

# AGENDA

Board of Directors Meeting # 12

January 14, 2026 – 6:00 pm



## Agenda – January 14, 2026

<b>12.0</b>	<b>Call to Order</b>	
<b>12.1</b>	<b>Land Acknowledgement</b> Hollie Martin	
<b>12.2</b>	<b>Adoption of the Agenda</b> 12.2.1 Approve the Agenda 12.2.2 Declarations of Conflicts	1
<b>12.3</b>	<b>Ratifications and De-Ratifications</b> 12.3.1 Ratify Guelph Resource Centre for Gender Empowerment and Diversity Representative 12.3.2 De-Ratify and Ratify College of Engineering and Physical Sciences Student Council Representative 12.3.3 De-Ratify and Ratify Board of Governors Representative 12.3.4 De-Ratify Lang Students' Association Representative	2 3 4 5
<b>12.4</b>	<b>Comments from the Chair</b> 12.4.1 Introductions and Pronouns	
<b>12.5</b>	<b>Approval of Past Minutes</b>	
<b>12.6</b>	<b>Executive Committee Minutes</b>	
<b>12.7</b>	<b>Executive Updates</b> 12.7.1 President – January 14, 2026 12.7.2 VP Student Experience – January 14, 2026 12.7.3 VP Academic – January 14, 2026 12.7.4 VP External – Vacant	
<b>12.8</b>	<b>Director Reports</b>	
<b>12.9</b>	<b>CSA Service Update and Report</b>	
<b>12.10</b>	<b>Committee Updates and Reports</b> 12.10.1 Summary of Committee Appointments 12.10.2 Hiring Committee Report: Assistant Returning Officer 12.10.3 Hiring Committee Report: FoodBank Assistants 12.10.4 Hiring Committee Report: Bike Centre Assistants 12.10.5 Student Events and Initiatives Funding Committee Fall 2025 Report 12.10.6 Finance Committee Extension Request re. Board Referral	6 10 11 12 13 20
<b>12.11</b>	<b>Business</b> 12.11.1 Winter 2026 General Elections Promotional Strategy 12.11.2 Amendment to Appendix D (Committees) re. PBRC 12.11.3 CSA Annual General Meeting (AGM) 2026: President's Notice 12.11.4 Appoint Director to Elections Appeals Board 12.11.5 Appoint Director to Accessibility Committee 12.11.6 Appoint Director to Athletics Advisory Council	21 25 26 27 31 38

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<b>12.13</b>	<b>Announcements</b>	
<b>12.14</b>	<b>In Camera Session</b>	
	12.14.1	
<b>12.15</b>	<b>Adjournment</b>	71

## **Motion**

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### **Item 12.2.1 (a) Approve the Agenda**

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 12 on January 14, 2026, be approved as printed and distributed.

**Moved:**

**Seconded:**

### **Item 12.2.1 (b) Amend the Agenda**

**MOTION TO AMEND:**

**Moved:**

**Seconded:**

### **Item 12.2.1 (c) Approve the Amended Agenda**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 12 on January 14, 2026, be approved as amended with:

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## **Motion**

Board of Directors Meeting # 12  
January 14, 2026

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### **Item 12.3.1**

#### **Ratify Guelph Resource Centre for Gender Empowerment and Diversity Representative**

**MOTION:** that Adam Venter be ratified as the Guelph Resource Centre for Gender Empowerment and Diversity representative on the 2025-2026 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

## **Motion**

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### **Item 12.3.2**

#### **De-Ratify and Ratify College of Engineering and Physical Sciences Student Council Representative**

**MOTION:** that Noel Johnston be de-ratified as the College of Engineering and Physical Sciences Student Council representative on the 2025-2026 CSA Board of Directors, effective immediately;

**AND FURTHER** that Huraimah Fatima be ratified as the College of Engineering and Physical Sciences Student Council representative on the 2025-2026 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

## **Motion**

Board of Directors Meeting # 12  
January 14, 2026

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### **Item 12.3.3**

#### **De-Ratify and Ratify Board of Governors Representative**

**MOTION:** that Ava Augustine be de-ratified as the Board of Governors representative on the 2025-2026 CSA Board of Directors, effective immediately;

**AND FURTHER** that Noel Johnston be ratified as the Board of Governors representative on the 2025-2026 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

**Motion**

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**Item 12.3.4**

**De-Ratify Lang Students' Association Representative**

**MOTION:** that Kovar Yu be de-ratified as the Lang Students' Association representative on the 2025-2026 CSA Board of Directors, effective immediately;

**Moved:**

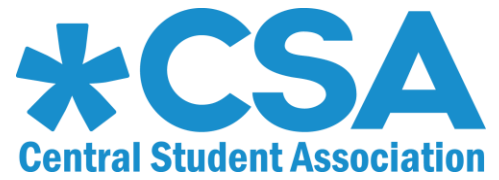
**Seconded:**

## Information Report

Board of Directors Meeting # 12

January 14, 2026

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### Item 12.10.1

#### Summary of Committee Appointments

**MOTION:** That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

**Moved:**

**Seconded:**

## Information Report

Board of Directors Meeting # 12

January 14, 2026



The following Summary of Committee Appointments is provided as information:

### Statement Making Committee

Appointed: November 26, 2025

Rachel Rapoport	General Member
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### Statement Making Committee

Appointed: November 12, 2025

Yasmin Atiyeh	General Member
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### University Centre Board

Appointed: October 29, 2025

Ash Ames	Member
Joshua Jacinto	Member
Marcus Aldred-Ganhao	Alternate Member
Alex Song	Alternate Member

### Art in the Bullring Winner Selection Committee

Appointed: October 29, 2025

Jonah Greenhut	Director
Ash Ames	Director
Alex Song	Director

### Statement Making Committee

Appointed: October 29, 2025

William Coleman	VP Academic
Yael Lazebnik	Director
Keira Gayowsky	Director
Ethan Warren	Director

### BounceLife Committee

Appointed: September 25, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Marcus Aldred-Ganhao	Director
Joshua Jacinto	Director

## Information Report

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Jonah Greenhut	Director
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### Elections Appeals Board

Appointed: September 25, 2025

Ethan Warren	Director
Noel Johnston	Director
Manal Hamid	General Member
Emily Ganss	General Member

### Accessibility Committee

Appointed: September 25, 2025

William Coleman	VP Academic
Ethan Warren	Director
Noel Johnston	Director

### CSA/GSA Transit Committee

Appointed: August 27, 2025

Noel Johnston	Director
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### TheCannon.ca Operating Committee

Appointed: July 23, 2025

Ash Ames	Director
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### Sustainability Action Fund

Appointed: July 23, 2025

Yael Lazebnik	Director
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### Student Events & Initiatives Funding Committee

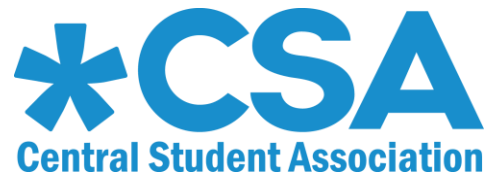
Appointed: July 23, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Alex Song	Director (At-Large or College)
Branden Newman	Director (Student Organization)
Susannah Polack-Finley	Director (Additional)
Ethan Warren	Director (Additional)

## Information Report

Board of Directors Meeting # 12

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### Policy and Bylaw Review Committee

Ratified: July 17, 2025

Ethan Warren	Director
William Coleman	VP Academic

### Elections and Referendum Committee

Appointed: July 2, 2025

Jonah Greenhut	Director
Yael Lazebnik	Director

### Student Health and Dental Plan Committee

Appointed: June 11, 2025

Keira Gayowsky	Director
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### Finance Committee

Appointed: June 11, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Noel Johnston	Director
Ethan Warren	Director
Marcus Aldred-Ganhao	Director

### Policy and Bylaw Review Committee

Appointed: May 28, 2025

Nate Broughton	President
Noel Johnston	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Alex Song	Director

## Hiring Committee Report

Assistant Returning Officer

January 14, 2026



### Item 12.10.2

## Hiring Committee Report

Assistant Returning Officer

**Posting Date:** August 28, 2025

**Closing Date:** September 12, 2025

### Hiring Committee Members:

Colleen Bovay (Policy and Transition Coordinator)

Lauren Pyne (Chief Returning Officer)

Nate Broughton (President)

**Number of Applicants:** 48

**Number of Interviews:** 2

**Successful Candidate:** Amal Shaqo

**Start Date:** January 6, 2026

**MOTION:** That the hiring of Amal Shaqo for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Foodbank Assistants

January 14, 2026



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### Item 12.10.3 Hiring Committee Report Foodbank Assistants

**Posting Date:** October 29, 2025

**Closing Date:** November 12, 2025

#### Hiring Committee Members:

William Coleman (VP Academic)

Lee Anne Clarke (Business Manager)

Rozhan Mokhtari (Foodbank Coordinator)

**Number of Applicants:** 92

**Number of Interviews:** 6

**Successful Candidates:** Catherine Wang and Jonah Grigsby

**Start Date (Catherine Wang):** December 8, 2025

**Start Date (Jonah Grigsby):** December 4, 2025

**MOTION:** That the hiring of Catherine Wang for the position of Foodbank Assistant be approved, as recommended by the Hiring Committee;

**AND FURTHER** that the hiring of Jonah Grigsby for the position of Foodbank Assistant be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Bike Centre Assistants

January 14, 2026



### Item 12.10.4

## Hiring Committee Report

Bike Centre Assistants

**Posting Date:** November 17, 2025

**Closing Date:** December 1, 2025

### Hiring Committee Members:

Pawandeep Singh (VP Student Experience)

Lee Anne Clarke (Business Manager)

Marko Kuzmanovic (Bike Centre Coordinator)

**Number of Applicants:** 38

**Number of Interviews:** 3

**Successful Candidates:** Brian Moelker and Cristian Luddington

**Start Date:** January 6, 2026

**MOTION:** That the hiring of Brian Moelker for the position of Bike Centre Assistant be approved, as recommended by the Hiring Committee;

**AND FURTHER** that the hiring of Cristian Luddington for the position of Bike Centre Assistant be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

**Motion**

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**Item 12.10.5**  
**SEIF Committee Fall 2025 Report**

**MOTION:** That the Student Events and Initiatives Funding Committee Fall 2025 Report, as included in the board agenda package, be received as information.

**Moved:** Nate Broughton, President

**Seconded:**

## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Fall 2025

January 14, 2025

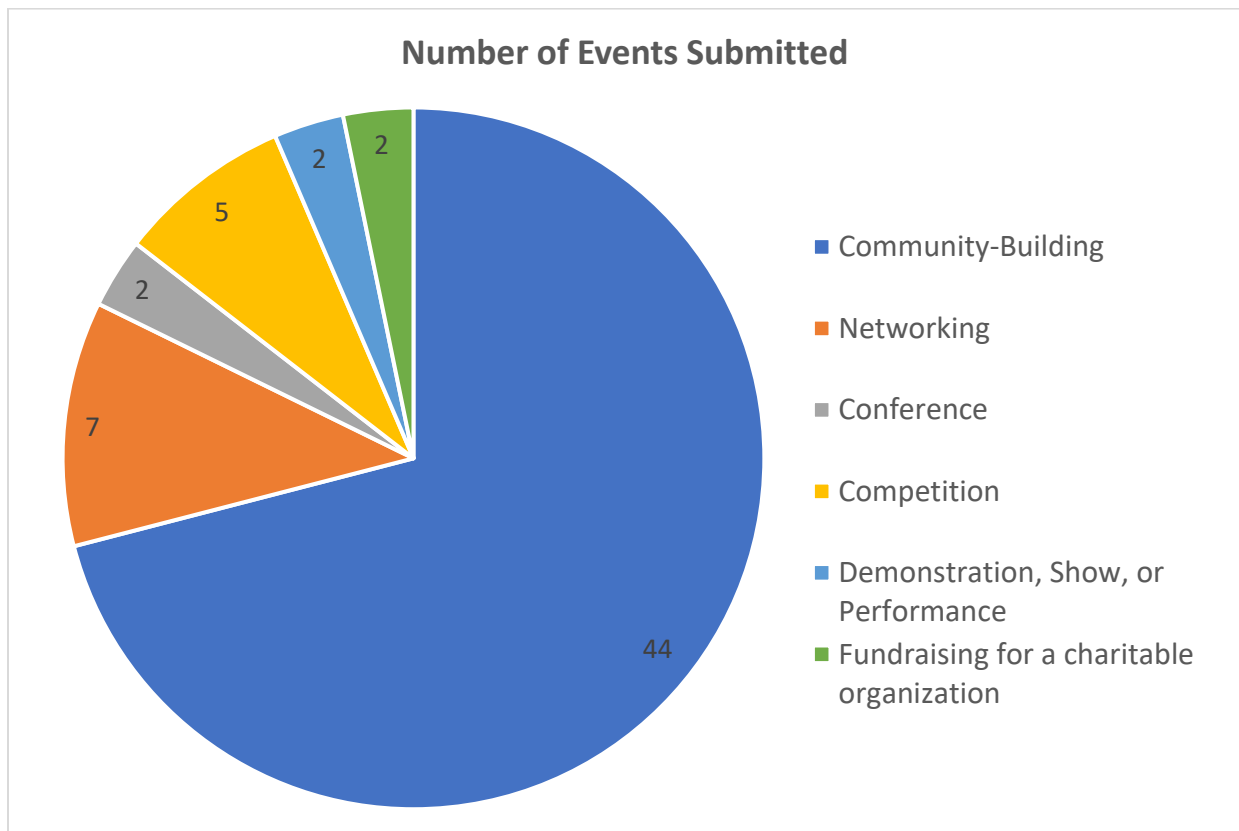


## Fall 2025 Report

**Committee Members:** Nate Broughton (CSA President, Chair), Pawandeep Singh (VP Student Experience), Christine Rivera (Clubs Coordinator), Ethan Warren, Susannah Polack-Finley, Branden Newman, Alex Song

### SEIF Applications

- Total Applications Submitted: **68** (45% increase from F24)
- Number of CSA Applications: **63**
- Number of unique applicants: **44** (29% increase from F24)
- Breakdown of categories:
  - Community-Building: **44**
  - Networking: **7**
  - Competition: **5**
  - Conference: **2**
  - Demonstration, Show, or Performance: **2**
  - Fundraising for a charitable organization: **2**



## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Fall 2025

January 14, 2025



### Funding Requests:

- Total requested: **\$28,106.69** (69% increase from F24)
- Average requested: **\$413.33**
- Funding requested per category:
  - Community-Building
    - Total: **\$14,518.99**
    - Average: **\$329.98**
  - Networking
    - Total: **\$1,506.03**
    - Average: **\$226.58**
  - Conference
    - Total: **\$248.60**
    - Average: **\$124.30**
  - Competition
    - Total: **\$3,448.10**
    - Average: **\$689.62**
  - Demonstration, Show, or Performance
    - Total: **\$399.17**
    - Average: **\$199.59**
  - Fundraising for a charitable organization
    - Total: **\$901.62**
    - Average: **\$450.81**

## Semester Report

Student Events and Initiative Funding (SEIF) Committee

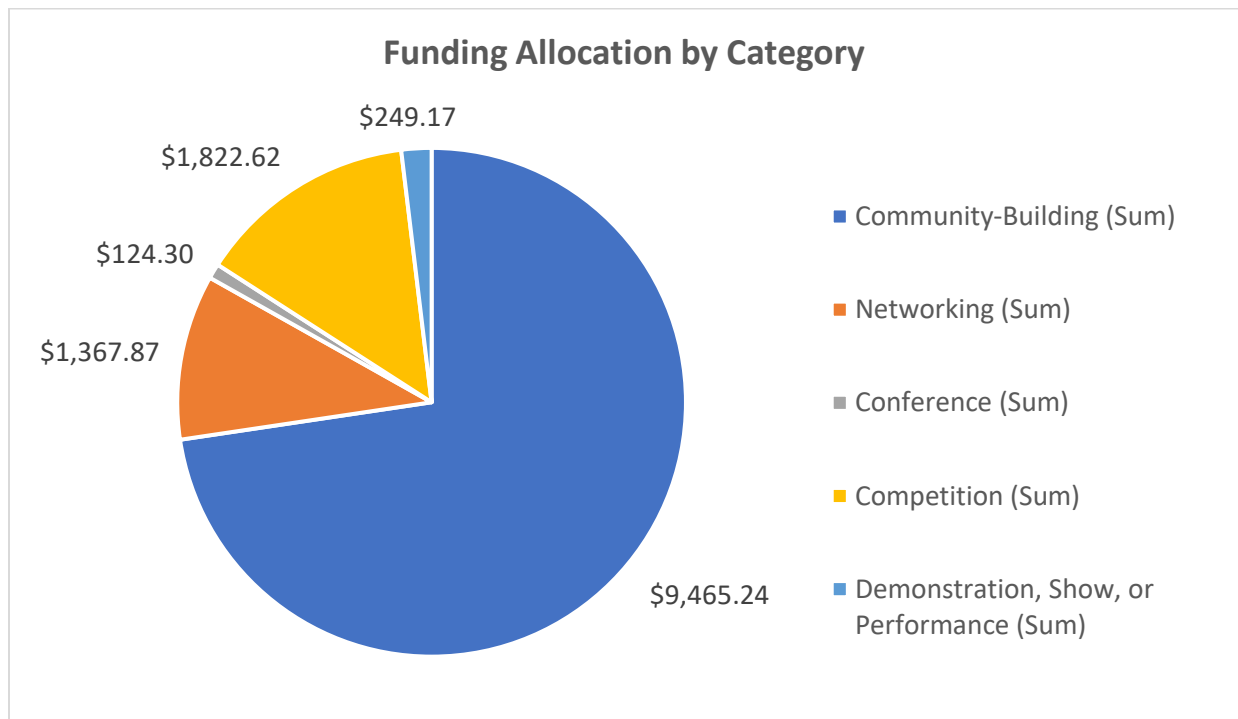
Fall 2025

January 14, 2025



## Funding Allocated

- Total funding granted: **\$13,904.20** (168% increase from Fall 2024)
- Average funding granted: **\$289.67**
- Funding allocated per category:
  - Community-Building
    - Total: **\$9,465.24**
    - Average: **\$278.39**
  - Networking
    - Total: **\$1,367.87**
    - Average: **\$227.98**
  - Conference
    - Total: **\$124.30**
    - Average: **\$124.30**
  - Competition
    - Total: **\$1,822.62**
    - Average: **\$455.66**
  - Demonstration, Show, or Performance
    - Total: **\$249.17**
    - Average: **\$249.17**



## Semester Report

Student Events and Initiative Funding (SEIF) Committee

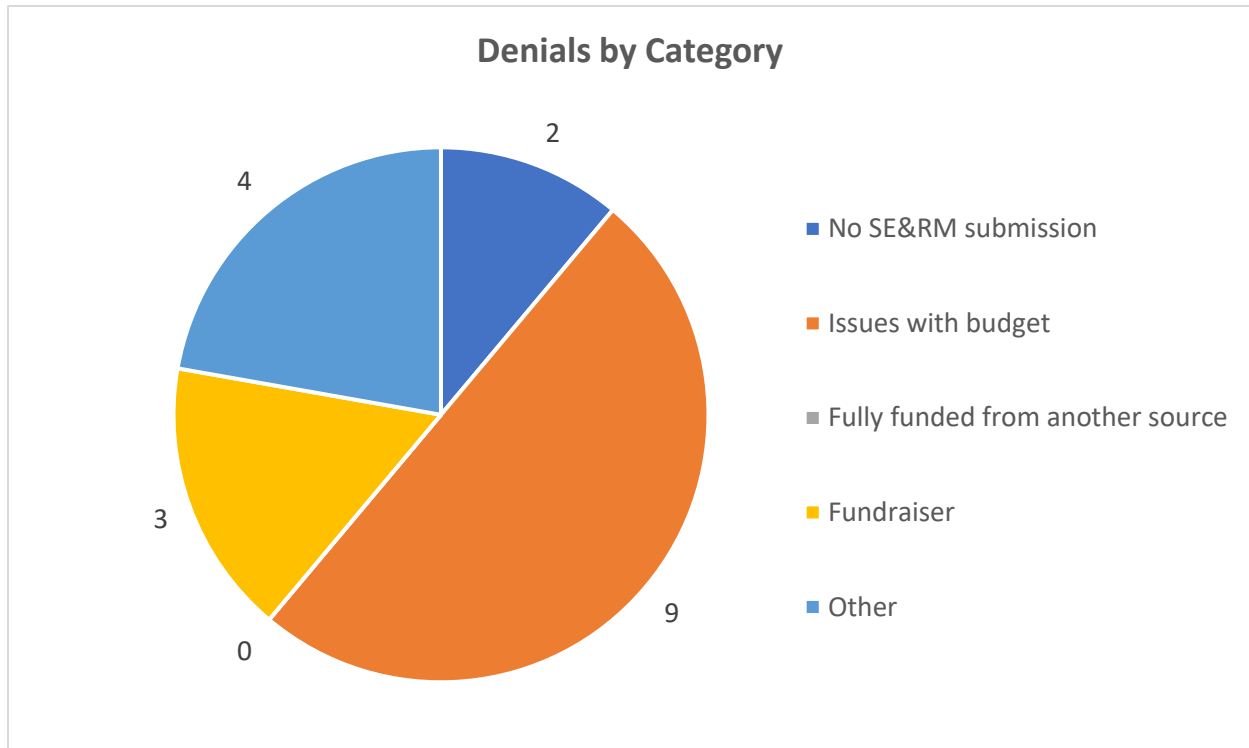
Fall 2025

January 14, 2025



### Applications Denied

- Total applications accepted: **48**
- Total applications denied: **20**
- Applications denied per reason for denial:
  - No SE&RM submission: **2**
  - Issues with budget: **9**
  - Fully funded from another source: **0**
  - Fundraiser: **3**
  - Other: **4**



## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Fall 2025

January 14, 2025



### Impact on student body

- Total events/initiatives on campus funded by CSA: **48**
- Total Final Reports Submitted: **4**

The Student Event & Initiative Fund (SEIF), overhauled in Summer 2023, is the CSA's primary resource for funding student-led initiatives. Designed with clearer criteria and a streamlined application process, SEIF empowers clubs to create diverse and impactful campus events.

The Fall 2025 semester saw exceptional engagement with SEIF. We experienced a *168% increase* in funding granted compared to F24, allocating *\$13,904.20* to student initiatives. This was supported by a *45% increase* in total applications and a 29% rise in unique applicants. Importantly, while total funding increased, the average award only increased by about 11% to \$289.67. This indicates a broader reach, with more clubs accessing SEIF for a wider array of exciting events, rather than just larger funding for a few. Community-Building events remain the most frequent and highest funded category.

While the growth is exciting, processing for the F25 cohort was slower than anticipated due to capacity challenges. To address this, the President, Clubs Coordinator, Business Manager, and Bookkeeper have established new, faster processing procedures. We are also actively investigating a custom software solution to fully streamline the SEIF process, improving efficiency, communication, and the overall experience for everyone.

The SEIF committee continues to enforce policies diligently, prioritizing CSA club events and ensuring compliance with application requirements, including SE&RM submissions. We also followed up on final reports and expect any outstanding submissions by month-end.

## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Fall 2025

January 14, 2025



The Fall 2025 numbers clearly demonstrate the tremendous success and growing demand for SEIF funding, with our current budget nearly fully expended (\$13,904.20 awarded from a \$15,000 budget). The remarkable 168% increase in funding allocated and the significant rise in applications underline SEIF's vital role in campus life.

We are therefore planning to approach the Finance Committee (and subsequently the Board) to request additional funding for the SEIF line this year to sustain and expand this crucial support for student-led initiatives.

### Summary

CSA Budget: Grants (SEIF)	\$(15,000)
<b>Total SEIF Awards to Date</b>	<b>\$13,904.20</b>
<b>Balance of Funds Remaining in SEIF Budget</b>	<b>\$(1,095.80)</b>

*The committee is excited to allocate \$38,952.92 to student-led initiatives and events throughout the Winter 2025 Semester!*

**The SEIF Fall 2025 Report was compiled by Nate Broughton, CSA President.**

## **Motion**

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### **Item 12.10.6**

#### **Finance Committee Extension Request re. Board Referral**

**WHEREAS** at the May 28, 2025 Board of Directors meeting the Finance Committee was tasked with a board referral item to be returned to the board with an update by the October 29, 2025 Board of Directors meeting; and

**WHEREAS** the committee has not had sufficient time to investigate the feasibility of the referred items due to workload capacity of staff;

**BE IT RESOLVED** that the deadline of the board referral for the Finance Committee be extended until the board meeting on March 25, 2026.

**Moved:** Nate Broughton, President

**Seconded:**

## **Motion**

Board of Directors Meeting # 12  
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### **Item 12.11.1**

#### **Winter 2026 General Election Promotional Strategy**

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election campaign strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

**WHEREAS** Section 4.3.1 states that the campaign strategy should be submitted to the Board of Directors for information;

**BE IT RESOLVED** that the Winter 2026 General Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

**Moved:** Nate Broughton, President

**Seconded:**

### CSA Winter 2026 General Election Promotional Strategy

The Winter 2026 General Election promotional strategy will combine in-person outreach, posterage, large-format visuals, digital signage, emails, and social media. Consistency in branding across elections will remain a priority to ensure recognition and cohesion.

Building on lessons from the Fall 2025 by-election, new emphasis will be placed on earlier outreach during Clubs Days and the Student Involvement Fair, a fully virtual, livestreamed All-Candidates Forum, and enhanced data collection through QR codes to continue to refine targeting efforts.

#### Key Updates for Winter 2026:

- **All-Candidates Forum:** This will remain a fully virtual, livestreamed event across CSA's social media. This format consistently boosts accessibility and audience reach, ensuring more students can connect with their future leaders. Candidate FAQs will continue to be distilled into concise, shareable video reels.
- **Clubs Days & Student Involvement Fair Outreach:** The Elections Office will be tabling at Clubs Days and the Student Involvement Fair. Making students aware of our elections early plants the seed for prospective candidates before the nomination period. It also allows students to give more consideration to the big decision of running for an executive position.
- **QR Code Tracking:** QR codes will be used more widely at tabling, class talks, and events, and data collection will be improved. The Elections Office will continue to collect detailed engagement data (i.e. time, interaction type, etc) to guide future elections promo & outreach strategies. Building on the success of its pilot during the Fall 2025 By-Election, our QR Code Ballot Runners (dedicated student staff equipped with QR codes to the ballot) will be actively circulating campus to directly promote and facilitate voting. This mobile and proactive approach significantly outperformed traditional hybrid stations.
- **Reels & Service Spotlights:** With our newly hired ARO, we're working on much more social media engagement. Current Directors and Executives may produce engaging reels, offering behind-the-scenes glimpses into CSA services and "day in the life" perspectives on the available positions. This initiative aims to genuinely showcase the opportunities within the CSA.
- **Increased Board of Directors Engagement:** Our ARO will also be instrumental in elevating the visibility of CSA Directors. By actively featuring their experiences and contributions, we aim to inspire students to envision themselves in these vital leadership roles.

#### Goals and Indicators of Success:

- **CSA Awareness:** Continue to establish a connection with our student body about who the CSA is, what we do, the services we provide, and how we are of

value to our undergrads. This includes incorporating key messaging about the CSA into our election materials and interactions with students and handing out promotional materials.

- **Engagement:** Increase engagement in the elections for the number of nominations and voting turnout through prioritizing in-person interactions with some online opportunities, information sharing with student organizations and campus department networks and followings, and tabling throughout the election. We also will reach out to the over 100+ student clubs on campus who receive the most engagement from students.
- **Informed Candidates and Voters:** Increasing the information available to potential candidates by holding information sessions on what it means to hold a specific position and connecting voters to candidates using an all-candidates forum.
- **Filling Vacancies:** We hope to elect a full team of four Executives and all our At-Large Director positions.

**The Role of Directors During CSA Elections**

As vital student leaders representing diverse campus groups, the General Elections offer a unique opportunity for direct engagement with your constituents. You are poised to inspire the next wave of student leaders while significantly broadening awareness of the CSA's campus-wide impact. Your involvement will include essential outreach, such as class talks, election tabling, sharing information within your networks, and amplifying election content on social media.

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	Jan 26-30	Clubs Days tabling & engaging postcards Student Involvement Fair presence "Meet the Team" digital content Strategic Instagram posts Info Sessions (both formal sessions and informal tabling in Branion Plaza) Targeted Class Talks	This is your CSA  Why CSA elections matter  Positions available & responsibilities <ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- President</li> <li>- VP Internal</li> <li>- VP Academic</li> <li>- VP External</li> </ul> Explain what the positions do and why people should run for those positions  Giveaway – follow the @csa_elections Instagram!

# Winter 2026 Election Promotional Strategy

January 14, 2026



<p><b>Nomination period</b></p>	<p>Feb 2-11</p>	<p>Newsletter                  Digital Signage                  Social Media                  Poster run                  Class talks                  Tabling                  Large-format (kiosk, UC banner)                  Student Experience Newsletters                  Resharing By Student                  Organizations on social media                  MS Teams Channels                  Contact PSO's and IHC                  Nominations information to send to student clubs                  Instagram Story takeover</p>	<p>Nominations open – how to run</p> <p>Positions available &amp; responsibilities</p> <ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- President</li> <li>- VP Internal</li> <li>- VP Academic</li> <li>- VP External</li> </ul> <p>Why student leadership matters</p>
<p><b>Promo &amp; Campaign Period</b></p>	<p>Feb 12-20</p> <p><i>Aligns with Reading Week</i></p>	<p>Virtual All-Candidates Forum (livestreamed on Instagram)                  Digital signage                  Poster run                  Social media                  Candidate reels (i.e. "Why I'm running")</p>	<p>Meet your candidates</p> <p>Candidates can be asked pre-set questions from students so students can make informed decisions</p>
<p><b>Voting</b></p>	<p>Mar 2-6</p> <p>Extension: Mar 7-13, if needed</p>	<p>Tabling/In-person polling stations                  Ballot Runners with QR codes                  Digital Signage                  Share info with campus partners                  Large-format (kiosk, UC banner)                  Poster run                  Social Media                  Signage at all our services, including front office                  Email SEC &amp; student orgs                  Class talks                  Email blasts</p>	<p>Voting now open</p> <p>How to vote (swipe graphic)</p> <p>Voting period giveaway</p>

## Motion

Board of Directors Meeting # 12  
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### Item 12.11.2 Amendment to Appendix D (Committees) 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 November 26, 2025.*

**WHEREAS** Appendix D Section 4 through Section 15 contain the Terms of Reference for numerous CSA Committees;

**WHEREAS** CSA Committee Terms of Reference are separately approved by the Board and can remain publicly accessible on the CSA website independent of the CSA Bylaw and Policy Manual;

**BE IT RESOLVED** to strike Section 4 through Section 15 from Appendix D (Committees), as recommended by the Policy and Bylaw Review Committee.

**Moved:** Nate Broughton, President

**Seconded:**

## **Motion**

Board of Directors Meeting # 12

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### **Item 12.11.3**

## **CSA Annual General Meeting (AGM) 2026: President's Notice**

### **President's Notice**

As per CSA Bylaw 1, Section 9.1.3, I hereby give notice that the Annual General Meeting of the Central Student Association shall take place on:

**Wednesday, March 11, 2026 at 6:00 pm**  
**Location: Peter Clark Hall**

### **Call for Business Items**

As per Bylaw 1, Section 9.1.9., I hereby invite any business items for the CSA Annual General Meeting be provided to the CSA Policy & Transition Coordinator (csaptc@uoguelph.ca) no later than:

**Wednesday, February 18, 2026 at 5:00 pm**

**Nate Broughton**

CSA President

January 14, 2026

**MOTION:** that the President's Notice of the CSA's 2026 Annual General Meeting, to be held on Wednesday, March 11, 2026, beginning at 6:00 pm in Peter Clark Hall; and of the call to members to submit AGM business items no later than Wednesday, February 18, 2026 at 5:00 pm, be received as information by the CSA Board of Directors.

**Moved:**

**Seconded:**

**Motion**

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**Item 12.11.4**  
**Appoint Director to Elections Appeals Board (EAB)**

**WHEREAS** CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing; and

**WHEREAS** due to a resignation there is one vacancy for a director;

**BE IT RESOLVED** that the following Director be appointed to the Elections Appeals Board (EAB) for the remainder of the 2025-2026 academic year:

[one Director]

**Moved:**

**Seconded:**

***See following pages for EAB information.***

## **Motion**

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### **27.0 Elections Appeals Board (EAB)**

#### **27.1 Mandate of the Board**

- 27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.
- 27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.
  - a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.
- 27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.
- 27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

#### **27.2 Formation of the Board**

Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

#### **27.3 Membership of the Board**

- 27.3.1 The Elections Appeals Board (EAB) shall consist of:
  - a) Three Directors; and
  - b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.
- 27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:
  - a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.
  - b) All interested CSA members shall submit a 150-word statement of

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interest and CV to be reviewed by the Board.

- c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion

- 27.3.4 Advertising to, and the selection process of General Members of the CSA to sit on the EAB shall take into consideration candidate equity.

A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

- 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 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.

## **Motion**

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- 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**

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**Item 12.11.5**  
**Appoint Director to Accessibility Committee**

**WHEREAS** the Terms of Reference for the Accessibility Committee states that membership includes 2-3 Directors appointed by the Board; and

**WHEREAS** due to a resignation there is one vacancy for a director;

**BE IT RESOLVED** that the following Director be appointed to the Accessibility Committee for the remainder of the 2025-2026 academic year:

[1 Director]

**Moved:** William Coleman, VP Academic

**Seconded:**

## 9.0 Accessibility Committee

### 9.1 Preamble

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

### 9.2 Purpose

The Accessibility Committee will act as both a forum for discussing and promoting accessibility for persons with disabilities within the CSA, and as an advocacy group on concerns related to accessibility across the University.

#### 9.2.1 Internal Responsibilities

- a) To act as a resource for accessibility within the organization.
- b) To make recommendations to the appropriate CSA Executive, staff, committees and/or the Board of Directors to reduce barriers within their areas of responsibility.
- c) To ensure that all changes to CSA bylaws and policies take into account accessibility of services and experiences of students with disabilities.
- d) To examine all aspects of the CSA, including (but not limited to) bylaws and policies, service delivery, student space, meetings and events for opportunities to improve accessibility.

#### 9.2.2 External Advocacy

- a) To discuss and advocate for action based on the experiences of members with disabilities.
- b) To promote and take action to advance the reduction of the stigma surrounding disabilities.
- c) To ensure adequate representation of student with disabilities on University committees (e.g., Inclusive Space Sub-Committee).

- d) To conduct and advise research related to campus accessibility and the experiences of students with disabilities.

### 9.2.3 Education

- a) To promote and take action to create an accessible environment for all members of the CSA.
- b) To promote broader understanding of the experiences of students with disabilities.
- c) To promote the Declaration of the Rights of Students with Disabilities in discussions across campus.

## 9.3 Membership

### 9.3.1 Membership

Membership will consist of:

- the Vice-President (Academic);
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1;
- 1 CSA Staff member or additional Executive.

### 9.3.2 Confidentiality of Membership

Membership lists will not be made public outside of the Accessibility Committee.

### 9.3.3 Students with Disabilities

Membership should prioritize (but is not restricted to), individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

### 9.3.4 Application Process

Interested Staff or General members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- A call for staff and general members will be circulated before the end of September.
- Applications by staff and general members submitted will be reviewed by the Chair and any Directors appointed to the Committee to ensure members' commitment to the purpose and responsibilities of the Committee.

### 9.4 Responsibilities of Members

#### 9.4.1 General Members

- a) To uphold the mandate of the Accessibility Committee.
- b) To maintain the confidentiality of the membership.
- c) To uphold the Declaration of the Rights of Students with Disabilities in all decisions.

#### 9.4.2 Chair (VP Academic)

- a) Responsible for meeting facilitation.
- b) Responsible for acting as a primary contact for the group.
- c) To act as a liaison to the greater CSA and university community.
- d) Responsible for executing the decisions made by the Accessibility Committee.
- e) To act in the best interests of the group.
- f) To act as a moderator and uphold a safe space for meetings.
- g) Responsible for recruitment of general members to the Committee.
- h) To educate themselves about and be aware of the diverse abilities of students on campus.

### 9.5 Removal of Members

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

#### 9.5.1 Grounds

Grounds for removal of a member from the Committee may include:

- a) Breach of the confidentiality rules established for the Committee.
- b) Violations of members' responsibilities under section 9.4.
- c) Conduct that is contrary to the Committee's established Code of Conduct.

#### 9.5.2 Procedure

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

- a) The Chair will meet with the member in question.
  - If the Chair is the member in question, concerns should be directed to the President.
- b) For Staff or General members, the Chair and any Directors appointed to the Committee may make a recommendation to the remaining members that a member be removed from the Committee.
- c) For Directors, the Chair may make a request to the Board, on behalf of the Committee, that a member be removed from the Committee.

## 9.6 Meetings

### 9.6.1 Scheduling

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

### 9.6.2 Quorum

Quorum for meetings shall be 4 members, including the Chair.

### 9.6.3 Minutes

The Chair will be responsible for ensuring that minutes are taken for each meeting by a member of the Committee.

- a) Minutes of the Accessibility Committee will be regularly submitted to the Board, and a copy will be kept on file by the Office of the Vice-President, Academic.
- b) Names of members or other personally identifiable information will not be kept in the minutes.
- c) For the purpose of member accountability, a separate and confidential attendance record will be retained by the Office of the Vice-President, Academic.

### 9.6.4 Voting

The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, a secret ballot vote will be held. The Chair may vote.

## 9.6.5 Safe Space

The Accessibility Committee will strive to create and uphold a safe space for all participants:

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

## 9.6.6 Agenda Distribution

Agenda items will be emailed to the Chair. Agendas will be sent to all members at least 48 hours prior to the meeting.

## 9.7 Reports

### 9.7.1 Annual Report

The Chair will submit an annual report to the CSA Board of Directors at the end of the Winter semester.

### 9.7.2 Report Contents

The report must include:

- a) Timeline of activities.
- b) Selected highlights of agenda items and group initiatives.
- c) Future work for the next semester.

### 9.7.3 Confidentiality

Reports must also adhere to the confidentiality policies of the Accessibility Committee.

### 9.7.4 Final Approval

# Appendix D CSA Committees

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

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**Item 12.11.6**

**Appoint Director to Athletics Advisory Council**

**WHEREAS** the Athletics Advisory Council advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs and use of athletics facilities at the University of Guelph including student fees, athletics budget, new athletic centre, intramurals, and more; and

**WHEREAS** due to a resignation there is a vacancy for a CSA Director;

**BE IT RESOLVED** that the following Director be appointed to the Athletics Advisory Council for the remainder of the 2025-2026 year:

[one Director]

**Moved:**

**Seconded:**

## Notice of Motion

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### Item 12.11.7

#### **Notice: Amendment to Appendix A (Executive Portfolios) 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 is hereby provided at the Board meeting on January 14, 2026.*

*This motion will be considered at the Board meeting on January 28, 2026.*

**MOTION:** to adopt the attached amendments to Appendix A (Executive Portfolios), as recommended by the Policy and Bylaw Review Committee.

# Appendix A Executive Portfolios



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*Note: a comprehensive review of Appendix A was completed by the Policy & Bylaw Review Committee and the amendments were adopted by the Board of Directors on February 28, 2024.*

*Note: an additional amendment to Section 3.3 was adopted on April 10, 2024.*

# Appendix A Executive Portfolios



## 1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, and more.
- 1.3 Each Executive member shall work collectively as the Executive Committee to complete short-term and long-term objectives, led by the President.
- 1.4 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.5 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services, and initiatives.
- 1.6 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio, which includes updating the transition manual for their role in the Winter semester.
- 1.7 Each Executive member will work on-site at the CSA office, with the majority of hours to be completed during standard office hours of 9am to 5pm.
- 1.8 Each Executive member will attend and actively engage in key CSA events, including but not limited to, AGMs / GMMs, Orientation Week, and CSA Elections.
- 4-81.9 Each Executive will collaborate regarding the CSAs social media presence and be responsible for contributing ideas regarding their events and initiatives.
- 4-91.10 Each Executive member will attend core staff meetings, all-staff meetings, and Executive Committee meetings, in addition to all other committee requirements.

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## 2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association and ensure its viability as a functioning organization that meets the needs of University of Guelph undergraduate students. Core responsibilities include:

# Appendix A Executive Portfolios



- 2.1.1 To act as CSA representative in legal matters and be knowledgeable of all legally binding contracts signed on behalf of the CSA.
- 2.1.2 To act as the “Corporate President” and to be a primary signing authority of the CSA.
- 2.1.3 To be Executive Supervisor for all CSA permanent staff.
- 2.1.4 To act as the primary contact between the CSA Executive, Board of Directors, and staff.
- 2.1.5 To provide guidance, oversight, and lead the Executive Committee.
- 2.1.6 To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.
- 2.1.7 To oversee human resources, training, and the work environment for staff, Executive, Directors, and volunteers.
- 2.1.8 To oversee all finances and ensure the financial viability of the organization.
- 2.1.9 To act as the primary and public spokesperson of the CSA.
- 2.1.10 To promote and protect the image of the CSA to the general membership and public.
- 2.1.11 To be knowledgeable of the CSA Policy & Bylaw Manual and all CSA contracts.
- 2.1.12 To advocate for increasing student engagement and representation on committees with Executive, staff, and the Board of Directors.

## 2.2 Leading the Executive Committee

- 2.2.1 To be knowledgeable of the elements of each Executive Portfolio to present a cohesive view of the CSA, both internally and externally.
- 2.2.2 To give guidance to Executives for completing their projects and have oversight that they align with their portfolio and CSA mandate.
  - Provide motivation for Executives to pursue initiatives and expand projects within their portfolio area.

# Appendix A Executive Portfolios



- Monitor progress through regular check-ins and provide support as needed.

**2.2.3** To ensure the Executive Committee collaborate in an effective and respectful manner.

- Coordinate team bonding activities throughout the term, in particular during the initial transition period.

**2.2.4** To set collective goals and objectives for the year for the Executive Committee.

- Develop a realistic strategy within the Executive Committee to ensure completion of individual portfolios and collective goals for the term.

**2.2.5** To oversee the timeline for completion of Executive transition manuals, in collaboration with the Policy & Transition Coordinator.

**2.2.6** To act as the representative of the Executive Committee to CSA staff and the Board of Directors.

**2.2.7** To delegate committee membership and participation in other events and initiatives to Executives as required.

## 2.3 Operations

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

**2.3.2** To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently [in collaboration with the Business Manager](#).

**2.3.2.3.3** [To oversee the completion of operations manuals for each CSA service, in collaboration with the Executive Committee and Supervisors.](#)

**2.3.3.2.3.4** To assess operations and services and identify gaps.

- Review service functionality and viability on a regular basis.
- Ensure data is collected on all operations.
- Implement assessment of data to mandate improvement and reduction of operations where applicable.

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# Appendix A Executive Portfolios



- ~~Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.~~

2.3.42.3.5 To initiate new projects and organizational changes that address the needs of the students and the organization.

2.3.52.3.6 To have oversight of administration of the Board of Directors, in collaboration with the Policy & Transition Coordinator.

- In collaboration with the Policy & Transition Coordinator, ensure Board Members are aware of their responsibilities as outlined in the CSA Bylaw & Policy Manual and support their success in their role.

2.3.62.3.7 To have oversight of the electoral process of CSA general elections and by-elections.

- Work collaboratively with the Chief Returning Officer, Assistant Returning Officer, and the Policy & Transition Coordinator.
- Plan the promotional strategy of all CSA elections, in collaboration with the Promotional Services Coordinator, to ensure successful elections.

2.3.72.3.8 To organize and coordinate the Annual General Meeting and General Members Meeting with support from the Policy & Transition Coordinator, and in collaboration with the permanent staff team.

- Schedule regular meetings with the permanent staff team to delegate responsibilities and track progress.

2.3.82.3.9 To ensure Bullring Operations Committee meetings are scheduled and held monthly in collaboration with the Business Manager.

- Be knowledgeable of Bullring operations.
- Provide input and inform the student body and Board.
- Be the liaison from the committee to the Board.

2.3.92.3.10 ~~To ensure the FoodBank Operating Committee and Bike Centre Operating Committee are formed and meeting regularly.~~

2.3.102.3.11 To be knowledgeable of the planning of the year, both events and responsibilities, and give guidance as needed, in collaboration with the Executives and permanent staff.

- Ensure that all CSA staff members are made aware of the “Year at a Glance”.

# Appendix A Executive Portfolios



2.3.12.3.12 To keep staff informed of Executive and Board initiatives and actions through, but not limited to, regular staff meetings and emails as relevant.

2.3.12.3.13 To be responsible for the oversight of CSA designated spaces, [in collaboration with the Business Manager](#).

- Be responsible for the arrangement, upgrades, renovations, and allocation of office spaces.
- Investigate and coordinate CSA-specific space and building initiatives and work to expand space as needed and feasible.

## 2.4 Human Resources

2.4.1 To oversee and manage all aspects of human resources with the support of the [HR Coordinator](#), [Business Manager](#), [Policy and Transition Coordinator](#), [Office Manager & Executive Support](#), [Human Resources \(HR\) Support Team](#), and the [External Human Resources Consultant](#).

2.4.2 [To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team members, as outlined in Appendix C – CSA Human Resources Policy.](#)

2.4.12.4.3 [To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.](#)

2.4.22.4.4 To promote positive working relationships among staff, [in collaboration with the HR Coordinator](#).

- Coordinate all “meet and greet” and appreciation events with the staff, Executive, Board of Directors, and volunteers.
- Host monthly all-staff meetings to raise awareness of ongoing activities, HR policies and timelines, and to build working relationships across the CSA staff.

2.4.32.4.5 To foster an inclusive and safe work environment for all staff, Executives, Board of Directors, and volunteers, [in collaboration with the HR Coordinator](#).

- Support the Joint Health & Safety Committee to ensure all Health & Safety policies, programs, training, and protocols are followed.
- Review and update the CSA Statement of Commitment to AODA and ensure staff are aware of CSA Accessibility policies.

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- Ensure the CSA complies with the Occupational Health & Safety Act.

~~2.4.4 To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.~~

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~~2.4.5 To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.~~

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- 2.4.6** To, in collaboration with the [HR Coordinator Business Manager](#) and External Human Resources Consultant, establish a comprehensive Human Resources training schedule for CSA staff and volunteers.
- Notify staff of their online training requirements, provide links, receive certificates, and follow-up to ensure all on-boarding modules have been completed.
  - Ensure in-person training sessions are scheduled at the beginning of every semester; offer alternate times as required.
  - File certificates and record all online and in-person training completion dates on Employee Training Checklist cards.
  - Ensure staff hired after the primary onboarding period are fully trained.
  - Review training requirements with [the HR Coordinator Business Manager](#) and external HR consultant early in the Winter semester in readiness for the job description review and hiring period in mid-February.
- 2.4.7** To maintain employee files [of all permanent staff and executives](#), ensuring all required information is included and up to date, per Employee Files – Content and Maintenance Guidelines.
- 2.4.8** To ensure that staff evaluations occur within the first three months of employment, and as required, [in collaboration with the HR Coordinator](#).
- 2.4.9** To complete staff evaluations for the permanent staff annually within the winter semester, and/or within the first 3 months of a new permanent staff members' employment.
- 2.4.10** To oversee the primary Hiring Period (mid-February to end of March) in collaboration with the Business Manager and [HR Coordinator-Office Manager & Executive Support](#).

# Appendix A Executive Portfolios



- Review job descriptions and staff contract changes for accuracy and relevance, in collaboration with the Business Manager.
- Ensure hiring committees are struck at the last Executive Committee meeting prior to the close of the job posting period, ~~and immediately notify the Office Manager of all hiring committee members.~~
- Ensure the chair of each hiring committee is fully trained and familiar with the duties and processes, in collaboration with the HR Coordinator.

**2.4.11** To, in collaboration with the Policy & Transition Coordinator, develop a comprehensive Director Training schedule by July 1st and assist in the development and implementation of the various components of Board Training in compliance with CSA bylaws and policies.

**2.4.12** To, in collaboration with the Policy & Transition Coordinator, review and solicit input from Executive and staff as to the effectiveness of the primary Executive Transition and Training period (late April through May).

- Together with the Policy & Transition Coordinator, and in preparation for the next primary Executive and Training period, incorporate feedback and update the Executive Transition & Training modules by July 1st.
- Work with the Policy & Transition Coordinator and members of the permanent staff, early in the Winter semester, to review and finalize the Executive Training schedule for the upcoming year.

**2.4.13** To, at all times, take into consideration the relations between Executives, staff, and the Board of Directors, and to be impartial and fair when dealing with these interactions.

## 2.5 Finances

**2.5.1** To act as the “Corporate President” and to be a primary signing authority of the CSA.

**2.5.2** To be knowledgeable of all aspects of the budget, day to day finances, and at all times, take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization, in collaboration with the Business Manager.

**2.5.3** To meet with the Business Manager on a regular basis to review the statements of Revenues and Expenditures for each portfolio.

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- Oversee new revenue generating opportunities consistent with the association's mandate, in collaboration with the Business Manager.
  - Meet with the Business Manager on an as-needed basis to discuss critical financial matters as they arise.
- 2.5.4** To be the Chair of the Finance Committee and ensure the committee fulfills all responsibilities, objectives, and reporting requirements, in an effort to maintain financial transparency.
- 2.5.5** To oversee expenses and manage the finances of the Administration, ~~and Council~~, [and Live Entertainment](#) budget portfolios.
- 2.5.6** To ensure the annual operating budget and the most recent approved audited statements are posted to the CSA website.
- 2.5.7** To act as the Executive contact for all matters related to CSA ancillary student fees, in collaboration with the Business Manager.
- This includes but is not limited to, changes to fees, fee suspensions, letters of direction, and dissolution of fees.
- 2.5.8** To oversee and coordinate the annual budget development process, in collaboration with the Business Manager.
- Ensure that the budgeting process is equitable, manageable, and adheres to the goals and directives set out in the Bylaws and Policies.
  - Ensure the annual budget is presented to the Board of Directors for approval by the Business Manager.
- 2.5.9** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- 2.5.10** To administer the Student Events and Initiatives Funding (SEIF) process by setting application deadlines for the Fall and Winter semesters and chairing the committee that awards grants for relevant applications.
- 2.5.11** To engage in the planning of the annual University budget.
- Create and present a well-researched lobby document to

# Appendix A Executive Portfolios



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

- Communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic.

## 2.6 CSA Spokesperson

- 2.6.1** To act as the primary and public spokesperson of the CSA.
- 2.6.2** To ensure transparency to the membership regarding CSA activities and decision-making to allow for accountability and awareness of the organization.
- 2.6.3** To visit and speak at CSA-run events, student events, and external events as appropriate as the primary CSA representative.
- 2.6.4** To act as the primary CSA representative with the CSA membership, University Senior Administration, the City of Guelph, and Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.6.5** To speak on behalf of the staff, Executive Committee, and the Board of Directors through announcements, statements, and other forms of communication.
- 2.6.6** To act as the primary advocate for increasing student engagement and representation on committees.
- 2.6.7** To work towards university-wide student space initiatives in collaboration with the Executive Committee.
- 2.6.8** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.
- 2.6.9** To be responsible for robust and successful Orientation Week programming in collaboration with the CSA Events Coordinator.
  - To support the CSA Events Coordinator with organizing and running Orientation Week events.

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# Appendix A Executive Portfolios



- To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.

2.6.8

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## 2.7 Media and Promotions

- 2.7.1 To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- 2.7.2 To educate and enforce policies regarding media management to staff and the Executive Committee.
- 2.7.3 To advise the Executive Committee on all promotional and media items to protect the image of the CSA.
- 2.7.4 To act as the executive supervisor of the Promotional Services Coordinator and give guidance for maximizing the CSAs promotional outreach and prioritizing projects as needed.
- 2.7.5 To oversee the direction and implementation of the CSA brand in collaboration with the Promotional Services Coordinator.
  - Ensure all promotional assets and services follow the CSA brand as developed for the current term.
  - Contribute to increasing the recognizability of the CSA.
- 2.7.6 To coordinate the social media presence of the CSA in collaboration with the Promotional Services Coordinator [and the VP Internal](#).
  - Ensure consistent communication to the CSA membership through social media regarding current operations.
  - Provide guidance to the Executive Committee for developing social media content in alignment with their portfolio.
  - Implement social media series' that provide insight into the activities of the Executives and contribute to their recognizability.
- 2.7.7 To inform and educate the student body on all CSA initiatives, campaigns, programs, and events.
  - In collaboration with the Promotional Services Coordinator, prepare the monthly CSA newsletter regarding current activities and events of the organization.
  - Ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.

# Appendix A Executive Portfolios



- Promote the CSA through advertising efforts by use of campus media.

**2.7.8** To approve and provide guidance for all media requests for the CSA.

- Act as the primary contact of the CSA for the Ontario and all other on and off-campus publications.
- Pursue opportunities for publicizing activities of the CSA.

## 2.8 Contracts, Agreements, and Policy

**2.8.1** Deeds, transfers, licenses, contracts, and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the President and Vice President [Internal Student Experience](#).

**2.8.2** To review and be knowledgeable of all existing contracts, [in collaboration with the Business Manager](#) including but not limited to, the Student Health and Dental Plan, U-Pass transit contract, University Centre Agreement, lease agreements, and all other contracts, agreements, and memorandums of understanding.

~~**2.8.3** To Co-Chair the Student Health and Dental Plan Committee and ensure pertinent deadlines are provided to students.~~

~~• Coordinate the distribution of information and promotion of the Student Health and Dental Plan, in collaboration with the Business Manager. This includes sending a mass email in late August and December.~~

- ~~• Be the liaison with the insurance broker for promotion and outreach.~~

~~**2.8.42.8.3** To act as the leaseholder for all CSA designated spaces and oversee compliance with the terms of the agreements.~~

~~**2.8.52.8.4** To ensure all CSA staff members and Executives are aware of the CSA Policy & Bylaw Manual and provide guidance as needed for understanding relevant policies.~~

~~**2.8.62.8.5** To support the Policy and Transition Coordinator with maintaining the policy review cycle.~~

- ~~• Sit on the Policy & Bylaw Review Committee.~~
- ~~• Contribute to the policy review process and identify policy gaps in collaboration with the Policy & Transition Coordinator.~~

## 2.9 Committees

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## 2.9.1 Internal CSA Committees

- Executive Committee (Chair)
- Finance Committee (Chair)
- Student Events and Initiatives Funding Committee (Chair)
- [Student Health and Dental Plan Committee \(Co-Chair\)](#)
- Policy and Bylaw Review Committee (member)
- Elections and Referendum Committee (member)
- Bullring Operations Committee (member)
- CSA/GSA Transit Committee (member)
- thecannon.ca Operating Committee (member)

## 2.9.2 External Committees

- Student Executive Council (member)
- Student Leaders and Administration Meeting (member)
- Student Budget Committee (member)
- Student Life Enhancement Fund Committee (member)
- [Compulsory Fees Committee \(member\)](#)
- [Orientation Week Advisory Committee \(member\)](#)
- [Homecoming and St. Patrick's Day Internal Planning Committee \(member\)](#)

## 3.0 Vice President [Internal Student Experience](#)

3.1 The primary purpose of the Vice President [Internal Student Experience \(VPSE\)](#) is to [amplify non-academic student interests on campus and enhance student life](#) ~~the student experience on and off campus~~. Core responsibilities include:

- 3.1.1 To follow the leadership and direction of the CSA President.
- 3.1.2 To be a primary signing authority of the CSA.
- 3.1.3 To be knowledgeable of CSA finances and be prepared to assume the duties of the President in the event of the absence or incapacity of the President.
- 3.1.4 To oversee the expenses of the Vice President [Internal Student Experience](#) budget portfolio in collaboration with the Business Manager.
- 3.1.5 To ensure the effective operation of CSA Clubs, ~~and CSA~~ [SafeWalk](#), [and Bike Centre](#) services.

# Appendix A Executive Portfolios



- 3.1.6 To be a key presence representing the CSA on campus in support of increasing outreach, community, and inclusivity, both online and on campus in support of increasing outreach, student engagement, and related events.
- 3.1.7 To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
- 3.1.8 To be an advocate for maintaining and enhancing student space on campus.
- 3.1.9 To be a member and actively participate with internal and external committees in relation to the Vice President Internal Student Experience portfolio.

## 3.2 Services

- 3.2.1 To act as the Executive supervisor of the Clubs, SafeWalk, and Bike Centre SafeWalk and Clubs service staff.
- 3.2.2 To be knowledgeable of all aspects of the CSA Clubs Office and oversee all operations in collaboration with the Clubs Coordinator.
  - Be well versed in the contents of the CSA Clubs Handbook to effectively provide support to the Clubs Coordinator as needed.
  - Be aware of club accreditation and training deadlines each semester.
  - Attend and provide support for key events including but not limited to the Clubs General Meetings, ~~and~~ Clubs Days, and annual locker and poster room clean up.
- 3.2.3 To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.
  - Schedule monthly operations meetings with the SafeWalk Coordinator and Business Manager for operational and financial updates and recordkeeping.
  - Review the SafeWalk referendum details annually to ensure operations are consistent with the terms of the question.
- ~~3.2.3~~ To be knowledgeable of all aspects of the Bike Centre service and oversee all operations.
  - Schedule monthly operations meetings with the Bike Centre

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# Appendix A Executive Portfolios



Coordinator and the Business Manager for operational and financial updates and recordkeeping.

- Coordinate the annual Bike Auction held in March, in collaboration with the Bike Centre Coordinator, Business Manager, Promotional Services Coordinator, and online auction staff.

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- 3.2.4** To be the CSA Executive representative on the Student Events and Risk Management Committee. When needed, support the CSA Events Coordinator with checking CSA ASO GryphLife submissions and commenting or approving events.

## 3.3 Outreach and Engagement

- 3.3.1** To participate in regular social media meetings with the Executive Committee and Promotional Services Coordinator ~~coordinate day-to-day interactions on social media to plan outreach strategies for increasing engagement and awareness for increased student engagement with the CSA.~~

- Reply to direct messages, comments, and inquiries on CSA social media posts, with guidance from the CSA President.
- ~~Be knowledgeable of and participate in trends to attract a larger student audience.~~
- ~~Explore methods of expanding the CSAs social presence onto new platforms.~~

- 3.3.2** To advocate for increasing student engagement and representation on non-academic committees and ensure that students have meaningful participation and decision-making power in these areas.

- 3.3.3** In collaboration with the President, To act as a liaison with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), and Special Status Groups (SSG) to support engagement in their activities. student events.

~~**3.3.4** To be responsible for robust and successful Orientation Week programming in collaboration with the CSA Events Coordinator.~~

- ~~To support the CSA Events Coordinator with organizing and running Orientation Week events.~~
- ~~To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.~~

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~~3.3.53.3.4~~ To advocate for and coordinate meaningful events and programming for graduating students in the Winter semester, including but not limited to the Last Toast, with support from the Events Coordinator.

~~3.3.63.3.5~~ To acquire and document feedback from students regarding CSA services, events, and initiatives, within the Vice President Student Experience portfolio.

3.3.6 To work with other student groups and university departments to build long-term relationships with campus partners in relation to the Vice President Internal Student Experience portfolio.

3.3.7 In collaboration with the President, make every effort to inform and educate the student membership on all CSA initiatives, campaigns, programs, and events by means of such methods as classroom speaking, attending appropriate student events, liaison with as many student organizations as possible, including but not limited to college governments, appropriate clubs, OPIRG, Guelph Campus Co-op, Interhall Council, and College Royal.

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## 3.4 Student Health and Wellness

3.4.1 To engage in and promote awareness regarding campaigns, initiatives, and committees that support undergraduate student mental health and well-being.

~~3.4.13.4.2~~ To Co-Chair the Student Health & Dental Plan Committee and adhere to the Terms of Reference in collaboration with the Business Manager.

- Ensure semesterly newsletters detailing opt-in, opt-out, and family-add deadlines are circulated in a timely manner.
- Ensure provided benefits are well-promoted to CSA members throughout the academic year, particularly those related to mental wellness.
- Ensure the CSA website is kept up-to-date with current benefit information.
- Attend the Client Advisory Council conference held annually in June as coordinated by our Health and Dental broker.

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~~3.4.23.4.3~~ To be the lead prime facilitator of the CSA Menstrual Hygiene Initiative and referendum fee, in collaboration with the CSA Business Manager regarding budget, staffing, inventory, events, and program

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expansion.

- Be knowledgeable of day-to-day operations.
- Run events and campaigns to promote awareness of the initiative, including but not limited to, a minimum of one [Free Flow Market](#) event per semester with the goal of distributing 200 free reusable menstrual products to students.
- ~~Research methods to expand and improve the service.~~
- Act as the primary point person for communications with students and campus partners.
- ~~Act as the connection with external parties to provide students with reusable menstrual product options.~~
- Maintain a comprehensive operating manual and prepare an annual report regarding all aspects of the service, to be completed in the Winter Semester.

**3.4.33.4.4** To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.

**3.4.43.4.5** To promote sexual health [and consent](#) education on campus, which includes but is not limited to running Sexy Bingo events.

**3.4.53.4.6** To advocate for and participate in initiatives regarding inclusivity and student support.

- To act as a support person for special status groups, under-represented groups, and the Office of Diversity and Human Rights.
- To advocate for under-represented and marginalized undergraduate students at the University of Guelph, in collaboration with the VP External.
- To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

• [To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic University related areas and ensure that students' needs are being met through appropriate channels. Provide referrals and act as an advocate as needed.](#)

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## 3.5 Student Space

**3.5.1** To work towards University-wide student space initiatives [by advocating](#)

# Appendix A Executive Portfolios



[for expansion and enhancements to non-academic student space on campus, in collaboration with the Executive Committee.-](#)

- 3.5.2 To advocate for expansion of student study and lounge space on campus, in collaboration with the Vice President Academic.
- 3.5.3 To recruit students to fill the CSA (primary and alternate) positions on the UC Board through a general call-out for members, as required.
- 3.5.4 To facilitate student caucus meetings of the CSA representatives on the UC Board before the start of UC Board meetings to review the agenda together.

## 3.6 Committees

### 3.6.1 Internal CSA Committees:

- [Executive Committee \(Secretary\)](#)
- [Student Health & Dental Plan Committee \(co-chair\)](#)
- CSA Finance Committee (member)
- Student Events and Risk Management Committee (member)
- thecannon.ca Operating Committee (member)

### 3.6.2 External Committees

Student Experience and Events Committees:

- Student Leaders and Administration Meeting (member)
- Student Experience Advisory Committee (member)
- [Orientation Week Advisory Committee \(member\)](#)
- Gryph to Grad Committee (member)
- [Homecoming and St. Patrick's Day Internal Planning Committee \(member\)](#)
- Innovation Fund Committee (member)

Student Space Committees:

- University Centre Board (lead member)
- [University Centre Board Selection Committee \(chair\)](#)
- [Sustainability Action Fund Working Group \(member\)](#)
- [Student Space Initiative \(member\)](#)

Student Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)

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- [Athletics Advisory Council](#) (member)
- [Student Food Security Committee](#) (member)

**3.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

## 4.0 Vice President Academic

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

- 4.1.1** To follow the leadership and direction of the CSA President.
- 4.1.2** To oversee the expenses of the Vice President Academic budget portfolio in collaboration with the Business Manager.
- 4.1.3** To ensure the effective operation of the Student Help and Advocacy Centre.
- 4.1.4** To represent undergraduate students with all matters pertaining to accessibility and academics, and to be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in academic areas.
- 4.1.5** Act as a liaison between University staff and faculty and the CSA Executive Committee on academic matters.
- 4.1.6** To provide campaigns and events that support undergraduate students' academic journeys, including but not limited to, the Student Memorial Service and [CSA Awards the Teaching Excellence Award](#).
- 4.1.7** To be a member and actively participate with internal and external committees in relation to the Vice President Academic portfolio.

## 4.2 Student Help and Advocacy Centre (SHAC)

- 4.2.1** To act as the Executive supervisor of the Student Help and Advocacy Centre staff.
- 4.2.2** To be knowledgeable of all aspects of the Student Help and Advocacy

Centre and oversee all operations.

- Support the SHAC Coordinator in contracting and citing the work terms for a legal professional.
- Act as a resource for SHAC on issues related to the Residential Tenancies Act.
- Act as a resource for SHAC on issues related to academic advocacy.

**4.2.3** To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

**4.2.4** To refer students to the appropriate community organization when advocacy requires a legal opinion.

**4.2.5** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

### **4.3 Academic and Financial Advocacy**

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

**4.3.2** To actively engage with students on academic issues and initiatives that are currently relevant to the undergraduate student body.

**4.3.3** To promote the financial aid available to students.

**4.3.4** To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

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

**4.3.6** To advocate for accessibility in academic settings on behalf of undergraduate students who self-identify as having a disability.

**4.3.7** To work with student leaders and organizations to increase access to support services for academic and accessibility needs.

**4.3.8** To advocate for increasing student engagement and representation on

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[academic-related committees](#) and ensure that students have meaningful participation and decision-making power in these areas.

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

## 4.4 Liaison

- 4.4.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External
- 4.4.2** To act as a support resource for CSA executives regarding internal university information as sourced from external committees, to support their lobbying efforts.
- 4.4.3** To provide financial and accessibility recommendations regarding the University budget development process, by communicating them to the President of the CSA.
- 4.4.4** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the President.

## 4.5 Events

- 4.5.1** To coordinate the [CSA Awards program annual Teaching Excellence Award](#) and Chair the [Awards Selection](#) Committee.
- 4.5.2** To coordinate the annual Student Memorial Tree Dedication with support from the Business Manager.
- Collaborate with the Graduate Student Association to divide responsibilities and coordinate the event.
  - Provide a final report including a statement of expenses to the Student Health and Dental Plan Committee by the end of the fall semester.
- 4.5.3** To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.5.4** To organize stressbusters during midterms and final exams periods, in

# Appendix A Executive Portfolios



collaboration with the Vice President [Internal Student Experience](#).

- 4.5.5 To seek out additional programming opportunities to support students' academic studies and career needs.

## 4.6 Committees

### 4.6.1 Internal CSA Committees

- [Executive Committee \(member\)](#)
- [Accessibility Committee \(chair\)](#)
- [Awards Committee \(chair\)](#)
- [Art in the Bullring Judging Committee \(co-chair\)](#)
- ~~[Teaching Excellence Award Selection Committee \(chair\)](#)~~

### 4.6.2 External Committees

Academic:

- [Student Senate Caucus \(member\)](#)
- [Board of Undergraduate Studies \(member\)](#)
- [Senate \(member\)](#)
- Student Leaders and Administration Meeting (member)
- ~~[Academic Policy and Procedures Committee \(member\)](#)~~
- Calendar Review Committee (member)
- ~~[Committee of Undergraduate Academic Advising \(member\)](#)~~
- ~~[Judicial Committee \(member\)](#)~~
- [Student Rights and Responsibilities \(member\)](#)
- [Library Student Fee Sub-Committee \(member\)](#)
- [Academic Integrity Task Force \(member\)](#)
- [Teaching and Learning Network \(member\)](#)
- [Experiential Learning Advisory Committee \(member\)](#)
- [Co-Curricular Experiential Learning Integrity Committee \(member\)](#)
- [Accessibility Steering Committee \(member\)](#)

Financial:

- Compulsory Fees Committee (member)
- ~~[Late Fee Payment Committee](#)~~
- ~~[Student Budget Senate Caucus \(member\)](#)~~

Other:

- [Student Life Enhancement Fund Sub-committee \(member\)](#)
- [IT Student Advisory Committee \(member\)](#)
- [Student Career Advisory Committee \(member\)](#)

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~~• Student Food Security Committee (member)~~

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**4.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

## 5.0 Vice President External

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

- 5.1.1** To follow the leadership and direction of the CSA President.
- 5.1.2** To oversee the expenses of the Vice President External budget portfolio in collaboration with the Business Manager.
- 5.1.3** To ensure the effective operation of the ~~CSA Bike Centre and the~~ Guelph Student FoodBank.
- 5.1.4** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- 5.1.5** To coordinate advocacy campaigns regarding social, environmental, and governmental issues that impact the CSA membership.
- 5.1.6** To be a resource to the membership regarding government activities and build relationships with all levels of government.
- 5.1.7** To be a member and actively participate with internal and external committees in relation to the Vice President External portfolio.

## 5.2 ~~Guelph Student FoodBank~~Services

- 5.2.1** To act as the Executive supervisor of the FoodBank ~~and Bike Centre~~ service staff.
- 5.2.2** To be knowledgeable of all aspects of the FoodBank and oversee all operations.
  - Complete training regarding food safety, foodbank appointments, and portioning. Be available to provide coverage as needed due to staffing shortages.

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- Participate in advocacy regarding food insecurity.

~~5.2.3 To be knowledgeable of all aspects of the Bike Centre and oversee all operations.~~

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~~5.2.45.2.3 To Chair and schedule monthly operations meetings with the FoodBank Coordinator and Business Manager for operational and financial updates and recordkeeping of the FoodBank Operating Committee and the Bike Centre Operating Committee on a regular and as-needed basis.~~

## 5.3 The Student U-Pass and Late-Night Service

- 5.3.1** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- Outreach to undergraduate students to regularly investigate student satisfaction of the bus service and improvements needed via Feedback form and tabling.
  - Serve as Co-Chair on the GSA/CSA Transit Committee.
  - Be knowledgeable of the U-Pass and Late-Night Service, including the terms of both contracts.
  - Provide updates to the Transit Advisory Committee (TAC) on university transit needs and / or concerns.
- 5.3.2** To coordinate the outreach of the CSA Bus Pass, in collaboration with CSA permanent staff.
- Have awareness of daily operations and deadlines. Be prepared to assist the front office with after hours bus pass opt-in appointments.
  - Work with the Promotional Services Coordinator to ensure creation of a robust promotional strategy. This includes for bus pass opt-in periods and the Late-Night Service.
  - Organize the promotional launch and outreach of special holiday bus service, late night bus service, early bird bus pass opt-in, and Winter and Fall bus pass opt-ins in all the relative timeframes throughout the year.

## 5.4 Advocacy, Lobbying, and Campaigns

- 5.4.1** To coordinate campaigns and events centered around municipal, provincial, federal, and human rights issues affecting students and our community.

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- Inform, educate, mobilize, and involve as many students as possible in these campaigns.
  - Initiate awareness, lobbying, and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.
  - Work against discrimination of students on campus in the form of student advocacy initiatives, campaigns, and education methods.
  - Research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding, or social programs.
- 5.4.2** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic.
- 5.4.3** To advocate for increasing student engagement and representation on committees.
- 5.4.4** To coordinate with the CSA President alongside other campus student advocacy/support groups for responses to hate activity on campus.
- 5.4.5** To be the liaison between CSA and the Canadian Federation of Students - Ontario (CFS-O), and the Canadian Federation of Students (CFS).
- Coordinate attendance at CFS-O and CFS conferences, ensuring that CSA members are represented.
  - Collaborate with CFS-O and CFS on campaigns when the CSA memberships' interests align with the subject of the campaign materials being offered.
- 5.4.6** To collaborate and build campaign coalitions surrounding social and environmental justice with:
- Campus groups, clubs, and organizations committed to social / environmental justice, which may include, but are not limited to:
- Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
  - Ontario Public Interest Research Group Guelph (OPIRG)

# Appendix A Executive Portfolios



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

Other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, and Council of Canadians, among others.

Labour unions, on and off campus, that are committed to worker rights, which may include but are not limited to:

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

## 5.5 Federal, Provincial, and Municipal Governance

- 5.5.1** To act as a liaison to the City of Guelph, the Ontario government, and the Canadian government:
- Monitor initiatives, programs, policies, and legislation that impact students and inform undergraduate students about the effect upon students.
  - Be knowledgeable of City bylaws, programs, and initiatives that impact students:
  - Represent the CSA at municipal events, meetings, and initiatives when it aligns with the memberships' interests.
  - Communicate student issues with community members.
- 5.5.2** To establish and maintain working relationships with the MPP and MP for the Guelph riding.
- 5.5.3** To disseminate municipal, provincial, or federal election information to students.
- Educate and promote voting dates and locations on campus and within the community.
  - Encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.

# Appendix A Executive Portfolios



- Record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- Remain non-partisan during the campaigning period and voting days, both in person and online.

## 5.6 Committees

### 5.6.1 Internal CSA Committees

- [Executive Committee \(member\)](#)
- [Statement Making Committee \(chair\)](#)
- CSA/GSA Transit Committee (co-chair)
- Student Affordable Housing Taskforce (chair)
- ~~[FoodBank Operating Committee \(Chair\)](#)~~
- ~~[Bike Centre Operating Committee \(Chair\)](#)~~

### 5.6.2 External Committees

#### Municipal Committees:

- Town & Gown Committee (member)
- Guelph Transit Advisory Committee (member)
- Guelph District Labour Council (member).

#### Advocacy and Ethics Committees:

- Code of Suppliers Conduct Advisory Committee (Co-Chair)
- Human Rights Advisory Group (member)
- ~~[Student Food Security Committee](#)~~ / ~~[Student Food Security Working Group](#)~~ (member)

#### Student Experience Committees:

- Student Leaders and Administration Meeting (member)

- 5.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

**Motion**

Board of Directors Meeting # 12  
January 14, 2026



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**Item 12.11.8**  
**Appoint Director to Elections and Referendum Committee**

**WHEREAS** the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections; and

**WHEREAS** due to a resignation there is a vacancy for a Director;

**BE IT RESOLVED** that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2025-2026 academic year:

[1 Director]

**Moved:** Nate Broughton, President

**Seconded:**

***See following pages for Elections and Referendum Committee information.***

## Motion

Board of Directors Meeting # 12

January 14, 2026



### Elections and Referendum Committee

3.1 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.

### 3.2 Membership and Meetings

3.2.1 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, the Executive chosen to supervise the Elections Office will be a member of the Committee. If all Executive Officers are running for election, there will be no Executive Officers ratified to the Committee.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 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.

### 3.3 Elections Oversight

3.3.1 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:

- 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

## Motion

Board of Directors Meeting # 12

January 14, 2026



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.

### 3.4 Referendums

3.4.1 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.

**Motion**

Board of Directors Meeting # 12

January 14, 2026



**Item 12.11.9**

**Director Class Talks re Winter 2026 General Election**

**WHEREAS** CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”;

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

**WHEREAS** it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are filled, the minimum quorum requirements are met, and a successful election process is achieved;

**BE IT RESOLVED** that each Director present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2026 General Election, to be scheduled by the Elections Office;

**AND FURTHER** that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks.

**Moved:**

**Seconded:**

## **Motion**

Board of Directors Meeting # 12

January 14, 2026

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### **Item 12.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 12 on January 14, 2026 be adjourned at      pm.

**Moved:**

**Seconded:**