, wheat free and gluten 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 utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. 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 political decisions or 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 Operations Committee. Day-to-day 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. Operational decisions will be made at the committee level and must be recorded in detailed meeting notes. This committee will keep public minutes which will include information presented and decisions made. At a minimum, the Bullring President 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 primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained.
~~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 booking privileges ~~opportunity to book this venue for functions~~ based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges.
~~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.~~

Revised November 11, 2009

Presented as Notice of Motion December 2, 2009

Approved January 13, 2010

Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]

Revised February 2021 LAC/KL/TP

Further revised March 29, 2021 LAC/KL/TP

The Bullring Operations Committee Terms of Reference

PREAMBLE

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

PURPOSE:

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

MEMBERSHIP:

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

RESPONSIBILITIES:

- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.
- All members of the Committee shall be responsible for:
 - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
 - ensuring the financial viability of the Bullring.
 - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
 - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
 - approving all recurring bookings and major events held outside regular business hours prior to confirmation.
 - approving all decisions to revoke booking privileges and terms for reinstatement.
 - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.
 - conducting a user survey of the Bullring at least once every two years
 - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

MEETINGS:

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

- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester.

Draft revisions submitted January 27, 2021 to BR GM and Prez for review

Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review

Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP

The Bullring Operations Committee Terms of Reference

PREAMBLE

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

PURPOSE: ~~The Bullring Committee (hereafter “the Committee”), a sub-committee duly appointed by the CSA Board of Directors (hereafter “the Board”), is the formal link between the CSA and the Bullring Coffee shop project (hereafter “the Bullring”).~~
The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

MEMBERSHIP:

- Membership shall include the CSA President, Bullring General Manager, and the the CSACSA Business Manager, CSA Finance and Human Resources Commissioner, one more CSA Board member and any members of the CSA duly appointed by the Board.In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.
- ~~New members will be appointed by the Board at the next regularly scheduled Board meeting to the Committee after attending two consecutive regularly scheduled Committee meetings.~~
- ~~The above members shall be considered active members of the Committee until such time that they are absent for two consecutive regularly scheduled meetings, at which point the Committee shall recommend the removal of the member by the Board.~~

COMMITTEE RESPONSIBILITIES:

~~The Committee shall endeavour to provide direction and act as an advisory body to the Bullring General Manager.~~

~~The Committee shall prepare a report of its activities, both proposed and resolved, once per semester to the Board.~~

~~The Committee shall conduct a user survey of the operation of the Bullring at least once a year.~~

- ~~Within all the activities of its membership the Committee shall endeavour to uphold the CSA Bullring Policy laid out in Appendix C, section 1.0 of the CSA Policy Manual.~~

MEMBER RESPONSIBILITIES:

- ~~All members of the Committee will endeavour to engage the general CSA membership into the operations of the Bullring.~~
- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking

detailed notes, and presenting financial updates to the Committee.

- All members of the Committee shall be responsible for:
 - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions
 - ensuring the financial viability of the Bullring
 - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year
 - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event
 - approving all recurring bookings and major events held outside regular business hours prior to confirmation
 - approving all decisions to revoke booking privileges and terms for reinstatement
 - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring
 - conducting a user survey of the Bullring at least once every two years
 - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

All members of the Committee will be regular users of the Bullring in an effort to assess general cleanliness, use, events, menu, decor and other components of the Bullring. Additionally, Committee members will attempt to critically assess the Bullring in the scope of a broader prospective beyond the aforementioned details.

- All members of the Committee shall be responsible for participating in discussion and seeking input from their constituencies in between Committee meetings.
- The Bullring General Manager shall be responsible for reporting to the Committee any necessary activities or issues which require broader discussion and input.
- The CSA Business Manager shall be responsible for presenting financial updates to the Committee once per month.
- The Finance and Human Resources Commissioner and the Bullring General Manager will work with the CSA Business Manager to ensure the financial viability of the Bullring.
- The Finance and Human Resources Commissioner shall be responsible for facilitating Committee meetings, keeping public records and representing the interests of the Committee and the CSA in general outside of meetings of the Committee. This member shall also be the immediate supervisor of the Bullring General Manager.
- The Committee will conduct an annual review of The Bullring Committee Terms of Reference and the Bullring Policy in a timeline proposed by the Finance and Human Resources Commissioner.

MEETINGS:

- All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Quorum for is meetings. in the Fall and Winter semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager, the Business Manager and one other member of the committee.
- Quorum for meetings in the Summer semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager and the Business Manager.

- Decision-making shall be made on a consensus model, and all ~~active~~ members of the committee shall have an equal say in decisions.
- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester
~~Meetings shall be scheduled at least every four weeks, and shall be scheduled by the Finance & Human Resources Commissioner.~~

~~As presented November 11, 2009 by Josh Gaber~~

~~As revised January 18, 2010 by Bullring Committee~~

~~Draft revisions submitted January 27, 2021 to BR GM and Prez for review~~

~~Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review~~

~~Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP~~

MINUTES

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



3.12 Business

3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments *MINUTES*

– CSA Board Meeting # 3 – July 7, 2021

MINUTES

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



Notice of this motion was provided at the June 23, 2021, CSA Board Meeting.

WHEREAS the CSA/GSA Transit Committee is planning to hold a referendum to renew the contract with Guelph Transit (City of Guelph) for the Universal Bus Pass (U-Pass) during the CSA Fall By-Election period;

WHEREAS, with the intent to permit referendum questions during any Elections period, the CSA Board of Directors, at their meeting on April 9, 2019, amended **Appendix G, Section 6.3. Referendum** by removing the word 'General' from 'Referendum questions shall be included during the ~~General~~ Elections period';

WHEREAS the following policies were not revised at the April 9, 2019 CSA Board Meeting and contradict the spirit of permitting referendum questions during all Elections periods by continuing to limit them to Winter Elections periods only:

- **Bylaw 2 - Electoral, Section 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.", and
- **Appendix G – Electoral, Section 13.3:** "Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period."; and

WHEREAS Appendix G – Electoral, Section 6.0. Referendum requires all referendum questions to be submitted to the CSA Elections Office on the appropriate form, and **Section 7.0. Standing Referendum Committee (SRC)** subsequently requires that all submitted referendum questions from the CSA Elections Office be submitted to the SRC.

RESOLVED that:

- a) **Bylaw 4, Section 3.1** be amended to: "Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester."
- b) **Appendix G – Electoral, Section 13.3** be amended to "Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period."
- c) **Appendix G – Electoral, Section 6.0**, requiring the Standing Referendum Committee (SRC) to review all referendum questions be suspended only as it

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Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



applies to the Bus Pass Fall 2021 Referendum Question.

- d) CSA members of the CSA/GSA Transit Committee strive to meet the spirit of Appendix G – Electoral, Section 6.0 by building in a review of the Fall 2021 Bus Pass Referendum Question by the Standing Referendum Committee (SCR) into their workplan.
- e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

Moved: Nicole Walker, President

Seconded: Leila Stevens

President Nicole Walker motivated for this Motion by explaining that they must approve this so they can run the bus pass referendum in the fall, and she hopes Members support this Motion.

Roll Call Vote:

Member Alyssa Ahmed: Yea
Member Amanda Conibear: Yea
Member Bella Harris: Yea
Member Joshua Vito: Yea
Member Keshini Digamber: Yea
Member Leila Stevens: Yea
Member Leilani Rocha: Yea
Member Lily Taylor-Stackhouse: Yea
Member Maya Persram: Yea
Member Shawna Perrit: Yea
Member Justin Mihaly: Yea
Member Samantha Ogbeiwi: Yea
Member Quinton Stummer: Yea

Appendix G

Electoral




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This is the proposed revision (new version) of Appendix G.

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Revision	Board Approval Date
4.2.1 Executive: required signatures for nomination reduced from 100 to 50.	Jan 13, 2021
4.2.1 Director: required signatures for nomination reduced from 25 to 10.	Feb 3, 2021
Appendix G – Electoral, Section 13.3 was amended to “Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.”	July 7, 2021
Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021. Numerous updates detailed in the Board Agenda Package. Revisions also included multi-list and other non-contextual formatting.	
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

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1.0 Conflict of Interest (Elections Office Staff)

- 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 & 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.

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- 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.
 - 2.5.1** Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2) business days after the close of nominations to amend and resubmit the package for final validation.
- 2.6** The CSA Elections Office shall secure a voting system, and if required, polling stations, or voting spaces on campus.
- 2.7** In collaboration with the President and the Policy & Transition Manager, the 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 Candidates' Package is up to date, consistent with CSA bylaws and policies, 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.
- 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.
- 2.15** In collaboration with the President and Policy & Transition Manager (PTM), the CRO shall develop an Elections schedule to be included in the Candidates' Package.

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2.15.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Promotion & Signature Verification
- Campaigning
- Voting

2.15.2 The Elections Schedule shall consider the following priorities; listed from highest priority to lowest priority:

- i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.
- ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.
- iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Board of Directors Election Roles & Responsibilities

3.1 The CSA Elections Office, in cooperation 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.

3.2.1 The 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.

3.2.2 Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

3.3 Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.

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- 3.4** 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 & Removal from Office), at the Board's discretion.

4.0 Nominations

4.1 Eligibility

- 4.1.1** Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.
- 4.1.2** Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive or Director position, so long as they have been enrolled in a degree program in at least one of the two semesters prior to taking office.
- 4.1.3** Members in good standing are eligible to nominate another member as a candidate.
- 4.1.4** Candidacy is exclusive. Members may seek office for only one elected position within the CSA in an election; this applies to both Executive and Director positions.
- 4.1.5** 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 Process

- 4.2.1** The nomination process for those seeking the office of Executive Officer or Director must abide by the following rules of procedure:
- a) The candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office.
 - b) The candidate 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

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hold.

- c) The candidate must collect nomination signatures on the appropriate form outlined by the CSA Elections Office:
 - Executive Officer: minimum of 50 verified signatures.
 - Directors: minimum of 10 verified signatures.
- d) The minimum number of verified signatures in support of their candidacy must be from individuals within their constituency.
- e) The candidate 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 at Poll Station locations when appropriate. This statement shall be no longer than 150 words.
- f) The nominee shall present a refundable deposit in the form of cash, certified cheque or personal cheque.
 - The deposit amount shall be determined by the President, in consultation with the Business Manager and Elections Office, and shall not exceed:
 - i. Executive Officers: \$50.00.
 - ii. Directors: \$25.00.
 - The CRO will include deposit amounts in the Candidates' Package.

4.2.2 All appropriate forms must be completed, 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 nominators.

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.

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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 by noon (12:00 pm) one business (1) day before the voting period commences.
- 5.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

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 Notwithstanding subsection 6.2, Referendum questions shall be included during the Elections period as approved by the Board of Directors.
- 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, 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 one (1) business day of receiving the question.

7.0 Standing Referendum Committee (SRC)

- 7.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question

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submissions.

7.2 The SRC shall:

- 7.2.1 Be comprised of the Chief Returning Officer and at least two Directors.
- 7.2.2 Receive all submitted referendum questions from the CSA Elections Office.
- 7.2.3 Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
- 7.2.4 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.
 - a) If the referendum question is a joint initiative, then the SRC recommendations will be considered by the CSA Board of Directors, who will then, by resolution, make wording recommendations to all parties involved in the referendum for consideration.
- 7.2.5 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 Officers acting in pursuance of their respective duties.
- 8.2 All Recognized Student Organizations and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.
 - 8.2.1 Recognized Student Organizations (RSO) include:
 - Special Status Groups
 - Primary Student Organizations
 - Accredited Student Organizations
 - Student Service Groups (examples: The Ontario, CFRU)
- 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.

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- 8.4** A referendum fee of \$300 will be billed to any non-student external organizations, and university departments and programs using CSA Electoral services.

9.0 Referendum Question Petition Collection

- 9.1** 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.
- 9.2** Once a question has been approved by the Standing Referendum Committee (SRC), the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.
- 9.3** The collection of petitions for any referendum question must abide by the following rules of procedure:
- 9.3.1** Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.
 - 9.3.2** Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply.
- 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 number 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

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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.
- 10.6** 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.

- 10.7** 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 & 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.

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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 within 24 hours of the meeting.
- 12.2 For an authorized representative to be valid, they must notify the CRO prior to the meeting, and 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 are 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

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day of the 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 Election candidate's 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, or 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 and/or ARO 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 recyclable 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 related to specific candidates or referendum teams is permitted within CSA offices or CSA service areas unless otherwise approved 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 unless approved by the CRO.
- 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

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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.
- 13.15** Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event.
- 13.15.1** Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.
- 13.16** CSA staff shall not promote or support Executive Officer or Director candidates in any way; this included letters of recommendation, and commenting and sharing on social media posts.

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.
- a) The CRO shall have relevant University solicitation regulations available for candidates upon request.
- 14.2.4** All print and electronic campaign material must include the name of the

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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)

- a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.

- 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 candidate signatures in pursuance of Bylaw 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 (e.g., printing, materials, supplies, etc.) 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.
- 14.3.2** Campaigning is strictly prohibited outside the designated campaign period.
- 14.3.3** 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.
- 15.2** For all matters pertaining to elections, campaign emails shall be defined as any

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email which contains text promoting a position with respect to a candidate in the election or question in a referendum, sent by a candidate, individual or organization.

- 15.3** Candidates and Referendum Teams 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.
- 15.4** 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.
- 15.5** 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.
- 15.6** All campaign emails are subject to CRO approval before being sent. It is the Candidate's responsibility to ensure ListServ emails are sent only to publicly-accessible lists with written consent of the ListServ Administrator.

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** Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.3** All organizations who put forth a referendum question, and all 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.

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- 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 Officer candidates is \$200.
- 17.2** The campaign expense limit for Director candidates is \$75.
- 17.3** 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 Officer and 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 is 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 Candidates' Package.
- 18.3** Specific electoral policy guidelines and campaign infractions, outlined in the 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 question or individual's candidacy, as determined by the CRO, as per electoral guidelines, outlined in the Candidates' Package, as adopted by the Board of Directors.
- 18.6** Should a candidate or referendum team receive a penalty for an infraction, they

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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. The CRO shall keep a written record of attempts made.
- 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.
 - 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

- 20.1.1** Each candidate race will appear on a separate ballot sheet.
- 20.1.2** Names of candidates running for the Executive or Directors shall appear on the ballots in the exact form they were ratified by the Board.
- 20.1.3** The order of each candidate name on the ballot will be randomized through the full ballot population. The CRO shall document the process used and maintain a record of results.

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- 20.1.4** In the case where there is only one candidate running for a Director or Executive Officer position, the ballot, shall include a “Yes” or “No” option.
- 20.1.5** Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.
- 20.1.6** 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

- 20.2.1** Referendum question ballots shall include a “Yes” or “No” option.
- 20.2.2** Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.
- 20.2.3** Referendum question shall appear on the ballot in the exact format they were ratified by the Board.
- 20.2.4** Each referendum question will appear on a separate ballot sheet.

21.0 Voting Process: Polling Stations

Preamble

The following shall be used when polling stations are required for a CSA election.

- 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.
 - e) Information about how to properly cast your ballot.

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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 (5) day audit/recount

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period.

- 24.4** The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five (5) 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 19.0 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 five (5) day 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, and copied to the President, within the five (5) day period. A request should clearly state the reasons behind such a request and all evidence.
- 24.8** During the five (5) 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 (5) day period.
- 24.10** Successful candidates will be ratified only after this five (5) 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.

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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 Online Elections Contingency Plan will include 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.
- 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 EAB Board

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- 27.1.1** The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.
- 27.1.2** Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.
 - a) The President 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** 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

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:
 - a) Three Directors; and
 - b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 27.3.2** The Board will nominate and select the Directors 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.
 - b) All interested CSA members shall submit a 150-word statement of

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interest and CV to be reviewed by the Board.

- c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion

27.3.4 Advertising to, and the selection 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.

- a) The membership 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 the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates.

27.4 Meetings of the Elections Appeals Board (EAB)

27.4.1 Quorum for EAB meetings shall be set at three (3) members.

27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three (3) meetings during campaign and voting periods.

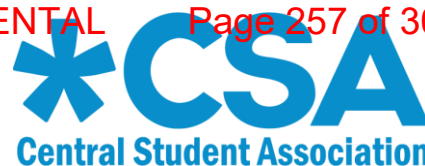
27.4.4 The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

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- 27.4.6** 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.
- a) 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.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – CSA Electoral**Contents***(former Appendix K: CSA Electoral)*

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive
4. Nominations
5. Withdrawal of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule and Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Campaign Regulations (former Appendix H, Section 1)
15. Listserv (former Appendix H, Section 2)
16. Expenses
17. Campaign Expense Limits (former Appendix H, Section 3)
18. Penalties for Infractions
19. Appeals for Chief Returning Officer (CRO) Decisions
20. Voting Process: Format of Ballots
21. Voting Process: Polling Stations
22. Election Results
23. Ballot Counting Process
24. Auditing/Recounting the Ballots
25. Announcements of the Results
26. Online Elections Contingency Plan
27. Elections Appeals Board (EAB) (former Appendix I)

**This is the current
(old) version of
Appendix G.**

NOTE: Former Appendices now combined as Appendix G:

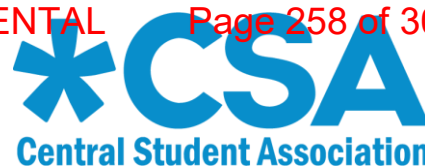
Appendix H: Campaign Policies and Penalties

Appendix I: Elections Appeals Board (EAB)

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.***

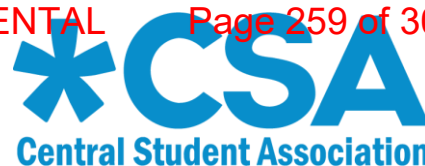
CENTRAL STUDENT ASSOCIATION**APPENDIX G – CSA Electoral**

**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;

CENTRAL STUDENT ASSOCIATION**APPENDIX G – CSA Electoral**

- 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

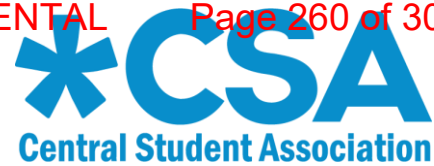
(with regard to CSA Elections)

- 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.

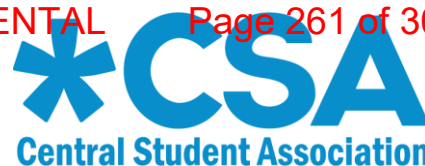
CENTRAL STUDENT ASSOCIATION
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- 4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester 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 **25** 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.

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**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.

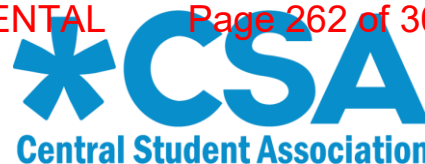
4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

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.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – CSA Electoral**6.0. Referendum**

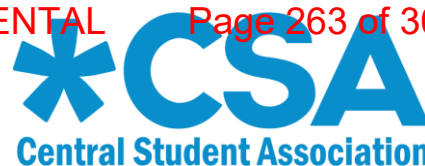
- 6.1. Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office
- 6.2. Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.
- 6.3. Referendum questions shall be included during the General Elections period.
[Amended by the Board – April 3, 2019]
- 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.

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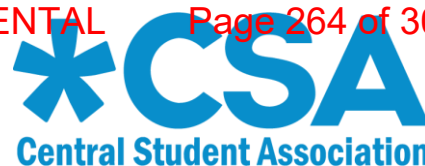
- 8.3. Each group sponsoring a referendum question shall present a refundable deposit of \$50 in the form of cash or certified cheque before campaigning can begin.
- 8.4. A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA 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.

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- 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

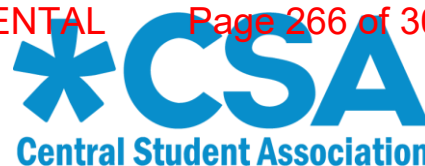
- 11.1.** To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.
- 11.2.** To be prepared to attend 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.

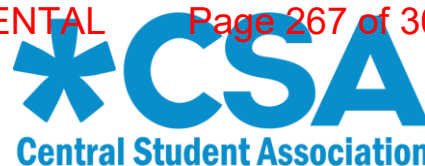
14.2. The Practice of Campaigning:

- 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.

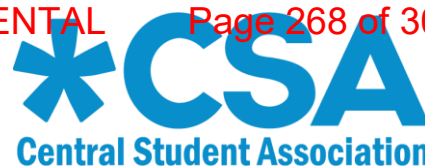
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**15.0. Listserv**

- 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.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – CSA Electoral**17.0. Campaign Expense Limits**

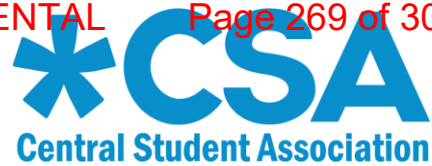
- 17.1. The campaign expense limit for Executive candidates is \$200.
- 17.2. The campaign expense limit for Board of Director candidates is \$75.
- 17.3. The campaign expense limit for Referendum teams is \$300, only if determined to be an Internal Body, as outlined in Bylaw 3.3.1. To be covered by 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;

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- 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**

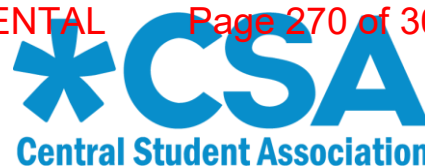
- a) Each candidate race will appear on a separate ballot sheet;
- b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;
- c) The order of each candidate name on the ballot will be randomized through the full 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
- d) Each referendum question will appear on a separate ballot sheet.

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.

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APPENDIX G – CSA Electoral**22.0. Election Results**

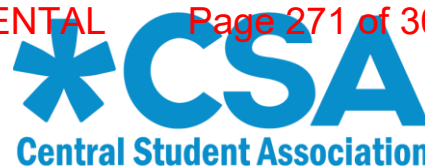
- 22.1. Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.
- 22.2. Candidates who undergo a “Yes” or “No” vote and receive a majority of “Yes” votes shall be declared a winner.
- 22.3. Should a candidate who is running unopposed receive a majority of “No” 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.

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- 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.

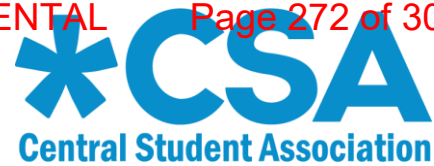
25.0. Announcements of the Results

- 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.

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**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

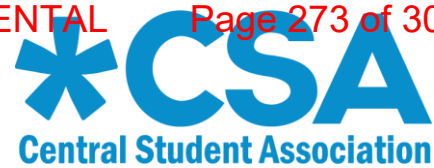
27.3.1. The Elections Appeals Board (EAB) shall consist of:

- 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.

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- b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.
- c) The Board will select and ratify CSA members to be on the EAB as per Robert's Rules and the Chair's discretion

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.

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(former Appendix K: CSA

Electoral)

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NOTE: Former Appendices now combined as Appendix G:

Appendix H: Campaign Policies and Penalties

Appendix I: Elections Appeals Board (EAB)

Appendix K: CSA Electoral

**This is the compare documents version
of the proposed (new) and current (old)
versions of Appendix G.**

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~~*This policy was amended by the CSA Board on November 28, 2018.*~~
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<u>Revision</u>	<u>Board Approval Date</u>
<u>4.2.1 Executive: required signatures for nomination reduced from 100 to 50.</u>	<u>Jan 13, 2021</u>
<u>4.2.1 Director: required signatures for nomination reduced from 25 to 10.</u>	<u>Feb 3, 2021</u>
Appendix G – Electoral, Section 13.3 was amended to “Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.”	July 7, 2021
<u>Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021.</u> <u>Numerous updates detailed in separate document.</u> <u>Revisions also included multi-list and other formatting.</u>	
<u>Pete Wobschall, Policy & Transition Manager</u>	
<u>Signature</u>	<u>Date</u>

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1.0 Conflict of Interest (Elections Office Staff)

- 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

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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;

a) Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2-6.——) business days after the close of nominations to amend and resubmit the package for final validation;

- 2.6 The CSA Elections Office shall secure a voting system, and if required, polling stations or voting spaces on campus;

- 2.7 In collaboration with the President and the Policy & Transition Manager, the 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, consistent with CSA bylaws and policies, 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.

- 2.15 In collaboration with the President and Policy & Transition Manager (PTM), the CRO shall develop an Election schedule to be included in the Candidates' Package.

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a) The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Promotion & Signature Verification
- Campaigning
- Voting

b) The Elections Schedule shall consider the following priorities; listed from highest priority to lowest priority:

- i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.
- ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.
- iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Board of Directors Election Roles and Responsibilities of the CSA Board and Executive

~~1.3 (with regard to CSA Elections)~~

~~3.1.~~

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.

- a) ~~The~~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.
- b) Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

3.3 Directors and Executive shall aspire to attend any emergency Board meetings

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during the CSA election period.

- 3.4 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 Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.

- 4.1.2 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~~ Director position, so long as they have been enrolled in a degree program ~~within~~ in at least one of the current CSA fiscal year. Members in good standing are also eligible two semesters prior to nominate another member as a candidate. taking office.

- 4.1.3 Members in good standing are also eligible to nominate another member as a candidate.

- ~~4.1.34.1.4~~ 4.1.4 Candidacy is exclusive. Members may ~~run~~ seek office 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, this applies to both Executive and Director 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.~~ 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.

- ~~4.1.44.1.5~~ 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

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Executive Committee is empowered to ratify the list of candidates.

4.2 Nomination ~~of Directors~~Process

4.2.1 The nomination process for ~~any non-executive Board of Directors position~~those seeking the office of Executive Officer or Director must abide by the following rules of procedure:

a) The ~~nominee~~candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

~~The~~ The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the GRO 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;
~~candidate~~ nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

a) ~~The~~ nominee must receive a total of 50 ~~25~~ verified signatures in support of their candidacy and must be from individuals within their constituency;

[Amended by the Board — November 6, 2019]

b) ~~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;

c) ~~The~~ nominee shall present a refundable deposit of \$25 in the form of cash, certified cheque or personal cheque.

~~1.4~~

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 GRO 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 GRO 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~~

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~~4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:~~

~~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 ~~nomineecandidate~~ must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;:

~~The nominee must receive a total~~

- Executive Officer: minimum of 50 verified signatures
- Directors: minimum of 10 verified signatures.

d) ~~The 400~~minimum number of verified signatures in support of their candidacy; must be from individuals within their constituency.

e) The ~~nomineecandidate~~ 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 ~~wherewhen~~ appropriate. This statement ~~should~~shall 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~~The deposit amount shall be determined by the President, in consultation with the Business Manager and all Elections Office, and shall not exceed:

i. Executive Officers: \$50.00.

ii. Directors: \$25.00.

- The CRO will include deposit amounts in the Candidates' Package.

4.2.2 All appropriate forms must be completed and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

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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.

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 by noon (12:00 pm) one business (1) day~~ before the voting period commences.

5.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

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.

Notwithstanding subsection 6.3.—2, Referendum questions shall be included during the ~~General Elections period.~~

6.3 ~~[Amended]~~ as approved by the Board ~~—April 3, 2019~~ of Directors.

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

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and/or funding, the CRO must notify said campus organization via email within 24 hours ~~one (1) business day~~ 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.~~

~~1.5—~~

7.0 ~~7.0.~~ Standing Referendum Committee (SRC)

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:

7.2.1 Be comprised of the Chief Returning Officer and at least two Directors.

7.2.2 Receive all submitted referendum questions from the CSA Elections Office.

7.2.3 Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.

7.2.4 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.

a) If the referendum question is a joint initiative, then the SRC recommendations will be considered by the CSA Board of Directors, who will then, by resolution, make wording recommendations to all parties involved in the referendum for consideration.

7.2.5 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 All Recognized ~~Special Status Groups, Primary~~ Student Organizations ~~and all~~

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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.

a) Recognized Student Organizations (RSO) include:

- Special Status Groups
- Primary Student Organizations
- Accredited Student Organizations
- Student Service Groups (examples: The Ontario, CFRU)

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.~~

9.1 ~~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.

9.2 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.

9.29.3 The collection of petitions for any referendum question must abide by the following rules of procedure:

~~9.2.19.3.1~~ a) Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.

~~b)~~

~~9.2.29.3.2~~ Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply. ~~and~~

~~9.39.4~~ Petitioning for signatures shall not be considered campaigning.

10.0 Ratification of Referendum Questions

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- 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](#) Referendum Team at the meeting.
- 10.6 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.

- 10.7 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.

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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 notify the CRO prior to the meeting, and 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

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- 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 Election Candidate's 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 and/or ARO 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 recyclable 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 related to specific candidates or referendum teams is

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permitted within CSA offices or CSA service areas unless otherwise statedapproved 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 unless approved by the CRO.

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.

13.15 Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event.

13.15.1 Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.

13.16 CSA staff shall not promote or support Executive or Director candidates in any way; this included letters of recommendation, and commenting and sharing on social media posts.

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.

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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.

a) ~~The~~ CRO shall have relevant University solicitation regulations available for candidates upon request.

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)

a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.

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 candidate 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 (e.g., printing, materials, supplies, etc.) 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.

14.3.2 Campaigning is strictly prohibited outside the designated campaign period.

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~~14.3.2~~14.3.3 Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

15.0 ListServ

~~14.4~~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.

~~14.5~~15.2 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 or question in a referendum, sent by a candidate ~~or by an~~ individual or organization ~~on behalf of a candidate~~.

~~14.6~~15.3 Candidates and Referendum Teams 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.

~~14.7~~15.4 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.

~~14.8~~15.5 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.

~~14.9~~15.6 All campaign emails are subject to CRO approval before being sent. It is the Candidate's responsibility to ensure ListServ emails are sent only to publicly-accessible lists with written consent of the ListServ Administrator.

15.0~~16.0~~ Expenses

~~15.1~~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).~~

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~~15.2~~16.2 ~~16.2.~~ Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form **within** 48 hours after the close of the polls (weekends and statutory holidays included). ~~It may be submitted prior to this deadline.~~

~~15.3~~16.3 All organizations who put forth a referendum question, and **all** 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).

~~15.4~~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).

~~15.5~~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.

~~15.6~~16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

~~16.0~~17.0 Campaign Expense Limits

~~16.4~~17.1 The campaign expense limit for Executive **Officer** candidates is \$200.

~~16.2~~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.~~

~~16.3~~17.3 To be covered by the CSA, all ~~referendum teams~~Referendum Teams, regardless of fee schedule, will have a campaign expense limit of \$300.

~~16.4~~17.4 The CSA will bear the expense of all Executive **Officer** and Board of Director candidates.

~~17.0~~18.0 Penalties for Infractions

~~17.4~~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.

~~17.2~~18.2 The CRO ~~and ARO are~~is empowered to levy fines and/or disqualify any

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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.

17.318.3 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.

17.418.4 Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

17.518.5 Failure to comply with applicable CSA Bylaws and Policies, could result in the invalidation of a referendum question 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.

17.618.6 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.

17.718.7 In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone. The CRO shall keep a written record of attempts made.

17.818.8 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.

18.019.0 Appeals for Chief Returning Officer (CRO) Decisions

18.119.1 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;

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and

- d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

19.020.0 Voting Process: Format of Ballots

19.120.1 Candidate Ballots

19.1.120.1.1 Each candidate race will appear on a separate ballot sheet;

19.1.220.1.2 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;

20.1.3 The order of each candidate name on the ballot will be randomized through the full ballot population; The CRO shall document the process used and maintain a record of results;

19.1.320.1.4 In the case where there is only one candidate running for a ~~Board of~~ Directors or Executive Officer position, the ballot, shall include a "Yes" or "No" option;

19.1.420.1.5 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively; and

19.1.520.1.6 The CRO will ensure that information explaining the "Decline" option is posted at each polling station and on the electronic ballot.

19.220.2 Referendum Question Ballots

19.2.120.2.1 Referendum question ballots shall include a "Yes" or "No" option;

19.2.220.2.2 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively;

19.2.320.2.3 Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and

19.2.420.2.4 Each referendum question will appear on a separate ballot sheet.

20.021.0 Voting Process: Polling Stations

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21.1.—Preamble

The following shall be used when polling stations are required for a CSA election.

20.121.1 There shall be at least one polling station per day during the voting period for any election.

20.221.2 Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

20.321.3 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.

21.022.0 Election Results

21.122.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

21.222.2 Candidates who undergo a "Yes" or "No" vote and receive a majority of "Yes" votes shall be declared a winner.

21.322.3 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.

21.422.4 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.

21.522.5 In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.

22.023.0 Ballot Counting Process

22.123.1 The ballot counting process shall commence no later than 24 hours after

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the polls officially close.

23.024.0 Auditing / Recounting the Ballots

23.124.1 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.

23.224.2 A recount is in reference to a review of the voting results and a recounting of cast ballots.

23.324.3 Following the close of the voting period, there shall be a five day audit/recount period.

23.424.4 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).

23.524.5 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.

23.624.6 The CRO will accept appeals for an audit/recount during this period following the posting of the results.

23.724.7 A request for an audit/recount of the ballots must be submitted in writing to the CRO, and copied to the President, within the five-day period. A request should state clearly the reasons behind such a request and any and all evidence.

23.824.8 During the five-day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

23.924.9 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.

23.1024.10 Successful candidates will be ratified only after this five-day period.

23.1124.11 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

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period of at least five years.

23-1224.12 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.

24-025.0 Announcements of the Results

24-125.1 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.

24-225.2 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.

24-325.3 The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

25-026.0 Online Elections Contingency Plan

25-126.1 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.

25-226.2 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.

25-326.3 Voting will be conducted via paper balloting.

25-426.4 The format of the ballots will be as outlined in Appendix G, Section 20.

25-526.5 The Online Elections Contingency Plan will include the location of polling locations on campus.

25-626.6 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;

Appendix G Electoral



- 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.

~~26.0~~27.0 Elections Appeals Board (EAB)

~~26.1~~27.1 Mandate of the EAB Board

~~26.1.1~~27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over matters regarding minor campaigning any appeal of a decision made by the CRO; including 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.~~

~~26.1.2~~27.1.2 ~~27.1.2.~~ Any appeals to be discussed following elections weekperiod and scheduled meetings of the EAB will be sent directly to the Board of Directors.

- a) ~~The~~The President 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.

~~26.1.3~~27.1.3 ~~27.1.3.~~ ~~In accordance with Bylaw 2, Section 8 (Penalties for Campaign Infractions), the~~The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

~~26.1.4~~27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

~~26.2~~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.

Appendix G Electoral



26.3.27.3 Membership of the Board

26.3.127.3.1 The Elections Appeals Board (EAB) shall consist of:

- a) Three ~~Board members, who are not Executive Directors; and~~
- b) Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

26.3.227.3.2 The Board will nominate and select the ~~Board members~~ Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.

26.3.327.3.3 General ~~members~~Members of the CSA to sit on the Elections Appeals Board will be selected as follows:

- a) General ~~members~~Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.
- b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.
- c) The Board will select and ratify CSA members to be on the EAB as per Robert's Rules and the Chair's discretion

26.3.427.3.4 Advertising to and the ~~selected~~selection process of ~~general members~~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.

- a) ~~Makeup~~The membership of the EAB shall consist of no less than 40% women-identified individuals.

26.3.527.3.5 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 as required~~, to ensure no conflict of interest exists among members and candidates.

Appendix G Electoral



26.4.27.4 Meetings of the Elections Appeals Board (EAB)

~~26.4.1~~27.4.1 ~~27.1.~~ Quorum for EAB meetings shall be set at ~~four~~ (4)three (3) members.

27.4.2 ~~27.2.~~ The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

~~26.4.2~~27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three meetings during campaign and voting periods.

~~26.4.3~~27.4.4 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.

~~26.4.4~~27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

~~26.4.5~~27.4.6 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.

- a) 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.
- b) 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.*~~

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams

**13.11.3 Revision to Appendix G – Electoral, 4.2 Nomination Process**

Notice of this motion was provided at the January 19, 2022, board meeting.

13.11.3(a) Nomination Signature Requirements for Directors & Executive

WHEREAS the purpose of nomination signatures is for CSA elections candidates to secure multiple supporters that endorse their character, and are willing to speak to their ability to serve in the desired role;

WHEREAS the CSA has reduced the number of nomination signatures required by candidates running for Executive and Director positions on several occasions over the past two-years due to the uncertainty of conducting this activity within a virtual environment;

MINUTES

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WHEREAS the CSA is planning a hybrid model for the Winter 2022 General Election where candidates may use a combination of electronic and paper methods to secure nomination signatures from undergraduates; and

WHEREAS Appendix G – Electoral, Subsection 4.2.1 currently requires:

- Executive Officer: minimum of 50 verified signatures.
- Director: minimum of 10 verified signatures.

RESOLVED that:

- a) The requirement for Directors be increased from 10 nomination signatures to 25, effective immediately following the Winter 2022 General Election cycle.
- b) The CSA Board of Directors reassess the minimum number of nomination signatures for Executive and Directors when/if the university environment is no longer limited by restrictions due to covid.

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker shares that she motivated this motion as there were no members for the PBRC present at this meeting. Recently, the Policy & Transition Manager Pete Wobschall did an environmental scan of the student unions of other Ontario universities. This allowed for a comparison of our Executive and Director nomination threshold with that of other universities. Based on the results of this environmental scan, the group landed on 25 signatures being a reasonable amount for Directors to obtain. Other universities have selected anywhere between 10-100 signatures for their Directors, often tied to the size of their respective student populations.

Motion carried.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.7
Receive Policy Amendments as Approved
by the CSA Board of Directors

MOTION to receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date:

- 1.7.1 **Appendix A – Internal CSA Policy**
Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)
- 1.7.2 **Appendix D – Bullring Human Resources**
Rescinded by the Board (May 26, 2021)
- 1.7.3 **Appendix A – Executive Portfolios**
(formally: Appendix A - Internal CSA Policy)
No substantive revisions to the content of this appendix.
- 1.7.4 **Appendix B – CSA Services Policy**
 - a) Section 1.0 Bullring Policy (May 26, 2021)
- 1.7.5 **Appendix C – Human Resources Policy**
 - a) Section 11.0 Vacation (May 26, 2021)
 - b) Section 12.0 Personal Emergency Days (PED) (May 26, 2021)
- 1.7.6 **Appendix D – CSA Committees**
(formally: Appendix D – Bullring Human Resources)
 - a) Section 13.0 Bullring Operations Committee (May 26, 2021)
 - b) Section 3.0 Committees Overview (Oct 27, 2021)
 - c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (Feb 2, 2022)
- 1.7.7 **Appendix E – Organizational Policy**
No revisions to this policy since the previous AGM.
- 1.7.8 **Appendix F – Clubs Handbook**
No revisions to this policy since the previous AGM.
- 1.7.9 **Appendix G – Electoral Policy**
 - a) Section 13.3 Referendum Campaigning (July 7, 2021)
 - b) Comprehensive Review (Sept 15, 2021)

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



c) Subsection 4.2.1 Director Signatures (Feb 2, 2022)

1.7.10 **Appendix H – Second Floor Student Space Acceptable Use Policy**

No revisions to this policy since the previous AGM.

1.7.11 **Appendix I – Issues Policy**

No revisions to this policy since the previous AGM.

1.7.12 **Appendix J – Internal CSA Policy**

(formally: Appendix A - Internal CSA Policy)

No substantive revisions to the content of this appendix.

Moved:**Seconded:**

Secret Ballot Voting (CSA Rules of Order)

Proposed Revision

3.12 Secret Ballot Vote

3.12.1. In-Person Secret Ballot Vote

When a secret ballot vote is required during an in-person meeting, 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 Virtual Secret Ballot Vote

When a secret ballot vote is required during a virtual meeting, the following procedure will be used to preserve voter anonymity:

- a) The Policy & Transition Manager will create a Microsoft Form including the question(s) and response options, using the following settings:
 - i. 'Who can fill out this form' settings shall be set to 'Specific people from my organization can respond'
 1. 'Record name' option shall be turned off (unselect to maintain voter anonymity).
 2. 'One response per person' option shall be turned on (selected).
 - ii. 'Response receipts' options shall be set to:
 1. 'Allow receipt of responses after submission' shall be turned on 'selected', so that qualified voters receive a confirmation email that they voted, and what they voted for.
 2. 'Get email notification of each response', so that the PTM is notified of each anonymous vote.
 - iii. In the 'Share' tab, under "Send and collect responses", shall be turned on (selected) 'Specific people in my organization can respond'.
 - iv. The PTM will enter the email addresses of all qualified voters under the "Specific people in my organization can respond" field.
 - v. The PTM will set the 'Share to collaborate' settings to 'Specific people in my organization can view and edit' and will share with the Chair only.
- b) Once the form is complete, the PTM will share a link for members to vote.
- c) Members will indicate their vote, including abstention, on the ballot.
- d) A screen showing the anonymous results can be shared by the PTM, Chair or other member as designated by the Chair.

Current Policy (Jan 2022)

3.12 Secret Ballot Vote

3.12.1 When a secret ballot vote is required, each voting member shall send the Policy & Transition Manager (PTM) a ballot in the form of an email indicating their vote. The Chair shall be copied on the email. Members will indicate their vote, including abstention, within their email ballot to the PTM and Chair. 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 PTM will forward the voting members' emails to the scrutineer upon request. The final result will be announced by the Chair and recorded in the minutes.

Pre-Covid Policy (Feb 2021)

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.

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams



13.11.6 Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee

Notice of this motion was provided at the January 19, 2022, board meeting.

WHEREAS Appendix D – CSA Committees, Section 13.0 states that the purpose of the Student Help and Advocacy Centre (SHAC) Advisory Committee is: “...to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate.”;

WHEREAS the terms of reference for the SHAC Advisory Committee was developed under the CSA’s commissioner-based organizational model, which pre-dates the CSA’s transition to a hierarchical model in 2018 that altered the Executive’s system of planning and reporting, ultimately rendering the SHAC advisory Committee redundant;

WHEREAS Appendix A – Executive Portfolios includes management of SHAC operations as a duty within the Vice President Academic’s portfolio;

WHEREAS the VP Academic’s portfolio includes the supervision of SHAC staff, planning, monitoring, reporting, and evaluating SHAC activities, and reporting SHAC activities to the board as a component of their regular board updates; and

WHEREAS references to the SHAC Advisory Committee are included in the CSA Policy Manual in Appendix D – Committees:

- Section 3.11 Operational Committees: listed as one of the CSA’s ‘Operational Committees’,
- Section 13.0 Student Help and Advocacy Centre (SHAC) Advisory Committee: includes the terms of reference for the committee.

RESOLVED that the Student Help and Advocacy Centre (SHAC) Advisory Committee be dissolved effective immediately and that all references to it be removed from the CSA Policy Manual.

Moved: Lisa Kazuhara, VP Academic

Seconded: Leila Stevens

VP Academic Lisa Kazuhara explained that she regularly meets with the SHAC Coordinator and Assistants, and they also provide updates to the Board themselves, rendering this committee obsolete.

Motion carried.

13.12 New Business