



2023 CSA AGM

Agenda Package Supplemental

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

**POLICY SUPPLEMENTAL
CSA AGM 2023
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Policy Supplemental – Table of Contents

The following document contains the policy amendment motions as approved by the Board of Directors and accompanying policy documents as applicable for the policy amendments being received by the CSA Membership at the CSA 2023 Annual General Meeting. The list of policy amendments is as follows:

Appendix C – Human Resources Policy

- a) Section 4.2 – Hiring (March 1, 2023)

Appendix D – CSA Committees

- a) Section 8.3.1 – Structure (July 27, 2022)
- b) Section 8.3.2 – Structure (July 27, 2022)
- c) Section 7 – Student Events and Initiatives Funding Committee (September 13, 2023)

Appendix F – Clubs Handbook

- a) Comprehensive Review (April 6, 2022)

Appendix G – Electoral Policy

- a) Section 26.3 – Online Elections Contingency Plan (April 3, 2023)
- b) Section 26.7 – Online Elections Contingency Plan (April 3, 2023)
- c) Comprehensive Review (August 2, 2023)

CSA Policy Manual (all appendices)

- a) Clubs Office Job Titles (April 3, 2023)

MOTION

Board of Directors Meeting # 15

March 1, 2023



Item 15.11.5 HR Policy Amendment re PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:

The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.

- That Section 4.2.6 be deleted and replaced with the following wording:

The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

MOTION

Board of Directors Meeting # 15

March 1, 2023



Appendix C – Human Resources Policy, Section 4.2

Current Wording:

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

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

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

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

Proposed Wording

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

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

4.2.2 The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.

Appendix C – Human Resources Policy, Section 4.2.6

Current Wording:

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

MOTION

Board of Directors Meeting # 15

March 1, 2023



Proposed Wording:

4.2.6 The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

REPORT

Board of Directors Meeting # 4

July 27, 2022



Item 4.11.8

Policy Amendment re Policy & Bylaw Review Committee (PBRC)

Notice of this motion was provided at the Board meeting on July 13, 2022.

MOTION: That CSA Policy Appendix D: CSA Committees be amended as follows:

That **Appendix D: CSA Committees, Section 8.3.1** be deleted and replaced with the following wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

That **Appendix D: CSA Committees, Section 8.3.2** be deleted and replaced with the following wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

And further that this policy amendment be presented for information to the CSA membership at the 2023 Annual General Meeting.

Moved:

Seconded:

Note: CSA Bylaw 4 – Policy of the CSA, Section 12 requires the following

- a) one Board meeting notice (July 13, 2022)*
- b) a two-thirds majority vote to pass*

Also, policy amendments are presented for information at the following Annual General Meeting (AGM).

REPORT

Board of Directors Meeting # 4

July 27, 2022



Appendix D: CSA Committees, Section 8.3.1

Old Wording:

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.

New Wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

Appendix D: CSA Committees, Section 8.3.2

Old Wording:

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.

New Wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

Motion

Board of Directors Meeting # 6
September 13, 2023



Item 6.11.2

Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on August 2, 2023

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a review of the Petitions, Delegations, and Representations Committee Policy; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the review;

BE IT RESOLVED that the amendments to Appendix D Section 7 (Petitions, Delegations, and Representations Committee) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded:

Petitions, Delegations and Representations (PDR) Student Events and Initiatives Funding (SEIF) Committee

Preamble

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

~~The Petitions, Delegations and Representations~~ Student Events and Initiatives Funding 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~~ Student Events and Initiatives funding requests.

1.1 Purpose

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

1.2 Membership of the Committee

- 1.2.1 The Committee shall consist of a maximum of six members.
- 1.2.2 The President shall be a member of this Committee.
- 1.2.3 One (1) seat on this Committee shall be reserved for an At-Large or College representative.
- 1.2.4 One (1) seat on this Committee shall be reserved for a Student Organization representative.
- 1.2.5 One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.
- 1.2.6 The remaining seats may be filled by up to two (2) Directors.
- ~~1.2.7~~ 1.2.7 The membership of this Committee shall be selected by the Board of Directors.

~~4.2.7~~ 1.2.8 The Administrative Assistant will attend meetings in the role as

scribe. They will not be a ratified member of the committee.

1.3 Responsibilities of the Committee Members

1.3.1 The President shall be the Chair of the Committee.

1.3.2 The Vice-Chair shall be the additional Executive member on the committee. ~~selected by the membership of the Committee.~~

1.3.3 ~~The Scribe shall be selected by the membership of the Committee.~~

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

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

1.3.6 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.

1.3.7 The Chair shall have the following responsibilities:

a) Setting SEIF deadlines for the academic year, subject to Board approval.

~~a)b)~~ Facilitate meetings.

~~b)c)~~ Ensure that proper minutes are taken for every meeting.

~~Book meeting locations.~~

d) Compile semesterly reports for the Board with the Administrative Assistant.

e) ~~Manage all communications to and from the Committee.~~

1.3.8 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.

1.3.9 The Administrative Assistant ~~Scribe~~ shall have the following responsibilities:

a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.

~~a)b)~~ Take meeting minutes and record decisions.

- c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
- d) Book Meeting locations
- e) Manage communications to and from the Committee.
- f) Compile semesterly reports for the Board with the President
- g) Coordinate the submission of SEIF Report Forms and ensure completion.
- h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.
- b-i)

1.4 Meetings

- 1.4.1 ~~PDR-SEIF~~ Committee meetings shall be held as required to receive and to review ~~PDR SEIF~~ applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 1.4.2 The schedule of meetings shall be pre-determined and submitted to the Board of Directors. ~~at the discretion of the Committee.~~
- 1.4.3 Quorum for meetings shall be set at a simple majority of members.
- 1.4.4 If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week. ~~the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.~~
- 1.4.5 ~~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.~~

1.5 Reports

- 1.5.1 Reports shall be compiled by the Chair and the Administrative Assistant ~~Vice-Chair~~ of the Committee.
- 1.5.2 A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:
 - a) SEIF Applications ~~A list of all PDRs entertained by the Committee (whether the PDR was successful or not).~~
 - b) Funding Requests ~~The amount granted for each PDR request, and the line from which that grant was taken.~~
 - c) Funding allocated
 - d) Impact on student body

~~b)e)~~ Summary of funds

- 1.5.3** 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.

1.6 PDR Requirements

- 1.6.1** ~~An applicant~~ Applicant groups for PDR SEIF funds must ~~be include~~ a CSA member of good standing.
- 1.6.2** Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 1.6.3** Funds from the ~~Petitions, Delegations and Representations~~ SEIF 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.
- 1.6.4** 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.
- 1.6.5** Should the CSA choose to co-sponsor an event, it must do so before the PDR SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.
- 1.6.6** A completed PDR SEIF Report Form, available on the CSA website, will be required by the Committee ~~for future funding. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.~~
- 1.6.6** ~~1.6.7~~ At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.
- 1.6.7** ~~1.6.8~~ 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

SEIF must be re-submitted to the Committee where the original PDR SEIF 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.

1.7 PDR SEIF Application Process

1.7.1 Subject to approval by the Board, The ~~PDR Committee~~President will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a additional second-application deadlines in the Winter semester, should the funding be available.

~~4.7.11.7.2~~ Organizations are able to apply for funds retroactively within the current academic year.

~~4.7.21.7.3~~ 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.

~~4.7.31.7.4~~ Qualifying groups must submit a completed PDR SEIF Request Form, available on the CSA website, to the Committee through the Administrative Assistant President.

1.7.5 All parties must ~~also~~ disclose as to whether their organization/ group collects student fees or other regular funding sources.

~~4.7.41.7.6~~ All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.

~~4.7.51.7.7~~ 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.

~~4.7.61.7.8~~ In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.

~~4.7.71.7.9~~ 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 SEIF 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.~~

~~Non-members.~~

~~1.7.8~~1.7.10 The ~~PDR~~ SEIF Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.
- If there is a cost to students to attend.
- The inclusivity and accessibility of the event
- The level of enrichment to students
- The groups access to other funding sources.
- The specificity of the budget
- Whether the group has received SEIF in the current academic year
- The amount of funds remaining in the SEIF budget line

1.7.11 The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages

~~1.7.9~~1.7.12 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~~ SEIF Committee will consider innovation as part of the review process.

~~1.7.10~~1.7.13 The Administrative Assistant ~~President~~ will notify organizations within 72 hours of a ~~PDR~~ SEIF Committee decision.

1.8 Appeals Process

1.8.1 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~~ SEIF Committee who voted on the ~~PDR~~ SEIF in question has a conflict of interest, as outlined in Bylaw 1.

1.8.2 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.

- 1.8.3** 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.
- 1.8.4** Appeals of the PDR SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.
- 1.8.5** The appealing party will be given fifteen (15) minutes to present both their original PDR SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.
- 1.8.6** 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.
- 1.8.7** 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 SEIF 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 SEIF in question.

1.9 — Amendments

~~**1.101.9** The Committee shall review the PDR policy in accordance with the Policy & Bylaw Review Policy, unless determined necessary by the PDR Committee.~~

Motion

Board of Directors Meeting # 17

April 6, 2022



Notice of this motion was provided at the March 23, 2022 board meeting.

Item 17.11.4

Appendix F – Clubs Handbook: Comprehensive Review

WHEREAS a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programing Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

RESOLVED that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

Moved: Nicole Walker, President

Seconded:

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Appendix F Clubs Handbook



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Appendix F Clubs Handbook



Revision	Board Approval Date
<p>Comprehensive review conducted in October 2021 by a PBRC working group.</p> <p>Revisions include:</p> <p>Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.</p> <p>References to Clubs Administrative Coordinator, and Clubs Programming Coordinator responsibilities updated to reflect current job descriptions.</p> <p>Simplified language throughout to make content easier to read and understand.</p>	<p>Apr 6, 2022?</p>
Pete Wobschall , Policy & Transition Manager	
Signature 	Date

1.0 Preamble

The CSA's Appendix F - Clubs Handbook ('Clubs Handbook') provides club participants of the essential criteria regulating Accredited Clubs and their continued status. This includes, but is not limited to, information regarding financial management, facility access, and clubs operations, so that they may operate easily and effectively over the course of the semester.

This handbook also serves as a guide for new clubs interested in attaining Accredited Club status. Section 4.0 Student Organization Registration and Section 8.0 Financial Operation of this policy outline the requirements for clubs seeking accreditation.

The Clubs Handbook sets the boundaries and expectations of all Accredited Clubs. If not followed, the Accredited Club may lose their Accredited Club status, including all associated rights and privileges.

Questions and concerns regarding this handbook should be directed to the Clubs Administrative Coordinator and the Vice President Student Experience.

2.0 Definitions

This section provides the definitions of terms used throughout this Handbook.

Accredited Club

A CSA Accredited Club ('Accredited Club') is a club that completes the accreditation process through GryphLife to receive Accredited Student Organization (ASO) status. Accredited Clubs abide by the University of [Guelph's Student Organization Policy \(SOP\)](#) and the CSA's Appendix F - Clubs Handbook. An Accredited Club must be of potential interest to all undergraduates.

Club Accreditation

Organizations, including clubs, wanting to operate on the University of Guelph campus, must become accredited. To become accredited, they must receive Accredited Student Organization (ASO) status through one of the Primary Student Organization (PSO) groups recognized by the [Office of Student Affairs at the University of Guelph](#). The CSA is granted PSO status through the Office of Student Affairs and is considered the sponsoring organization for clubs seeking ASO status through accreditation.

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife

in collaboration between the University of Guelph's Student Experience and the CSA.

Clubs Administrative Coordinator

The Clubs Administrative Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff regarding Accredited Club matters and accreditation.

Clubs Conduct Tribunal ('Tribunal')

The Tribunal determines whether a student club's accreditation status or an Accredited Club's privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 6.0 Punitive Action, and Appendix H, Section 2.0: Space Infractions.

Club Executives

Club Executives include a minimum of four (4) club members who are accountable to the CSA for all club activities. These members include the Primary and Secondary Contacts, and two (2) Booking Officers and two (2) Financial Officers. Note that Primary and Secondary contacts may also act in Booking or Financial Officer positions concurrently. Club Executives must be members of the CSA during the semester in which they are an Executive.

Clubs Hallway

The CSA Clubs Hallway ('Clubs Hallway') extends down the entire east end of the UC second floor, with the exception of the CFRU space. This space is for Accredited Clubs and club activities only. Access to the bookable meeting rooms, storage lockers and Garage is available to all Accredited Clubs that remain in good standing.

Clubs Handbook

The CSA's Appendix F – Clubs Handbook ('Clubs Handbook') and other CSA bylaws and policies govern the successful creation and operation of Accredited Clubs.

Club Members

Club membership can include all members of the University of Guelph community including undergraduate students, graduate students, alumni, faculty, and employees of the University of Guelph.

Clubs Offices

The CSA Clubs Offices include UC 270, 271, 272, 536, and 537. These designations can be re-assigned at any time by the Vice President Student

Experience in collaboration with the Clubs Administrative Coordinator.

Clubs Programming Coordinator

The Clubs Programming Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff relating to the Student Events & Risk Management (SE&RM) process. This position manages the Bookable Meeting Room process and locker assignments.

Club Status

Club Status refers to the accreditation of club, whether it be Accredited, Limited Accreditation or Loss of Accreditation.

CSA (Central Student Association)

The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered the sponsoring organization for every Accredited Club.

Days

Weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Documents delivered to, or by, the CSA after the close of the CSA Front Office are considered to be delivered on the following day.

Limited Accreditation

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of an Accredited Club's status or privileges to the Clubs Conduct Tribunal. An Accredited Club that has a privilege revoked is referred to as a Limited Status Club.

Loss of Accreditation

An Accredited Club must comply fully with the [University's Student Organization Policy \(SOP\)](#), Appendix F - Clubs Handbook and other applicable CSA policies and bylaws, and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if an Accredited Club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

Primary Contact

The main point of contact for an Accredited Club regarding activities, events,

accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

Privileges

Accredited Club privileges include access to space, services, and resources. When not Accredited, or with Limited Accreditation, or when under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, Accredited Clubs may lose access to these privileges.

Religious, Faith, and World View Based Clubs

This classification of clubs includes all groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students. Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an Accredited Club with the Central Student Association.

Semester

Includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

Student Organization Policy (SOP)

The [University of Guelph's Student Organization Policy](#) (SOP), in addition to the CSA's Appendix F – Clubs Handbook, must be followed by clubs to maintain Accredited Club status.

Subject Club

A club that is the subject of an inquiry into accreditation status.

Vice President Student Experience

An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs' staff, including the Clubs Administrative Coordinator and the Clubs Programming Coordinator. The VP Student Experience portfolio includes responsibly for assisting clubs' staff, assigning bookable club space and lockers, organizing equipment rentals through the Garage, and coordinating access to store rental equipment in the Garage.

3.0 Student Organization Policy

The University of Guelph's [Student Organization Policy](#), known as the "SOP", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization

(PSO) status by the Office of Student Affairs at the University of Guelph.

The University of Guelph only recognizes clubs that are given ASO (Accredited Student Organization) status by one of the PSO groups recognized by the Office of Student Affairs. Each year, the CSA completes its own SOP paperwork for the Office of Student Affairs, which includes the list of the official Accredited Clubs.

The CSA is the sponsoring organization for each Accredited Club. The CSA is accountable for the actions of all Accredited Clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration, and other groups on campus that demand accountability. It is the CSA's responsibility to regulate financial issues, events, risk management, and other actions of all Accredited Clubs.

4.0 Student Organization Registration

4.1 Clubs Seeking Accreditation

By the end of the second month of each semester, the Vice President Student Experience, in consultation with CSA Club's staff, is responsible for awarding Club status to those who qualify as outlined in Appendix F – Clubs Handbook, Section 4.0 Student Organization Registration.

4.2 Clubs Handbook & Student Organization Policy (SOP)

The CSA is the representative for all full- and part-time undergraduate students at the University of Guelph. The CSA's Appendix F - Clubs Handbook ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the [University's Student Organization Policy \(SOP\)](#).

4.3 Accredited Student Organization (ASO)

Accredited Student Organization (ASO) status is granted on a regular basis through [GryphLife](#). Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester.

4.3.1 Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife.

4.3.2 If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation.

4.3.3 Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the

CSA as they have the option of seeking accreditation with the appropriate college government.

- 4.3.4** Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.
- 4.3.5** A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.6 Clubs General Meeting

At least one representative from each club must attend the Clubs General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five (5) working days after the Clubs General Meeting, the club will lose its status. Clubs General Meeting(s) are chaired by the Clubs Administrative Coordinator, and advance notice of at least one week is provided to all club Executives.

Purpose:

- a) Familiarize club Executives with the SOP procedures and guidelines.
 - b) Outline the CSA's expectations of Accredited Clubs to avoid misunderstandings as the year progresses.
 - c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.
 - d) To familiarize club representatives with the CSA's Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.
- 4.3.7** A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session, or complete the [Principles of Belonging](#) training on Courselink. The CSA does however encourage all of it's membership to complete this training annually.

- 4.3.8** A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.
- 4.3.9** All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.
- 4.3.10** All clubs must have a constitution complying expressly with what is outlined by the Clubs Administrative Coordinator, and CSA policy.
- Clubs' constitutions must be updated at least every five (5) years.
- A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Administrative Coordinator.
- 4.3.11** To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.
- 4.3.12** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.
- 4.3.13** Failure to contact the Clubs Administrative Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.
- 4.3.14** All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.
- 4.3.15** A minimum of twenty-five dollars (\$25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.
- 4.3.16** Every club must supply a combined financial and events statement for the previous semester, and a combined financial and events forecast for the current semester being applied for. The financial forecast must include all other sources of income.
- 4.3.17** Persons responsible for financial management of the club and the

signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.

- 4.3.18** Clubs must inform the CSA's Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.
- 4.3.19** The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet, or acts contrary to the University of Guelph's SOP, and CSA policy and bylaws.
- 4.3.20** When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.
- 4.3.21** If a club is planning on being inactive for three (3) semesters or less, cash and property may be placed in trust on their behalf. This requires written notification by the former Executive of the inactive club to the Vice President Student Experience. If notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget.

5.0 Club Status

5.1 Full Accreditation

An Accredited Club is considered 'fully accredited' and is permitted to operate as an integral part of the University Community.

5.1.1 Privileges include:

- a) Use of space on campus subject to CSA and University Policy.
- b) Eligibility for financial assistance from the CSA Board of Directors.
- c) Access to the CSA photocopier and fax.
- d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.

- e) Use of office space, subject to availability and as determined by the CSA.
- f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

5.1.2 Requirements include:

- a) An Accredited Club must comply fully with the University of Guelph's SOP, or be granted exception by appeal to the CSA Board of Directors.
- b) An Accredited Club must remain in full compliance with the CSA's Appendix F - Clubs Handbook and all other CSA policies and bylaws.
- c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

5.2 Religious, Faith, and World View Based Clubs

All groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students must be recognized through one of the following processes:

- Accreditation through the [University of Guelph's Multi-Faith Resource Team](#) (MFRT).
- Accreditation through the Central Student Association (CSA).

5.2.1 Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an accredited CSA Club with the Central Student Association.

5.2.2 Student-led groups and any associated religious or spiritual professional(s), are also required to fulfill the following criteria:

- Affirm and commit to the Core Principles for Religious and Spiritual Groups and Religious and Spiritual Professionals at the University of

Guelph.

- Where an application is being made with connection to a body external to the University of Guelph, the body must represent a larger supporting religious community, usually a local, regional or national body, if applicable, rather than a single religious congregation. For example, an individual church, synagogue, or mosque cannot apply for recognition and accreditation.
- Religious or spiritual professional(s) associated with an accredited group must register with and provide contact information to the University of Guelph's Coordinator, Multi-Faith Programs.

5.2.3 Multi-Faith Programs Appointment & Review Committee

- In both options for recognition that are presented above, applications by groups supporting religious or spiritual identities are reviewed by the University of Guelph's Multi-Faith Programs Appointment and Review Committee.
- In the case of accreditation through the CSA, the University of Guelph's Multi-Faith Programs Appointment and Review Committee acts in an advisory capacity to the Central Student Association accreditation process.
- The Multi-Faith Accreditation, Appointment and Review Committee is comprised of the Coordinator, Multi-Faith Programs; two Core MFRT Members who represent different religious or spiritual traditions; the Director, Student Experience; and other university community representatives as appropriate. The committee reports to the Director, Student Experience. The Committee receives applications on an ongoing basis. For information and application submissions, interested individuals should contact the [Coordinator, Multi-Faith Programs](#).

5.3 Limited Accreditation

- ### **5.3.1**
- With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any Accredited Club privileges to the Clubs Conduct Tribunal. The Tribunal has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation; see section 6.0 Punitive Action.

- 5.3.2** An Accredited Club which has a privilege revoked is referred to as a **Limited Status Club**. Details regarding the change in status (including cause, privilege loss, length of time) are documented by the Clubs Administrative Coordinator.

5.4 Suspension

At times the misconduct of an Accredited Club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space, or the SE&RM insurance policy.

With just cause, the Clubs Administrative Coordinator may place an Accredited Club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal.

During a time of suspension, the club deposit and any other monies in possession of the CSA on behalf of the Accredited Club will not be remitted to the student group, but rather held in trust by the CSA. The Accredited Club loses its accreditation status and all rights and privileges associated with it. All club room bookings are cancelled, and events will not be approved through the SE&RM process.

6.0 Punitive Action

Upon the misconduct of an Accredited Club, including their members, the course of punitive action is determined by the Clubs Administrative Coordinator as outlined in this section.

Please note that the following also applies to infractions as outlined in Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0: Space Infractions.

6.1 Minor Infractions

A minor infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club including a course of action in response to the problem.

6.2 Major Infractions

A major infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club. The letter will inform the Accredited Club that their case is to be referred to the Clubs Conduct Tribunal as outlined in Section 7.0 Clubs

Conduct Tribunal.

- 6.2.1** The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.
- 6.2.2** A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to Limited Accreditation, or the partial or entire revocation of club privileges, including club space.
- 6.2.3 Major infractions include:**
- a) The accumulation of minor infractions as identified by the Clubs Administrative Coordinator.
 - b) An action or incident in direct opposition to the [Human Rights at the University of Guelph](#) document.
 - c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.
 - d) A breach of constitutional responsibility to its membership.
 - e) A lack of officers (elected or acclaimed) to take responsibility of group's activities.
 - f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

7.0 Clubs Conduct Tribunal

7.1 Mandate

- 7.1.1** The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

- 7.1.2** Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Administrative Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.
- 7.1.3** The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.
- 7.1.4** The Clubs Conduct Tribunal will meet as requested by the Clubs Administrative Coordinator.

7.2 Creation of a Tribunal

- 7.2.1** The Tribunal is struck as required.
- 7.2.2** The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

- 7.3.1** The Clubs Administrative Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA's G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.
- 7.3.2** Upon the Clubs Administrative Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

- 7.4.1** The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.
- 7.4.2** Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their

accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

7.4.3 The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

7.4.4 Tribunal hearings are restricted to those matters set out within the initial complaint.

7.5 Notice of Hearing

7.5.1 The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.

7.5.2 The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

7.5.3 The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

7.5.4 The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

7.6 Submissions to the Tribunal

7.6.1 Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.

7.6.2 Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.

7.6.3 All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Administrative Coordinator and

the Vice President Student Experience.

- 7.6.4** The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.5** The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.6** All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.7** Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

7.7 Decisions of the Tribunal

- 7.7.1** The Tribunal will provide the Subject Club and the Clubs Administrative Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.
- 7.7.2** Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.
- 7.7.3** Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.
- 7.7.4** The Board can uphold, overturn, or amend the Tribunal's decision.
- 7.7.5** Decisions of the CSA Board of Directors are final.

7.8 Procedure

- 7.8.1** The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.
- 7.8.2** The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of

fairness.

8.0 Financial Operation

8.1 General Funding

Accredited Clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA is ultimately responsible for the actions of Accredited Clubs, each club is required to include detailed financial statements in their Accreditation Application.

8.2 Financial Regulations

Clubs are responsible for their financial management, including debts as detailed within this section.

8.3 CSA Accounts

- 8.3.1** Clubs may elect to place more funds in their account and use the account for general financial use.
- 8.3.2** Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.
- 8.3.3** All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.4 Banking

- 8.4.1** If a club possesses an external financial account, the following items must be released to the CSA:
 - a) Name of financial institution and the branch address
 - b) Branch transit number and the account number
 - c) Type of account
- 8.4.2** All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

- 8.4.3** All accounts shall require a minimum of two signatures.
- 8.4.4** Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Administrative Coordinator.
- 8.4.5** All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.5 Financial Disclosure

- 8.5.1** All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.
- 8.5.2** Financial records shall be made available to any member of the University of Guelph Community during regular office hours.
- 8.5.3** Clubs shall submit a financial statement when revenue **or** expenses exceeds \$1,000 over the period of one (1) month.
- 8.5.4** Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.
- 8.5.5** The Clubs Administrative Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA's G-Drive Archive.
- 8.5.6** Clubs must provide a copy of account statements at the discretion of the CSA.
- 8.5.7** If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed prior to executing agreements or contracts related to the funding.
- 8.5.8** The CSA reserves the right to refuse permission to accept funding from any external source.

8.6 Referendum Questions and Club Student Fees

- 8.6.1** The Clubs Administrative Coordinator shall maintain an archive of all Accredited Clubs collecting student fees via a referendum question

within the CSA G-Drive Archive. The archive will include the name of the Accredited Club, original and modified versions of the referendum question(s), preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections on the CSA's G-Drive Archive and submitted to the Policy & Transition Manager, Chief Returning Officer (CRO), and Business Manager.

- 8.6.2** Accredited Clubs may initiate a referendum question process to secure funding for their Accredited Club, including for a specific initiative, by contacting the CSA's Chief Returning Officer (CRO) as per Bylaw 2 – Electoral and Appendix G – Electoral.

The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested Accredited Club to both the Accredited Club and the CRO.

- 8.6.3** The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.
- 8.6.4** Accredited Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the approved referendum question and the mandate of the Accredited Club. Deviation from the mandate without approval from the CSA, or mismanagement of the finances (including failure to disclose financial information), may result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

8.7 Defunct Club Accounts and the Clubs PDR Policy

- 8.7.1** Accredited Clubs that are inactive for three semesters are considered 'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.
- 8.7.2** In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

9.0 Club Space Overview

9.1 Clubs Hallway

Preamble

The CSA Clubs Hallway ('Clubs Hallway') is intended for Accredited Clubs, their activities, and Accredited Club-related purposes only. All Accredited Clubs must maintain a respectful office environment when using the Clubs Hallway spaces.

The Clubs Hallway spaces are shared between all Accredited Clubs. No Accredited Club may solely occupy a space.

The process to access to bookable meeting rooms is noted in Section 10.0 Room Bookings & Acceptable Use.

- 9.1.1** The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.
- 9.1.2** Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.
- 9.1.3** Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.
- 9.1.4** The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see the Access to the Garage subsection for the policy and process.
- 9.1.5** The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA; nothing may be removed or altered. At the discretion of the Clubs Programming Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.
- 9.1.6** The CSA and the University Centre assume no responsibility for theft or damages of items in the Clubs Hallway spaces. Money and possessions must be kept secure by the Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.
- 9.1.7** Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front

Office.

9.2 Bookable Spaces (UC 222, 224, 225, 231 & 233)

The following subsection provides a list of bookable meeting room spaces available to Accredited Clubs.

For information on booking the following spaces for your Accredited Club see Section 10.0 Room Bookings & Acceptable Use:

- a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.
- b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.
- c) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.
- d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

9.3 Lounge Seating & Common Spaces

The following is a list of the lounge seating and common spaces available throughout the Clubs Hallway.

These spaces are not bookable spaces and are available to all Accredited Clubs and students.

- a) There is an open concept seating area across from CFRU. This space is available for all Accredited Clubs and students.
- b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.

- c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).
- d) Smaller lounge seating areas are located between UC 231 and UC 234.
- e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.

9.4 CSA Locker Storage Space (UC 227)

The following is the locker storage space available to Accredited Clubs.

For information on accessing this space, please see Section 10.4 CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds three different sizes of lockers. The space is designed in the shape of a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

9.5 The Garage (UC 219)

The Garage (UC 219) is a service available to Accredited Clubs that provides rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

- a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.
- b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the

management of their materials and the process for renting and/or loaning those materials.

- c) The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

9.6 Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space, see subsection 'Comfort Room'.

9.7 Poster Room (UC 212)

The Poster Room allows CSA Clubs to store posters and other large marketing materials for use at on-campus events including (but not limited to) Clubs Days. Accredited clubs may request use of this space by contacting the Clubs Programming Coordinator and get keys from the CSA Front Office on an as-needed basis.

10.0 Room Bookings & Acceptable Use

10.1 Meeting Room Bookings

- 10.1.1** The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.
- 10.1.2** Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.
- 10.1.3** Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.

- 10.1.4** If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar (\$40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.
- 10.1.5** If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Programming Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.
- 10.1.6** Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.
- 10.1.7** Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.
- 10.1.8** Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Programming Coordinator.
- 10.1.9** Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Programming Coordinator and the CSA Front Office.
- 10.1.10** Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Programming Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Programming Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Programming Coordinator receives their requests by the last day of classes in the Fall semester.
- 10.1.11** The Clubs Programming Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests,

Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.

10.1.12 The Clubs Programming Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for Accredited Clubs to view by the last day of exams of the current semester.

10.1.13 If an Accredited Club misses the deadline for submission of their requested booking dates, they must contact the Clubs Programming Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.

10.1.14 Accredited Clubs must not occupy space that is not booked, and respect other Accredited Clubs who have booked the space.

10.1.15 This policy will be reviewed at a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their activities and events.

10.2 Comfort Room

Preamble

The Comfort Room (UC 234) is a room for students when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. This space also provides a calming drop-in space for users to decompress.

10.2.1 The Comfort Room is not a study space, it is not to be used as a meeting space for clubs, club activities or club meetings, and it is not a place for people to occupy for long periods of time.

10.2.2 Damage or vandalism to the Clubs Hallway, including the Comfort Room, and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.2.3 The Comfort Room is unlocked during regular University Centre hours to ensure the safety of those using the space.

- 10.2.4** This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.
- 10.2.5** The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.
- 10.2.6** It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.
- 10.2.7** This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

10.3 CSA Club Offices

Preamble

Damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.3.1** The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Programming Coordinator.
- 10.3.2** Office space for Accredited Clubs is intended for club activities and club related purposes only.
- 10.3.3** All Accredited Clubs must maintain a respectful office environment.
- 10.3.4** Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Programming Coordinator. Inability to do so, or not observing set office hours, or misuse of office space, may result in loss of office space privileges.
- 10.3.5** Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.
- 10.3.6** The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or

altered without the consent of the Clubs Programming Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

- 10.3.7** Each office is assigned a key which is the responsibility of the clubs occupying the office space.
- a) The cost for a replacement key is fifty dollars (\$50). Repeat offences will result in the loss of office privilege.
 - b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.
 - c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.
 - d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.
 - e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.
 - f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Programming Coordinator. The Clubs Programming Coordinator will note the situation for the CSA and involve the University Police.

10.3.8 Applying for Office Space

Accredited Clubs wishing to apply for office space must follow the steps below.

- a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to

the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.

- b) The Clubs Administrative Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position.
- c) **Office Space Appeals**
Appeals of the Clubs Administrative Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms at any time.

10.3.9 Exceptions to Sharing of Office Space

Accredited Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the Accredited Club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors.

Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

10.4 CSA Clubs' Lockers

Preamble

The CSA Locker Storage space (UC 227) is available to Accredited Clubs for storage of Accredited Club materials only.

This space holds lockers at three different sizes. The space is designed like a horseshoe with the middle of the space providing the only access point, and the other ends of the space providing windows for accessibility and safety.

Accredited Clubs and club members must ensure the safety and security of the

lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.4.1** Lockers are assigned to Accredited Clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months).
- 10.4.2** Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Programming Coordinator. Completed forms are submitted to the Clubs Programming Coordinator.
- 10.4.3** Lockers are assigned on a first-come-first-serve basis. The form is reviewed by the Clubs Programming Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria within the form.
- 10.4.4** If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision is made.
 - a) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the club.
- 10.4.5** If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Programming Coordinator with information to begin accessing the space.
- 10.4.6** If an Accredited Club is denied access to the locker space by a decision of the Clubs Programming Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on

whether or not the decision of the Clubs Programming Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the date the decision is made.

- a) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

- 10.4.7** Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Programming Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.
- 10.4.8** Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.
 - a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.
- 10.4.9** Accredited Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.
- 10.4.10** Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.
- 10.4.11** If an Accredited Club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.
- 10.4.12** Accredited Clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers are assigned on a first-come-first-serve basis.
- 10.4.13** Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Programming Coordinator via email as soon as possible.

10.4.14 Access to and use of lockers and locker space is a matter of cooperation among Accredited Clubs and their members. Onus is on the Accredited Clubs and club members to ensure the safety and security of the lockers and the locker space.

10.4.15 Accredited Clubs are held responsible for damage to the locker(s) assigned to them.

10.5 Access to the Garage

Preamble

The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

The Garage space is not a storage area. This space is solely for materials and/or equipment that Accredited Clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage, contact the Vice President Student Experience and the Clubs Programming Coordinator.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

10.5.1 Accredited Clubs wishing to access the Garage and Storage Lockers within must complete the Application Form for Clubs Requesting Access to the Garage, which can be found on the CSA website or can be requested from the Clubs Programming Coordinator. Accredited Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form is submitted to the Clubs Programming Coordinator who will determine if access is granted or denied based on the criteria within the application form.

10.5.2 If a concern arises in regard to accreditation which affects the privilege of an Accredited Club to access the Garage, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will meet within one week of receiving the referral and make a decision on whether the Accredited Club's application is approved or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision was made.

a) Decisions made by the Tribunal are final.

- b) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the Accredited Club.

10.5.3 If an Accredited Club is granted access to the Garage they are contacted by the Clubs Programming Coordinator with instructions to begin accessing the space.

10.5.4 If an Accredited Club is denied access to the Garage by a decision of the Clubs Programming Coordinator, the club has the option to appeal the decision.

- a) Appeals are made by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience. The Vice President Student Experience, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will meet within one week of receiving the formal request and make a decision on whether the Clubs Programming Coordinator's decision is upheld, overturned or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the decision by the Vice President Student Experience.
- b) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.5.5 Arranging Access to the Garage

Once an Accredited Club's application form has been approved, the Clubs Programming Coordinator will contact them and outline the following steps for the Accredited Club to begin accessing the Garage space.

- a) The Accredited Club is required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty-dollar (\$40) deposit which must be provided by the Accredited Club to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks.
- b) Security is a matter of cooperation amongst all Accredited Clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or

damages. Cash and valuables must be kept secure by the Accredited Clubs and their members. Onus is on Accredited Clubs and their members to record, maintain and secure their cash and valuables. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.

- c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
- d) The Clubs Programming Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damage.
- e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.
- f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Programming Coordinator. Club representatives are provided with one (1) week from the date the Clubs Programming Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.
- g) If an Accredited Club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.

- h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Programming Coordinator. As space is limited, no one Accredited Club is permitted to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.
- i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.
- j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

11.0 Operations

11.1 Mailboxes

Accredited Clubs are assigned a mailbox in the CSA office. All mail addressed to Accredited Clubs, including memos, are delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that an Accredited Club is not active.

11.2 UC Meeting Rooms & UC Courtyard Space

- 11.2.1 The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.
- 11.2.2 Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.
- 11.2.3 To book UC rooms or UC courtyard space in the University Centre, contact [UC Bookings](#); any sales must be brought to the attention of the UC administration.
- 11.2.4 In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.

11.2.5 To book other venues, contact the Clubs Administrative Coordinator for assistance.

11.3 Bottled Water

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, Accredited Clubs are encouraged to reference Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Administrative Coordinator for further assistance.

MOTION

Board of Directors Meeting # 17

April 3, 2023



Item 17.11.2

Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

Moved: Nicole Walker, President

Seconded:

MOTION

Board of Directors Meeting # 17

April 3, 2023



CSA Policy Manual – Appendix G (Electoral) Section 26.3

Current wording:

26.3 Voting will be conducted via paper balloting.

Proposed wording:

26.3 Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

MOTION

Board of Directors Meeting # 17

April 3, 2023



Item 17.11.3

Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

Motion

Board of Directors Meeting # 4a
August 2, 2023



Item 4a.11.1

Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and must be recorded by a roll call vote.

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on July 19, 2023

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a comprehensive review of the Electoral Bylaw and Electoral Policy Appendix; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Bylaw 2 (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package; and

FURTHER that the amendments to Appendix G (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded:

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Note:

Revisions were made by the Board of Directors on April 3, 2023

Policy & Transition Coordinator

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 and the Elections and Referendum Committee, 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 Elections and Referendum Committee. Board of Directors.
- 1.4 In the case where a conflict of interest is reported, the Elections and Referendum Committee 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.

In an effort to reduce the likelihood of conflicts of interest, preference will be given to non-CSA Members when hiring for Elections Office positions.

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 bylaws, policies, and University regulations are available to all candidates prior to campaign commencement.

In collaboration with the President, the CRO shall participate in a general information session hosted by the Executive Committee regarding the election, prior to the commencement of the nomination period.

- 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 receiving notice from the CSA Elections Office 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. When applicable, the CSA Elections Office shall create and test the online elections ballot to ensure sufficient ballot security.

- 2.7 In collaboration with the President and the Policy & Transition Coordinator, the Elections Office shall prepare and update all applicable forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors. The forms will be made available on the CSA website. available within 10 business days of the Fall semester. These forms include:

- The Nomination Package;
- The Candidate's Package;
- The Elections Appeals Form;
- The Referendum Question Submission Form.

2.8

- 2.9 The CSA Elections Office shall organize all aspects of the All-Candidates Meeting-, which shall be scheduled within two business days after the close of the nomination period.

- 2.10 ~~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.~~

- 2.11 The CSA Elections Office shall be responsible for the approval of all campaigning material.
- 2.12 The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process.
- 2.13 The CSA Elections Office shall prepare any necessary reports for the Board of Directors.
- 2.14 The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email.
- 2.15 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.
- 2.16 ~~In collaboration with the~~ The President and Policy & Transition Coordinator (PTC); ~~the CRO~~ shall develop an Elections schedule to be included in the Candidates' Package in collaboration with the core staff team and taking into consideration the Board of Directors meeting schedule.
- 2.16.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:
- Nominations
 - Promotion and Signature Verification
 - Campaigning
 - Voting
- 2.16.2 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 Elections and Referendum Committee

The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

Membership and Meetings:

- Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.
- The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.
- The committee scribe shall be the Policy & Transition Coordinator.
- Quorum for meetings is a minimum of three members which must include at least one Director.
- Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

Elections Oversight:

The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Provide input and approve the Elections Campaign Strategy before submission to the Board of Directors
- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.
- Consider and approve the Elections Report of the CRO before it's submitted to the Board of Directors as information following the elections.
- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

Referendums:

The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve 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.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

3.0 Board of Directors Election Roles and 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.
Directors will be required to complete a minimum of one class talk to promote the election prior to the commencement of the nomination period, and a minimum of one class talk during the voting period.
- 3.2 The President, in collaboration with the Elections and Referendum Committee 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.
- 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 at the University of Guelph, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may 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 25 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.

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, University department or program, or non-student external organization ~~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 submissions.~~
- 7.2 ~~The Standing Referendum Committee (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.~~
- 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 Elections and Referendum Committee 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.
- Petition collection can begin as soon as the referendum question is approved by the Elections and Referendum Committee, however, signatures will only be considered valid from students who are verified as CSA members during the semester that the election is being held.
- 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 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 and the Elections and Referendum Committee.

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 within 24 hours of the meeting or watch a recording of the meeting if applicable.
- 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 or watch a recording of the meeting as applicable 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; and
 - d) Campaigning rules and regulations.
- 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 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. Campaigning outside of the campaign period will result in disqualification.
- 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 is not limited to, office supplies, equipment, advertising space and staff.
- 13.14 Campaigning during the 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. Candidates found to be running in slate will be disqualified.
- 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.

~~13.16~~13.17 An All-Candidates Forum will be scheduled during the campaign period, to be held on-campus or virtually. All-Candidates Forums will be scheduled for General Elections and any By-Elections with Executive candidates on the ballot. The CRO will act as the moderator of the forum by asking pre-set questions to each candidate. Questions will vary for each Executive position. If the CRO is unable to act as moderator, another moderator will be selected as approved by the Elections and Referendum Committee.

Undergraduate students will have the opportunity to submit questions prior to the forum, to be included as deemed appropriate. Questions cannot be directed to an individual candidate, unless the candidate is running unopposed.

Questions must be respectful and related to the Executive roles within the CSA.

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~~are responsible for the removal of all visual aids from the campus within five (5) business days of the close of the voting period. ~~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 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.

1.2

~~14.2.8~~ 14.2.9 Candidates and Referendum teams may contact campus organizations asking for an endorsement of their campaign. Candidates may not seek endorsements from social media accounts, except for the acceptable endorsements listed below. All endorsements must be approved by the CSA Elections Office.

Endorsements may be given by:

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

Endorsements may not be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff and volunteers, including Board of Directors

Public support from individual undergraduate students is not considered an endorsement.

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 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 by the prescribed deadline. Failure to submit the final budgetary form may result in disqualification. 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 by the prescribed deadline 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 by the prescribed deadline within 48 hours after the close of the polls (weekends and

~~statutory holidays included).~~

- 16.5 If a referendum question is sponsored by an Executive, or their fee schedule permits, the ~~deposit and~~ expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.
- 16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

17.0 Campaign Expense Limits

- 17.1 The campaign expense limit for Executive 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. The CRO will consult with the Elections and Referendum Committee as needed regarding infractions and disqualifications.
- 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~~ demerit point-based and candidates or referendum teams receiving a sum of 100% demerit points or greater will be disqualified. The full list of penalties is included in the candidate's package and reviewed by the Elections and Referendum Committee annually.

- 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 Elections and Referendum Committee~~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 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 at their next scheduled meeting within 36 hours to review the complaint and render a decision. If the next scheduled meeting is more than three business days from the time of the appeal submission, the committee will aspire to schedule an additional meeting within two business days if schedules allow.

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.
- 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.

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 in the case of an Executive position, 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 case of Executive positions. 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 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 Coordinator 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, if applicable.

24.1224.13 In the case of paper ballot voting or an online ballot without the use of a third party administer, candidates may direct their questions or concerns to the Elections and Referendum Committee.

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. If the online polling provider can no longer support the ballot due to technical issues, the Board of Directors will meet to approve either an alternate online platform or in-person polling.

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.

1.4

26.226.3 A new campaign period will commence following the announcement of the contingency plan and be a minimum of five (5) business days in length. Candidates will be issued additional campaign funds to account for new expenses.

26.326.4 Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

26.426.5 The format of the ballots will be as outlined in Appendix G, Section 20.

26.6 The Online Elections Contingency Plan will include the location of polling stations on campus. A minimum of one polling station per day of voting will be put on hold in advance of the election for a minimum of five (5) days.

1.1.5 Polling stations must be in a variety of spaces on campus to equally allow access for all colleges.

26.526.7 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.

26.626.8 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum. This requires a two-thirds majority vote and can be applied only to Executive and Board of Directors positions.

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 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 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, indigenous 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. If the President has a conflict of interest, their duties with the EAB will be assigned to another Executive who is not a candidate in the elections.

27.4 Meetings of the Board

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 schedule a minimum of ~~hold~~ three (3) meetings during campaign and voting periods. Meetings will only be held if an appeal has been received.

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.

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.

MOTION

Board of Directors Meeting # 17

April 3, 2023



Item 17.11.4

Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title 'Clubs Administrative Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Coordinator';
- That all occurrences of the job title 'Clubs Programming Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Event Coordinator'.