Central Student Association

Winter 2026 CSA AGM

Agenda Package Supplemental

Annual Policy Revisions as Approved by the CSA Board of Directors

POLICY SUPPLEMENTAL
CSA AGM 2025-2026
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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 2025-2026 Annual General Meeting. The list of policy amendments is as follows:

Appendix A – Executive Portfolios

a) Section 1 – 5 (All Executive Portfolios) – January 28, 2026

Appendix C – Human Resources Policy

a) Section 9, 10, and 11 (Staff Evaluation, Salary & Benefits, Vacation) – April 7, 2025

Appendix D – CSA Committees

a) Section 3.14 (Committee Minutes) – April 7, 2025
b) Section 9 (Accessibility Committee) – September 25, 2025
c) Section 3.5 and 14.2 (Composition, Membership and Formation) – September 25, 2025
d) Section 4 – 15 (Committee Terms of Reference) – January 14, 2026

Appendix G – Electoral Policy

a) Section 3.2 (Membership and Meetings) – April 7, 2025
b) Section 9 (Referendum Question Petition Collection) – August 27, 2025

CSA Rules of Order

a) Section 1 (Quorum for CSA Board of Director Meetings) – July 2, 2025

Motion
Board of Directors Meeting # 13
January 28, 2026

Item 13.11.2
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 was provided at the Board meeting on January 14, 2026.

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

Moved: Nate Broughton, President
Seconded:

Appendix A
Executive Portfolios

Central Student Association

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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.

~~1.8~~1.9 Each Executive will collaborate regarding the CSAs social media presence and be responsible for contributing ideas regarding their events and initiatives.

~~1.9~~1.10 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:

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 in collaboration with the Business Manager.

~~2.3.2~~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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- ~~Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.~~

~~2.3.4~~2.3.5 To initiate new projects and organizational changes that address the needs of the students and the organization.

~~2.3.5~~2.3.6 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.

~~2.3.6~~2.3.7 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.

~~2.3.7~~2.3.8 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.

~~2.3.8~~2.3.9 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.

~~2.3.9~~2.3.10 ~~To ensure the FoodBank Operating Committee and Bike Centre Operating Committee are formed and meeting regularly.~~

~~2.3.10~~2.3.11 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”.

~~2.3.11~~2.3.12 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~~2.3.13 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.

~~2.4.1~~2.4.3 To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.

~~2.4.2~~2.4.4 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.

~~2.4.3~~2.4.5 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.~~

- 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.

- 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

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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- 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.

- 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 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.~~

~~2.8.4~~2.8.3 To act as the leaseholder for all CSA designated spaces and oversee compliance with the terms of the agreements.

~~2.8.5~~2.8.4 To ensure all CSA staff members and Executives are aware of the CSA Policy & Bylaw Manual and provide guidance as needed for understanding relevant polices.

~~2.8.6~~2.8.5 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.

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.

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~~**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

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.

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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~~3.3.5~~3.3.4 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.

~~3.3.6~~3.3.5 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.

~~3.4.1~~3.4.2 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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~~3.4.2~~3.4.3 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

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.

~~3.4.3~~3.4.4 To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.

~~3.4.4~~3.4.5 To promote sexual health and consent education on campus, which includes but is not limited to running Sexy Bingo events.

~~3.4.5~~3.4.6 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

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)

- Athletics Advisory Council~~committee~~ (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

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

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.

- 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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~~5.2.4~~5.2.3 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.

- 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)
- 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 # 18
April 7, 2025

Item 18.11.2
Amendment to Appendix C (HR Policy) 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 April 2, 2025.

MOTION: to adopt the attached amendments to Appendix C (HR Policy) Section 9 (Staff Evaluation), Section 10 (Salary and Benefits), and Section 11 (Vacation), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

Appendix C Human Resources Policy

9.0 Staff Evaluation [CURRENT POLICY]

9.1

The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2

During the first two weeks of employment, the Human Resources & Services Manager will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Services Manager. The Human Resources & Services Manager will ensure that all staff evaluations are completed within the three-month probationary period.

9.3

Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Services Manager and Policy & Transition Coordinator, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit

9.4

Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee's Personal Record.

RECOMMENDED POLICY

9.0 Staff Evaluation

9.1 (no change to this bullet)

The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2

During the first four weeks of employment, Executive Supervisors (or designate) must meet with respective staff members to review the customized staff evaluation template for the position.

9.3

Staff evaluation forms must be completed by the Supervisor (or designate) and reviewed with the staff member no later than the end of the third month of regularly scheduled hours.

9.4

The President must ensure that all staff evaluations are completed within the probationary period and a copy included in the employee's staff file.

9.5

Should performance issues be identified, Executive Supervisors (or designate) must work with a member of the HR Support Team to ascertain next steps. Any decision to terminate employment within the probationary period must be fully documented and presented together with a member of the HR Support Team to the President for approval.

10.0 Salary and Benefits [CURRENT POLICY]

10.1

Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.

10.2

The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year's budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.

10.3

Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee's performance demonstrably merits such action. It is the employee's immediate supervisor's responsibility to make recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee's performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.

10.4

Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.

10.5

Salary payment will be made bi-weekly with appropriate tax, EI, and CPP deductions

10.6

Permanent full-time permanent part-time, full-time contract employees, as well as the elected Executives are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%
7-8	years of service	6%
9-10	years of service	7%
11-12	years of service	8%
13-14	years of service	9%
15 +	years of service	10%

10.7

In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.

RECOMMENDED POLICY

10.0 Salary and Benefits

10.1

Wage recommendations for the following year's budget shall be drafted by the Business Manager, in consultation with the President, and reviewed by the CSA Finance Committee at the last Finance Committee meeting of the Fall Semester. Wage recommendations must include the base hourly rate for Bullring part-time employees and CSA part-time employees, and the annual salary for full-time contract positions and Executive members. Final wage recommendations are to be brought forward at the first board meeting of the winter semester for approval by the CSA Board of Directors.

10.2

Salary ranges and individual rates of pay for permanent staff positions shall be determined by the President and Business Manager in accordance with budgetary limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained.

10.3

Annual wage increases for permanent staff members are determined by the President and the Business Manager in accordance with budgetary limits, and must consider comparative levels of responsibility, and changes to the job description

10.4

Wage and salary payments will be made bi-weekly with appropriate tax, EI, and CPP deductions.

10.5

Permanent, full-time contract staff, and Executive members are entitled to:

10.5.1 CSA provided semesterly bus pass or a CSA provided parking pass,

10.5.2 Paid access to the Employee Health and Dental Plan,

10.5.3 Lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%

7-8	years of service	6%
9-10	years of service	7%
11-12	years of service	8%
13-14	years of service	9%
15 +	years of service	10%

11.0 Vacation [CURRENT POLICY]

11.1.2 Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
1-5 years	10 days	4%
6-10 years	15 days	6%
11-15 years	20 days	8%
16+ years	25 days	10%
All vacation time and pay will be pro-rated to start date		

RECOMMENDED POLICY

11.1.2 Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
1-2 years	10 days	4%
3-4 years	12.5 days	5%
5+ years	15 days	6%
All vacation time and pay will be pro-rated to start date		

11.1.4 (NEW)

Permanent, executive, and full-time contract employees will be paid their usual and customary wages during the Winter Break. The Winter Break begins the first business day after fall exams conclude and ends on the last business day before winter classes commence.

Motion
Board of Directors Meeting # 18
April 7, 2025

Item 18.11.3
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 April 2, 2025.

MOTION: to adopt the attached amendment to Appendix D (Committees) Section 3.14 (Committee Minutes), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

Motion
Board of Directors Meeting # 18
April 7, 2025

Central Student Association

3.14 Committee Minutes

3.14.1 Standing Committees

a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings~~.~~, to be approved by the committee at a subsequent meeting.
b) All minutes shall be submitted to the Policy & Transition Coordinator for the purpose of archiving and submission to the Board of Directors to receive as information. ~~and making minutes available to the general membership via the CSA website.~~
c) Minutes from the final meeting of the academic year may be approved by the committee via email to ensure timely submission to the Board of Directors.

Motion
Board of Directors Meeting # 7
September 25, 2025

Item 7.11.1
Amendment to Appendix D (Committees) re. Accessibility Committee

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 September 10, 2025.

MOTION: to adopt the attached amendments to Appendix D (Committees) Section 9, as recommended by the Policy & Bylaw Review Committee.

Moved: William Coleman, VP Academic
Seconded:

Appendix D
CSA Committees

CURRENT Terms of Reference

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

9.1 Preamble

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

9.2 Mandate

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

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

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

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

9.2.4 To explore and deconstruct all real and potential barriers within the CSA.

9.2.5 To promote the reduction of the stigma surrounding disabilities.

9.2.6 To promote broader understanding of the experiences of students with disabilities.

9.2.7 To promote an accessible environment for all members of the CSA.

9.2.8 To discuss the experiences of members with disabilities.

9.2.9 To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

9.2.10 To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.

9.2.11 To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

9.3.1 Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

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

9.3.3 Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

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 appoint a Vice-Chair from the membership.

9.4.2 Chair

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

9.4.3 Vice-Chair

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

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

a) The Chair and the Vice Chair will meet with the member in question.
b) If the member fails to demonstrate a renewed commitment to the committee and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the committee.
c) Members can be removed immediately by the Chair and Vice-Chair for violation of Section 9.4.

9.6 Meetings

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

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

9.6.2 No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

9.6.3 The Chair will be responsible for compiling a summary of business transacted at meetings:

a) Minutes of the Accessibility Committee will be kept on file in the Vice President Academic's Office and available by request.
b) Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

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

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

9.7 Reports

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

9.7.2 The report must include:

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

9.7.3 Reports must not include specific membership lists and will adhere to the confidentiality policies of the Accessibility Committee.

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

Appendix D
CSA Committees

DRAFT

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

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

Motion
Board of Directors Meeting # 7
September 25, 2025

Item 7.11.2
Amendments 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 September 10, 2025.

MOTION: to adopt the attached addition to Appendix D Section 3.5 and amendment to Appendix D Section 14.2.1, as recommended by the Policy & Bylaw Review Committee.

Moved: William Coleman, VP Academic
Seconded:

3.5 Composition

In cases of Executive vacancies, alternate Executive Members will be assigned to fulfill the committee responsibilities of the vacant position, by vote of the Executive Committee. The selected Executive will assume responsibility for all listed duties of the vacant Executive position within the Terms of Reference for the committee.

14.0 Statement Making Committee

14.2 Membership and Formation

14.2.1 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.~~ at the first meeting of the summer semester. The Vice-President External will be responsible for prompting the call-out for general members for the upcoming academic year in the winter semester.

Motion
Board of Directors Meeting # 12
January 14, 2026

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 # 18
April 7, 2025

Item 18.11.6
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 April 2, 2025.

MOTION: to adopt the following amendment to Appendix G (Electoral) Section 3.1 (Membership and Meetings) as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

Motion
Board of Directors Meeting # 18
April 7, 2025

3.0 Elections and Referendum Committee

3.1 Membership and Meetings

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

Motion
Board of Directors Meeting # 5
August 27, 2025

Item 5.11.5
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 July 23, 2025.

BE IT RESOLVED to adopt the attached amendment to Appendix G (Electoral) Section 9 (Referendum Question Petition Collection), as recommended by the Policy & Bylaw Review Committee.

Moved:
Seconded:

9.3.2 Petition collection forms must be signed by no less than 1000 members or 5% ~~10%~~ of the membership to which the proposed fee/or question would apply, whichever is fewer.

Motion
Board of Directors Meeting # 3
July 2, 2025

Item 3.11.7
Amendment to CSA Rules of Order re. CEPS Restructuring

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 June 11, 2025.

WHEREAS the University Senate has approved a proposal to transition the College of Engineering and Physical Sciences into two new colleges effective July 1, 2025; and

WHEREAS this transition requires amendments to the composition of the CSA Board of Directors and therefore our Rules of Order;

BE IT RESOLVED to adopt the attached amendments to the CSA Rules of Order, Section 1 (Quorum for CSA Board of Director Meetings).

Moved: Nate Broughton, President
Seconded:

1.0 Quorum for CSA Board of Director Meetings

1.1 Counting Towards Quorum

1.1.1 To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.

1.1.2 For an elected "At-Large" representative Board Member to be counted towards quorum, the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.

1.1.3 For an appointed College government and/or Student Organization Board Member to be counted towards quorum, they must be ratified at a Board of Director Meeting.

1.2 Fall and Winter Terms

1.2.1 Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.2.2 The Board of Directors as a whole consists of ~~35~~ 37 Board Member positions. Of these ~~35~~ 38 Board Member positions, ~~31~~ 33 positions hold the right to vote. Therefore, as per point 1.2.1, quorum would be ~~16~~ 17 members ~~(rounding up)~~ if all Board Member positions are filled and appointed.

1.2.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Coordinator (PTC), quorum shall be half of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be nine voting Board Members (rounding up to the nearest whole number). At all times, quorum must be a minimum of three members.

1.2.4 The Board of Directors as a whole consists of ~~35~~ 37 Board Member positions. Of these ~~35~~ 37 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.

The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1, at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.2.5 In the event of an Executive Officer position becoming vacant, a majority of filled Executive Officer positions are required to meet quorum.

1.2.6 Proxies or alternates shall not be allowed for quorum or for voting.

1.3 Summer Term

1.3.1 Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.2 The Board of Directors as a whole consists of ~~35~~ 37 Board Member positions. Of these ~~35~~ 37 Board Member positions, ~~31~~ 33 positions hold the right to vote. Therefore, as per point 1.3.1, quorum would be ~~ten~~ 11 members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.3.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Coordinator (PTC), quorum shall be a third of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be six voting Board Members (rounding to the nearest whole number). At all times, quorum must be a minimum of three members.

1.3.4 The Board of Directors as a whole consists of ~~35~~ 37 Board Member positions. Of these ~~35~~ 37 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Student Experience, Vice President Academic and Vice President External.