Central Student Association

2025 CSA AGM

Agenda Package Supplemental

Annual Policy Revisions as Approved by the CSA Board of Directors

POLICY SUPPLEMENTAL
CSA AGM 2025
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Policy Supplemental – Table of Contents

The following document contains the policy amendment motions as approved by the Board of Directors and accompanying policy documents as applicable for the policy amendments being received by the CSA Membership at the CSA 2025 Annual General Meeting. The list of policy amendments is as follows:

Appendix A – Executive Portfolios

a) Comprehensive Review (February 28, 2024)
b) Section 3.3.4 – Outreach and Engagement (April 10, 2024)

Appendix C – Human Resources Policy

a) Section 24 – Right to Disconnect From Work Policy (April 10, 2024)

Appendix D – CSA Committees

a) Section 14 – Statement Making Committee (February 28, 2024)
b) Section 7.8 – SEIF Application Process (January 15, 2025)

Appendix G – Electoral Policy

a) Section 23.2 – Ballot Counting Process (April 3, 2024)
b) Section 14.2 – The Practice of Campaigning (January 15, 2025)

Appendix J – Internal CSA Policy

a) Section 12 – Social Media Policy (April 10, 2024)

CSA Rules of Order

a) Section 7 – Political Statements (February 28, 2024)
b) Section 6 – In-Camera Policy and Procedures (April 10, 2024)
c) Section 3.13 – Suspending the Rules of Order (April 10, 2024)

Motion
Board of Directors Meeting # 15
February 28, 2024

Central Student Association

Item 15.11.3
Appendix A (Executive Portfolios) Comprehensive Review re. PBRC

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

Notice of this motion was provided at the Board meeting on February 14, 2024.

WHEREAS the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios); and

WHEREAS the PBRC reached consensus to recommend forward the amendments resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Appendix A (Executive Portfolios) be approved as recommended by the PBRC and as included in the Board Agenda Package.

Moved: Shaima Alam, President
Seconded:

Appendix A
Executive Portfolios

DRAFT

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Note:

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.

1.9 Each Executive member will attend core staff meetings, all-staff meetings, and Executive Committee meetings, in addition to all other committee requirements.

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:

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.
- 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.

2.3.3 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.
- Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.

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

2.3.5 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.

2.3.6 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.

2.3.7 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.

2.3.8 To ensure Bullring Operations Committee meetings are scheduled and held monthly.

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

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

2.3.10 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”.

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

- 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 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 promote positive working relationships among staff.

- 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.

2.4.3 To foster an inclusive and safe work environment for all staff, Executives, Board of Directors, and volunteers.

- 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.
- 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.

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

2.4.6 To, in collaboration with the 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 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, 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.

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 Office Manager & Executive Support.
- 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.

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

2.5.3 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.

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

2.5.5 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.

2.5.6 To oversee expenses and manage the finances of the Administration and Council budget portfolios.

2.5.7 To ensure the annual operating budget and the most recent approved audited statements are posted to the CSA website.

2.5.8 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.

2.5.9 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.

2.5.10 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.

2.5.11 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.

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

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

2.7 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.

- 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.
- 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 Ontarion 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 Student Experience.

2.8.2 To review and be knowledgeable of all existing contracts, 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.

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

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

2.8.6 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

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 Operating 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)

3.0 Vice President Student Experience

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:

3.1 The primary purpose of the Vice President Student Experience (VPSE) is to enhance 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 Student Experience budget portfolio in collaboration with the Business Manager.

3.1.5 To ensure the effective operation of CSA Clubs and CSA SafeWalk services.

3.1.6 To be a key presence representing the CSA 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 Student Experience portfolio.

3.2 Services

3.2.1 To act as the Executive supervisor of the SafeWalk and Clubs service staff.

3.2.2 To be knowledgeable of all aspects of the CSA Clubs Office and oversee all operations.

- 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.

3.2.3 To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.

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 coordinate day-to-day interactions on social media for increased student engagement with the CSA.

- Reply to comments and inquiries on CSA social media posts.
- 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 committees.

3.3.3 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 student events.

3.3.4 To support the CSA Events Coordinator with organizing and running Orientation Week events.

3.3.5 To coordinate events and programming for graduating students in the Winter semester, including but not limited to the Last Toast.

3.3.6 To acquire and document feedback from students regarding events and initiatives within the Vice President Student Experience portfolio.

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

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.

3.4.2 To be the prime facilitator of the CSA Menstrual Hygiene Initiative and referendum fee, in collaboration with the CSA Business Manager regarding budget, inventory, and program 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 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.

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

3.4.4 To promote sexual health education on campus, which includes but is not limited to running Sexy Bingo events.

3.4.5 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.

3.5 Student Space

3.5.1 To work towards University-wide student space initiatives.

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)
- 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)
- Student Space Initiative (member)

Student Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)
- Athletics Advisory 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 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 committees.

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 annual Teaching Excellence Award and Chair the 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 collaboration with the Vice President 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)
- Teaching Excellence Award Selection Committee (chair)

4.6.2 External Committees

Academic:

- 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)

Financial:

- Compulsory Fees Committee (member)
- Late Fee Payment Committee
- Student Budget Senate Caucus (member)

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 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.
- Participate in advocacy regarding food insecurity.

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

5.2.4 To Chair and schedule meetings 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.

- 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)
- 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.
- 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)
- 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)
- 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 # 18
April 10, 2024

Item 18.11.9
Amendment to Appendix A (Executive Portfolios) Section 3.3.4

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 March 27, 2024.

WHEREAS within the development of the CSA Events Coordinator position and the VP Student Experience portfolio, it was agreed upon for a permanent staff member to organize Orientation Week programming due to it being an annual undertaking with large-scale events that need to be planned up to six months before;

WHEREAS for a staff member to be able to authorize expenses for programming, the budget line for O-Week programming needs to be in their budget portfolio;

WHEREAS the O-Week programming budget line is currently in VPSE, and is under consideration to be moved to the Events Coordinator budget; and

WHEREAS the Executive Portfolios should be as specific as possible in understanding where their role begins and ends for their responsibilities;

BE IT RESOLVED that the attached amendment to Section 3.3.4 of Appendix A (Executive Portfolios) be made to clarify the support the VP Student Experience is to provide to the CSA Events Coordinator regarding Orientation Week.

Current wording:

3.3.4 To support the CSA Events Coordinator with organizing and running Orientation Week events.

Proposed Wording:

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.

Moved: Shaima Alam, President
Seconded:

Motion
Board of Directors Meeting # 18
April 10, 2024

Item 18.11.7
Amendment to Appendix C (Human Resources) 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 March 27, 2024.

MOTION: that the Board of Directors approve the Right to Disconnect From Work Policy to be included in Appendix C (Human Resources), as included in the board agenda package, and as recommended forward by the Policy and Bylaw Review Committee.

Moved: Shaima Alam, President
Seconded:

Right to Disconnect Policy (DRAFT) – to be added to Appendix C (HR Policy)

The Central Student Association is committed to supporting employees' mental health and wellbeing, which includes promoting a sustainable work-life balance, reducing work-related stress, and helping prevent burnout, with the ultimate goal of creating a psychologically safe workplace. The purpose of this policy is to establish fair and reasonable conditions to support employees' right to disconnect in accordance with the CSA's operational needs and the requirements outlined in the Ontario's *Employment Standards Act, 2000* ("ESA") and its applicable regulations. This policy applies to all Central Student Association employees.

As per the ESA, "disconnecting from work" is defined as not engaging in work-related communications, including emails, telephone calls, video calls, or sending or reviewing other messages, and to be free from the performance of work.

Working Hours

The standard business hours of the Central Student Association are 9am to 5pm, Monday to Friday. It is understood that working hours will vary by employee, depending on the position, contract details, and/or CSA Bylaw. Any variations from your established working hours should be discussed with your respective supervisor.

We strongly encourage employees to disconnect from all forms of work-related communications upon completion of their scheduled shift, during lunch breaks, or when they are away for reasons including vacation and other personal time off.

You may receive communications outside your regular hours of work; however, unless told otherwise, you are not expected to check or respond to these communications until you return to your regularly scheduled work.

We acknowledge that there may be special circumstances where communication outside work hours may be required, but we are committed to ensuring that these are as infrequent as possible and not a regular occurrence. These situations may include, but are not limited to:

- Staff shortages or requests to cover absenteeism
- Sensitive deadlines
- Managing a crisis or an unforeseen circumstance

Communications related to scheduling and reporting an absence are exempt from this policy.

CSA Executives & Managerial Staff

It is understood that CSA Executives and Managerial staff have different work and scheduling expectations due the nature and role of their positions within the organization. It is our goal to ensure these individuals have the ability to sufficiently disconnect from work, however, there are times when work will be necessary outside of

regular hours, such as attending meetings, addressing essential operational needs, or completing time-sensitive responsibilities. These requirements will be communicated with as much notice as possible. Executives and Managerial staff must use their professional experience and judgement to appropriately balance their workload and other commitments to ensure an appropriate work-life balance while meeting the expectations outlined in their portfolios. Concerns from Executives and Managerial staff about their right to disconnect should be raised with the CSA President.

Company Commitment

To encourage a culture where employees feel they can disconnect from work, we commit to respecting the working hours of employees when setting deadlines, sending communications, and scheduling meetings. We encourage employees to speak with their supervisor if they are unable to sufficiently disconnect from work and we commit to supporting them in addressing the underlying concerns.

Employee Responsibilities

To ensure their ability to properly disconnect from work, employees are responsible for the following:

- Adhere to CSA policies about core and normal working hours, whether working onsite or remote.
- Have a mutual agreement with their supervisor about established working hours.
- Respect other employees' normal working hours and their right to disconnect; avoid scheduling meetings, calling, or emailing them about business matters outside their normal working hours.
- Responsibly manage their time, workload, and deliverables during their normal working hours.
- Avoid responding to work related matters outside of normal working hours, when possible.
- Use "out of office" or "high volume" automated messages when applicable (example: vacation, conference, O-week, or extended absences).
- Speak with their supervisor if they are experiencing any concerns with not being able to disconnect from their work.

Conclusion

It is our hope that this policy will contribute to our ongoing efforts to support employee mental health and wellbeing. If you have questions about this policy, please speak with the President or a member of the HR Support Team.

Motion
Board of Directors Meeting # 15
February 28, 2024

Item 15.11.5
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 February 14, 2024.

MOTION: that the Board of Directors approve the creation of a Statement Making Committee;

AND FURTHER that the Board of Directors approve the proposed terms of reference of the committee, as included in the board agenda package, to be added to Appendix D (Committees) of the CSA Policy Manual.

Moved: Shaima Alam, President
Seconded:

Motion
Board of Directors Meeting # 15
February 28, 2024

Central Student Association

Statement Making Committee – Terms of Reference (DRAFT)

Responsibilities:

- To meet on an as-needed basis to discuss and draft statements on topics that impact members of the CSA and/or the organization as a whole. Statements regarding political matters must be brought to the committee. Other topics can be referred, including but not limited to, local, national, and global events, University of Guelph activities, and more as determined appropriate.
  - The CSA Board of Directors may refer topics to the committee for their consideration. This requires a simple majority vote of the Board.
- To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.
- To consult with impacted student groups throughout the statement making process, if applicable, and use appropriate fact checking methods.
  - Consultation may occur during or outside of committee meetings, as determined by the committee membership.
  - Impacted student groups may attend meetings of the committee when invited or as requested.
- To act in the best interest of the organization and the membership when developing statements.
- To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.
- To submit all draft statements to the CSA Board of Directors for discussion and approval before posting publicly or sending directly to the attention of University Administration or other external parties.
  - The Board of Directors must approve all statements provided and approve the recommended methods and timeline of publishing the statements.
  - All political statements must pass via a 2/3 majority vote of the Board.
- To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.
- To notify members of the Board of Directors via email when the committee plans to meet to discuss items. In addition, notice of committee meetings must be publicized on the CSA Instagram page.
  - Executives, Directors, and General Members may attend meetings of the committee as guests. Interested individuals will email the Vice President External to obtain meeting information.
  - Guests will not have speaking rights at committee meetings unless extended by consensus or majority vote of the committee membership. Guests will not have voting rights.

Motion
Board of Directors Meeting # 15
February 28, 2024

Membership and Formation:

- Membership of the Statement Making Committee will be organized by the Vice President External and ratified by the Board of Directors no later than the second Board meeting of the fall Semester.
- The membership will consist of:
  - The Vice President External;
  - Three Directors; and
  - Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.
- General Members of the CSA to sit on the committee will be selected as follows:
  - General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-email, social media/CSA website, and posters as determined necessary to form a volunteer pool. The Vice President External will organize promotions and the application process.
  - All interested General Members shall submit a 150-word statement of interest to be reviewed by the Board.
  - The Board will select and ratify General Members to be on the committee as per Robert's Rules.
- Advertising to, and the selection process of General Members of the CSA to sit on the Statement Making Committee 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.

Structure:

- The Vice President External shall act as Chair of the committee and be responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required.
- Members shall be entitled to request meetings and submit agenda items to be considered.
- Quorum shall be three ratified members, one of which must be a Director of the CSA, and one of which must be a General Member of the CSA.
  - The Vice President External must attend all meetings.
- A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

Decision-Making:

- The committee will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the committee will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.
    - When consensus cannot be reached, all decisions must be passed by a 2/3 majority vote to be recommended forward to the Board.

Working Groups:

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

Motion
Board of Directors Meeting # 12
January 15, 2025

Item 12.11.3
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 13, 2024.

MOTION: to adopt the following amendment to Appendix D (Committees) section 7.8.8:

7.8.8 In fairness to all organizations, no groups will be awarded more than ~~$500.00~~ $1000.00 in any fiscal year.

AND FURTHER to amend Appendix D (Committees) section 7.8 to add the following:

7.8.9 In fairness to all organizations, no single application will be awarded more than $750.00.

Moved: Nate Broughton, President
Seconded:

Motion
Board of Directors Meeting # 17
April 3, 2024

Item 17.11.9
Appendix G (Electoral Policy) Update to Include Ongoing Voter Verification

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 March 20, 2024.

WHEREAS the Winter 2024 General Election failed to meet quorum in multiple races, including executives;

WHEREAS the CSA is now in a position of spending more money, stopping other responsibilities to focus on ensuring we are a viable organization after April 30th;

WHEREAS candidates believed they had reached quorum and stopped the campaign to the same extent. This does not mean they stopped fully, as each candidate's goal should be to achieve maximum support. Still, we understand candidates are often students and have to balance elections and academics, and so reaching a quorum then shifts the balance;

WHEREAS only during the post-election verification did it become clear that over 125 votes from multiple races needed to be disqualified; and

WHEREAS new elections are forthcoming, and we want to ensure that this election and future elections are successful;

BE IT RESOLVED that the following policy/appendix amendments be accepted to allow for ongoing quorum verification:

FURTHER: Appendix G (Electoral) be amended to add the following to Section 23 Ballot Counting Process:

23.2 New votes should be verified at least once every two business days, and a verified quorum update should be shared with candidates and posted to the CSA website at least once every two business days.

Moved: Jonah Greenhut
Seconded:

Motion
Board of Directors Meeting # 12
January 15, 2025

Item 12.11.5
Amendment to Appendix G (Electoral) 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 13, 2024.

MOTION: that the following paragraph be added to Appendix G (Electoral) Section 14.2, The Practice of Campaigning, as recommended forward by PBRC:

14.2.10 Candidates and referendum teams are prohibited from organizing, offering, or promoting any structured giveaways, contests, or raffles. Campaign funds may not be used to purchase items intended for such organized giveaways, contests, or raffles. Casual distribution of free items to individuals without requiring any participation or action on the individual's part does not constitute an organized giveaway and is permitted.

Moved: Nate Broughton, President
Seconded:

Motion
Board of Directors Meeting # 18
April 10, 2024

Item 18.11.8
Amendment to Appendix J (Internal) 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 March 27, 2024.

MOTION: that the Board of Directors approve the Social Media Policy to be included in Appendix J (Internal), as included in the board agenda package, and as recommended forward by the Policy and Bylaw Review Committee.

Moved: Shaima Alam, President
Seconded:

Social Media Policy (DRAFT) – to be added to Appendix J (Internal CSA Policy)

The Central Student Association requires a cohesive and recognizable brand to ensure the organization and its' services can properly engage with the undergraduate student body, and to provide transparency and accountability regarding the ongoings of the CSA. Social media has become an integral part of the outreach efforts to students regarding CSA activities and initiatives. In order to build a connection with the membership on how the CSA represents them and to communicate effectively on these platforms (e.g., Instagram), proper guidelines have been established.

These guidelines must be provided to all staff members electronically during their onboarding training and reviewed at the CSA Staff Orientation training session.

CSA Primary and Service Accounts

CSA social media accounts are designed to promote all activities of the CSA and to engage directly with the membership.

The following guidelines apply to all CSA Accounts:

- Accounts may be used to share promotions of other campus initiatives.
- Templates have been created and must be used for all CSA services.
- All posts and stories must follow the CSA Brand.
- All posts must be designed by the CSA Promotional Services Coordinator.
- All posts must be collaborated with the @csaguelph account.
- Stories must also be designed by the Promotional Services Coordinator, except for videos, pictures, and reshares; brand assets must still be used. These stories must be of value to students and be pre-approved by the CSA President in writing.
- For approved platforms, stories are permitted to be posted by service coordinators without prior approval, provided the CSA branded template is used and the story is related to a brief service announcement or a live update from a service event.
- No additional primary accounts shall be created without the Executive Committee's written approval.

Social media activity that is harmful, malicious, violates this Social Media policy, or adversely affects the CSA's reputation is prohibited.

Motion
Board of Directors Meeting # 15
February 28, 2024

Item 15.11.5
Amendment to CSA Rules of Order re. PBRC

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

Notice of this motion was provided at the Board meeting on February 14, 2024.

MOTION: that the Board of Directors approve the following section to be added to the CSA Rules of Order:

Political Statements:

- Proposals to take a public stance on political matters must be referred to the Statement Making Committee for consideration and statement drafting if applicable. Political statements must pass with a 2/3 majority vote of the Board.
- All other statements may be passed by the board with a simple majority.
    - Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

Moved: Shaima Alam, President
Seconded:

Motion
Board of Directors Meeting # 18
April 10, 2024

Item 18.11.5
Amendments to CSA Rules of Order Section 6 (In-Camera Policy and Procedures) 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 March 27, 2024.

MOTION: That the Board of Directors approve the amendments resolved from a comprehensive review of CSA Rules of Order Section 6 (In-Camera Policy and Procedures), as included in the board agenda package, and as recommended forward by the Policy & Bylaw Review Committee.

Moved: Shaima Alam, President
Seconded:

6.0 In Camera Policy and Procedures (DRAFT)

6.1 Background

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in-camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in-camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in-camera session.

6.2 In Camera Session

6.2.1 The board may enter an in-camera session if an item will violate an individual's privacy and/or harm the corporation through a simple majority vote. This can include, and is limited to:

a) Human Resources matters;
b) Legal proceedings;
c) Approving past in-camera minutes;
d) Financial matters;
e) Other items that will harm the corporation, at the discretion of the Chair.

6.2.2 If the item does not meet any of the requirements listed in 6.2.1, the board may enter an in-camera session with a protected minority vote of three.

6.3 In-Camera Minutes

6.3.1 In-camera minutes shall be recorded at any time the Board decides to move in-camera to discuss an agenda item.

6.3.2 The Board Scribe and Policy & Transition Coordinator shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

a) The Board Scribe and Policy & Transition Coordinator shall not be included in in-camera sessions where the topic of discussion pertains to

any staff, Director, or Executive Human Resources issue. Exceptions can be made in cases if they are privy to the subject by virtue of their position.

b) In the absence of both the Board Scribe and Policy & Transition Coordinator, the Secretary of the organization will complete the in-camera minutes. In the absence of the secretary, another Executive shall be designated the scribe by the President.

6.3.3 Any Director, including an Executive Officer, who is currently ratified to the Board of Directors, shall have access to any approved in-camera minutes stored by the organization by contacting the Policy & Transition Coordinator.

a) The Board Chair shall also have access to in-camera minutes.
b) The Board of Directors shall have the power to grant access to in-camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

6.3.4 A copy of the in-camera minutes shall be displayed on the projected screen in-camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

6.3.5 All motions decided during in-camera sessions shall be recorded in public minutes.

6.3.6 In-camera minutes will be stored electronically by the Policy & Transition Coordinator.

6.3.7 The minutes from in-camera sessions entered that do not meet the requirements of 6.2.1, can be publicized by two-thirds majority vote of the Board. Minutes from in-camera sessions that do meet the requirements listed in 6.2.1, cannot be publicized.

6.4 Procedures Following Accusations of a Breach of Confidentiality

6.4.1 All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.4.2 A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.4.3 The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would

be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

- The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.

- Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.

- Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

- When the case is brought to the Board by the committee, all proceedings shall move in camera.

6.5 Order of Proceedings

6.5.1 The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.

6.5.2 The person(s) charging a breach of confidence shall present all their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.

6.5.3 The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.

6.5.4 The Board of Directors shall then deliberate on the matter and reach a decision as to whether the accused has violated the confidence of the in-camera session. The Board must decide at the first regularly scheduled meeting after the committee has finished meeting.

6.5.5 If found to have breached the confidentiality of an in-camera session, the person(s) in question may appeal, if and only if, significant new information is disclosed. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases whether the information has no merit or relevance.

6.5.6 The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of in camera, at which time the decision shall be written and voted on in a formal motion.

6.6 Suggested Penalties

6.6.1 Directors and Executive (in order of severity):

a) A written apology to those directly affected.

b) A written apology to the CSA and those affected to also be sent to the Ontarion.

c) Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

6.6.2 CSA Staff:

a) If a staff member is found to have violated the confidentiality of an in-camera session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.

b) All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.

Motion
Board of Directors Meeting # 18
April 10, 2024

Item 18.11.6
Amendment to CSA Rules of Order Section 3 (Efficiency of Board Meetings) 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 March 27, 2024.

MOTION: that the Board of Directors approve the addition of the following sub-section be added to CSA Rules of Order Section 3 (Efficiency of Board Meetings), as recommended forward by the Policy and Bylaw Review Committee:

3.13: Suspending the Rules of Order

3.13.1: For the suspension of the Rules of Order, the procedures outlined in Robert's Rules of Order shall be followed with one exception. Where Robert's Rules of Order require a two-thirds vote to suspend the rules, instead a three-fourths vote is required.

Moved: Nate Broughton
Seconded: