Central Student Association

Policy & Bylaw Manual

Version:

Bylaws

Bylaw 1 – Organizational

Bylaw 2 – Electoral

Bylaw 3 – Financial

Bylaw 4 – Policy of the CSA

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Bylaw 1
Organizational

Central Student Association

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Note: Amendments to Bylaw 1 were last adopted by the Board of Directors on October 28, 2026.

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1.0 General

1.1 Introduction to the Central Student Association

1.1.1 The University of Guelph Central Student Association, referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

1.2 Aims of the Central Student Association

1.2.1 The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:

a) **Advocacy** – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation, we protect our rights at the institutional, municipal, provincial, and federal level.

b) **Enhance the Student Experience** – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.

c) **Provide Cost-Saving Services** – We offer members services to save money, like health and dental plans, affordable bus passes, and more.

1.3 Definitions

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

"**Board**" means the Board of Directors of the CSA;

"**Bylaws**" means this bylaw and all other bylaws of the CSA as amended and which are, from time to time, in force;

"**Campaigning**" means the promotion of a position with respect to a candidate or referendum question in the current electoral period;

"**Chair**" means the Chair of the Board;

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

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

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

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

"**Members**" means the collective membership of the CSA;

"**Officer**" means an officer of the Corporation;

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

"**Registered undergraduate student**" means a person who is registered at the University of Guelph as an undergraduate student; and

"**Special Status Groups**" in the context of the CSA, are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Indigenous Student Society, and the Ontario Public Interest Research Group - Guelph.

1.4 Interpretation

Other than as specified in Section 1.3 Definitions, all terms contained in this bylaw that are defined in any outside legislative documents applicable to the CSA,

including but not limited to the Not-for-Profit Corporations Act, 2010 (Ontario), Corporations Act (CA) and the Occupational Health and Safety Act, shall have the meanings given to such terms as outlined in those Acts.

2.0 Membership

2.1 Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

a) Pay a CSA membership fee; or
b) Pay a Co-Op work term fee.

2.2 Students appealing a decision, which affects their status as an undergraduate student, shall be deemed members of the CSA until such time as their appeal has been concluded.

2.3 Members of the Executive who are not enrolled in classes shall be deemed members of the CSA and have all the rights and privileges and responsibilities of the membership as per these bylaws.

2.4 No person shall be excluded from the CSA for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA.

2.5 Cessation of Membership

Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1, the section of Bylaw 1 defining membership, or should they no longer be deemed in good standing with the CSA, as determined by the Board.

2.6 Membership Fee

2.6.1 The membership fee schedule shall be established by referendum of the membership, as stipulated within the CSA bylaws. Any changes made to the amount, through an authorized referendum, shall be entered below, into the bylaws of the CSA along with the date of the authorizing referendum.

'The CSA membership fee shall be $12.00 per semester for each full time, registered, undergraduate student of the University of Guelph, also established by a general referendum held November 7, 1985. Part-time registered, undergraduate students of the University of Guelph shall pay a fee of $3.00 per course per semester as passed by a part time student referendum and approved by the CSA Board of Directors on March 28, 1990 and ratified by the CSA Annual General Meeting on October 10, 1990. Student fees shall increase by the cost-of-living index yearly as determined by the University of Guelph as passed by a general referendum and approved by the CSA Board of Directors on April 3, 1991. In 2012-2013, these fees stood at $15.50 per semester for full time undergraduate students and $4.85 per course per semester for part time undergraduate students.'

2.6.2 It shall be the responsibility of the President to ensure that all fees owing to the CSA are collected in full and in a timely manner.

2.7 Changes to the CSA Fee

2.7.1 Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a two-thirds majority vote of a properly worded motion at a meeting of the CSA Board of Directors.

2.7.2 This change must be communicated to the membership via mass e-mail and the CSA website within two weeks of the decision made by the Board of Directors.

2.8 Rights, Privileges and Responsibilities of Membership

2.8.1 **Members of the CSA shall have the following rights and privileges**:

a) To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies;

b) To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings;

c) To be represented collectively through membership in a national and provincial student association, to the federal and provincial

governments;

d) To the protection and support of the CSA in accordance with the aims and objectives of the CSA;

e) To attend meetings of all decision-making bodies of the CSA, with the exception of In Camera sessions and other situations in which confidentiality is required;

f) To speak and vote at General Meetings of the Members;

g) To speak, at the discretion of the Chair, at Board Meetings;

h) To seek nomination in CSA Elections to run for Executive and Non-Executive office;

i) To vote in CSA elections, by-elections, recalls and referenda, subject to restrictions in these bylaws;

j) To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws;

k) To access the services, research, information, materials, and other resources of the CSA;

l) To access the CSA's Health and Dental Plan within the provisions of the plan; and

m) To access information on associations to which the CSA belongs.

2.8.2 Members of the CSA shall have the following responsibilities:

a) Payment of the designated CSA membership fee or the Co-Op work term fee;

b) To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name; and

c) To respect the aims of the organization, and anti-oppressive mandate of the CSA.

2.9 Members Not-in-Good-Standing

Failure to adhere to the responsibilities of membership, and following a two-thirds vote of the Board, individuals may be distinguished to be 'not in good standing' for a period of time as stated by the Board.

2.10 Member Colleges of the CSA

2.10.1 Member Colleges of the Central Student Association include the following:

- College of Arts;
- College of Biological Sciences;
- College of Computational, Mathematical, and Physical Sciences;
- College of Engineering;
- College of Social and Applied Human Sciences;
- Gordon S. Lang School of Business and Economics;
- Ontario Agricultural College;
- Ontario Veterinary College.

3.0 Officers of the Corporation

3.1 Signing Officers of the Corporation

3.1.1 The CSA Executive structure operates in a collaborative, hierarchical manner. However,

a) the President shall serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

b) the Vice President Student Experience shall be also known as the 'Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

4.0 Board of Directors

4.1 The affairs of the CSA shall be managed by a Board of Directors of 38 persons composed of both elected and appointed members. The Board of Directors shall

be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

4.2 Board of Directors Composition

The composition of the Board of Directors shall be:

4.2.1 **Executive** (Ex-officio, non-voting)

- One President
- One Vice President Student Experience
- One Vice President Academic
- One Vice President External

4.2.2 At-Large (Elected) Representatives

- Two College of Arts
- Two College of Biological Sciences
- Two College of Computational, Mathematical, and Physical Sciences
- Two College of Engineering
- Two College of Social and Applied Human Sciences
- Two Gordon S. Lang School of Business and Economics
- Two Ontario Agricultural College
- Two Ontario Veterinary College

4.2.3 **Member College Government Representatives** (Appointed)

- One College of Arts Student Union
- One College of Biological Sciences Student Council
- One College of Computational, Mathematical, and Physical Sciences Student Council
- One Guelph Engineering Society
- One College of Social and Applied Human Sciences Student Alliance
- One Lang Student Association
- One Central Veterinary Students Association
- One Student Federation of the Ontario Agricultural College

4.2.4 **Student Organization Representatives** (Appointed)

- One Student Representative appointed by the Indigenous Student Society
- One Student Representative appointed by the Guelph Black Students Association
- One Student Representative appointed by Guelph Queer Equality
- One Student Representative appointed by the Guelph Resource Centre for Gender Empowerment and Diversity
- One Student Representative appointed by the International Student Organization
- One Student Representative appointed by Interhall Council
- One Student Representative appointed by Guelph Campus Co-op
- One Student Representative appointed by Ontario Public Interest Research Group (OPIRG)
- One Student Representative appointed by the Student Senate Caucus
- One Student Representative appointed by the Board of Governors

4.2.5 All 'At-Large (Elected) Representatives' shall be two (2) persons directly elected from and by members of each college during the CSA election, in accordance with CSA bylaws and policies. They shall be known as "At-Large (Elected) Representatives". All such representatives shall, at the time of their election, be members of the college they represent. An "At-Large (Elected) Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

4.2.6 All 'Member College Government Representatives' shall be one (1) person appointed by each member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "Member College Government Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

4.2.7 A "Student Organization Representative" is appointed by the member organization. This person must be an undergraduate and hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "Student Organization Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

4.3 There shall be no proxies, or 'alternate' members permitted.

4.4 Each member representing the student body or a college or organization directly shall search the feelings and opinions of their electorate in regard to any policies or actions of the Central Student Association. They will then report to the Board of Directors or Executive whatever findings prevailing with their electorate.

4.5 The Scribe shall be a clerk of the Board of Directors. They shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose.

4.6 Should at any time the membership of the CSA Board of Directors fall below three Directors, the representative(s) appointed to fill the vacancy will become ratified without the requirement for a Board motion.

4.7 Director Qualifications

4.7.1 At all times, every Director shall:
a) be at least eighteen (18) years of age;
b) not have the status of bankrupt; and
c) be a member of the CSA.

4.7.2 Directors who are not CSA Members during the summer semester due to not paying a CSA fee or Co-Op work term fee will be permitted to maintain their seat on the Board of Directors permitting that they were a registered CSA Member in the prior Winter semester and will be a registered CSA Member in the following Fall semester. This provision applies to Directors elected in the Winter General Elections and Directors appointed by a College Government or Student Organization for the current academic year.

4.8 Term of the Board

4.8.1 Each Director shall hold office from the first day of May of the current year, or their date of ratification by the Board, until the last day of April of the following year, or their date of de ratification by the Board. Following re-election or re-appointment, Directors may remain in their role, but must be re-ratified to the Board for an additional term.

4.8.2 No Director shall continue from term to term without following the processes laid out in the CSA bylaws and policies.

4.9 Indemnity

4.9.1 All Directors, Officers and other employees and their respective heirs,

executors and administrators shall at all times be indemnified and saved harmless by the corporation against all liability incurred as a result of the execution of duties owed to the CSA, except to the extent that such liability results for the individual's willful neglect or default.

4.10 Director Duties

4.10.1 Each Director shall:

a) Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;

b) Act in the best interest of the constituency that they are representing;

c) Attend all Board meetings, Board retreats, Annual General Meetings, and General Members' Meetings;

d) Attend Board training sessions as required by the Policy & Transition Coordinator and Chair;

e) Be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, hiring, large-scale programs and "Awareness Weeks";

f) Be an active and participating member of a minimum of one CSA committee;

g) At all times, uphold the bylaws and policies of the CSA. Where no policy or bylaw exists for a specific issue, to look to policies and practices of similar organizations;

h) Be at all times as objective, fair and impartial as possible when discussing issues and making decisions;

i) Be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation;

j) Actively promote student involvement in CSA services, advocacy, events and campaigns;

k) Tender their resignation if two meetings are missed per semester

without reasonable cause or without obtaining prior leave of absence;

l) Be aware that the Board may decide to remove Directors who fail to perform their duties; and

m) Carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

4.10.2 For the purposes of Section 4.10.1, the determination of reasonable cause shall be made by the Policy & Transition Coordinator in conjunction with the Chair of the Board.

4.11 Disciplining Directors

4.11.1 The CSA shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

a) poor attendance at Board meetings;
b) just cause;
c) theft, fraud, or embezzlement of funds;
d) failure to disclose a significant or obvious conflict of interest;
e) breach of confidentiality;
f) failure to attend or complete applicable Board training;
g) misuse of CSA property;
h) failure to perform their duties as specified by the CSA Bylaws or Policies; or
i) unprofessional behaviour, breach of the anti-oppression policy, code of conduct, harassment policy or other relevant policies related to appropriate behaviour.

4.11.2 The disciplinary action to be taken against any Director shall be decided on a case by case basis in an In Camera session of the Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from the Board.

4.12 Vacancy in the Office of a Director

4.12.1 The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

a) if a Director is appointed to fill the vacancy of an Executive Officer or Chair, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;

b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;

c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;

d) if by notice in writing to the Corporation, such Director resigns their office (in which case, such resignation, if not effective immediately, becomes effective in accordance with its terms);

e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director; or

f) upon their death.

4.13 Appointment of Directors

4.13.1 If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this bylaw.

4.13.2 “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA Fall By-Election, and if needed, through an appointment process as laid out in Bylaw 2 - Electoral, and in accordance with all CSA Bylaws and Policies.

4.13.3 A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy & Transition Coordinator and Chief Returning Officer, provided that it must occur in the fall semester.

4.13.4 Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.

4.13.5 If a seat remains vacant following a by-election, this seat will be filled

through a majority vote of the Board.

4.14 Appointment of Chair of the Board

4.14.1 The Chair of the Board shall be hired pursuant to CSA Human Resources Policy and ratified via the Hiring Committee Report at the first meeting following their hiring.

- Alternatively, the CSA signing officers may enter a contract with a business that offers the services of Board Chairs.

4.14.2 In the event that the Chair of the Board is not ratified, a contract is not held for Board Chair services, or a Board Chair is unavailable for a scheduled meeting, the President or a Director (including a member of the Executive Committee) appointed by the Board shall serve as Chair. As appropriate, the CSA signing officers may contract a Board Chair on a temporary basis for these circumstances.

4.14.3 The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

4.15 Board Administration

4.15.1 Board Administration staff, which includes the Policy & Transition Coordinator and the Board Scribe, shall have speaking rights for CSA Board Meetings on an ongoing basis.

4.15.2 When invited to address the Board, the Policy & Transition Coordinator and the Board Scribe may answer a question or provide advice in a brief and concise manner.

4.15.3 During a Board of Directors meeting, the Policy & Transition Coordinator and the Board Scribe shall maintain order and decorum and address the Board only with the permission of the Chair or the Board.

4.16 Board Meetings

4.16.1 All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.

4.16.2 The Board of Directors shall meet at least four (4) times during an academic semester.

4.16.3 An exception may be made for meetings during the summer semester,

based on financial or other considerations.

4.16.4 The Policy & Transition Coordinator shall be responsible for scheduling Board Meetings. The Board of Directors will approve the Board Meeting Schedule for the following year by the end of the winter semester.

4.16.5 Additional meetings of the Board of Directors may be called on a minimum of 48 hours notice by a majority vote of the Executive Committee or via the processes outlined in the CSA Rules of Order.

4.16.6 The Board of Directors shall operate under the Central Student Association's Rules of Order.

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

a) A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

   Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Coordinator when they are anticipating attending a meeting virtually.

b) The determination of a valid reason shall be made by the Policy & Transition Coordinator in conjunction with the Board Chair.

4.17 Meeting Minutes

4.17.1 Meeting minutes will be recorded for every meeting by the Board Scribe.

4.17.2 Minutes will be written in a paraphrased format, including for all discussion that took place.

4.17.3 Minutes will be approved at a subsequent meeting, once finalized.

- Minutes are not to be posted to the public until they have been approved by the CSA Board of Directors.

4.17.4 Minutes will include the names of members, along with the discussions.

4.18 Powers of the Board

4.18.1 The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.

4.18.2 The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.

4.18.3 The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.

4.18.4 The Board is expressly empowered to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.

4.18.5 The Board shall have the authority to establish committees to exercise any function of the CSA.

4.18.6 The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organizations and generally exercise supervision over financial operations.

4.18.7 The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the CSA no later than May 1 of the current fiscal year.

4.18.8 The Board shall have the power to inspect and audit any activity sponsored by the CSA.

4.18.9 The Board shall set down and implement any financial programs and procedures, including the method of requisition of funds, which shall govern the operations of the CSA and its committees.

5.0 Executive Officers ('Executive Committee')

5.1 The CSA Executive Officers operate in a collaborative, hierarchical manner and shall include:

a) the President,
b) the Vice President, Student Experience,
c) the Vice President, Academic, and
d) the Vice President, External

5.2 Term of Office (Executive)

5.2.1 Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than May 1 and end no later than April 30.

5.2.2 No person shall hold an Executive office for more than two terms.

5.2.3 At all times, there shall be a minimum of three Executive Officers.

a) If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers. This shall include ensuring that one individual is the Corporate President, and one individual is the Corporate Secretary. The Executive Officer Appointment Process is outlined in Bylaw 2 Electoral, Section 2.3.

5.3 Executive Committee (Terms of Reference)

5.3.1 The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.

5.3.2 The President shall serve as the Chair of the Executive Committee.

5.3.3 Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.

5.3.4 Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.

5.3.5 The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.

5.3.6 The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.

5.3.7 The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the Bylaws of the CSA or by any applicable statute or law are regularly and properly kept.

5.3.8 The Executive Committee shall have the authority to approve expenditures of up to $10,000.00 in the summer term and up to $5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.

5.3.9 The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.

5.3.10 The Executive Committee is required to make a report to the Board once a month summarizing its activities.

5.3.11 The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

5.4 General Executive Responsibilities

5.4.1 The Executive Committee shall:

a) Represent the CSA to all internal and external parties;

b) At all times take into consideration the CSA's welfare and mandate;

c) Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

d) Actively participate in Executive Committee meetings;

e) Actively seek opportunities to collaborate and involve other student organizations;

f) Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives;

g) At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;

h) At all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager;

i) Assist with any service's programming, as requested by CSA Service Coordinators.

j) Submitting a final report to the Board of Directors;

k) Adhering to the requests and direction of the Board of Directors;

l) Participate in ongoing leadership training;

m) Receive inclusivity training from Diversity and Human Rights;

n) Provide Executive Committee meeting minutes to the Board of Directors;

o) Support with training and transition as required by the Policy & Transition Coordinator and the CSA President.

5.4.2 The Executive Committee must commit to:

a) Working a minimum of 37 hours on-site per week from May 1 until April 30, primarily during the standard CSA business hours of Monday to Friday, 9:00am to 5:00pm;

b) To not take part in additional employment that requires work during standard CSA business hours, or that conflicts with Board of Directors Meetings and other required commitments as listed in

Appendix A (Executive Portfolios) that fall outside of standard CSA business hours. Any outside employment must be disclosed to the Policy & Transition Coordinator and the CSA President at the start of the term and as it arises for transparency regarding any potential conflicts of interest or schedule conflicts;

c) Being enrolled in no more than 1.00 credit per semester or any co-op work terms from May 1 until April 30 and submit documentation in support of this each semester to the Policy & Transition Coordinator on the day following the applicable enrollment deadline.

Failure to abide by the listed commitments, if not resolved immediately, will be submitted to the Board of Directors. This will result in immediate removal of the Executive by a simple majority vote. This measure shall be used until such time that a committee has been developed to dispense with job performance issues of Executives and Directors.

5.5 Conduct of Executive Committee Meetings

5.5.1 The President shall act as the Chair of the Executive Committee.

5.5.2 Quorum for Executive Committee Meetings shall be no less than half of the elected members.

a) This shall comprise no less than the President, and one Vice President;

b) If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be all elected Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours.

5.6 Relationship Between Board of Directors and Executive Committee

5.6.1 To attend and actively participate in all CSA Board of Directors meetings as ex officio members, except where prior leave of absence is obtained;

5.6.2 To present regular and informative reports to the Board of Directors;

5.6.3 To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA;

5.6.4 To be responsible for accomplishing additional tasks as assigned by the Board of Directors;

5.6.5 Executive Officers, with the exception of the President upon a draw, shall not be voting members on the Board of Directors;

5.6.6 The President shall only vote to break a tie among the voting members.

5.7 The President of the CSA shall:

5.7.1 Act as the "Corporate President" of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine;

5.7.2 Report and be accountable to the Board of Directors;

5.7.3 Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee.

5.8 The Vice President Student Experience of the CSA shall:

5.8.1 Act as the "Corporate Secretary" of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine;

5.8.2 Assume the duties of the President in the event of the absence or incapacity of the President.

5.9 The Vice President Academic of the CSA shall:

5.9.1 Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President Student Experience;

5.9.2 Advocate for academic issues through regular attendance of academic-related committees.

5.10 The Vice President External of the CSA shall:

5.10.1 Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic;

5.10.2 Advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments;

5.10.3 Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada.

6.0 Accountability and Removal from Office

6.1 Executive Officers

6.1.1 Members of the Executive Committee may be removed from office with the following options:

- By a referendum of the members of the association. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a two-thirds vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

- By resolution to de-ratify and subsequent simple majority vote of the Board of Directors for matters covered under Section 5.4.2.

- By resolution to de-ratify and subsequent unanimous vote of the Board of Directors in the event that the subject of the removal from office is confidential or sensitive in nature. Discussion of an Executive removal will take place in-camera but the outcome and reason for removal shall be recorded in the public minutes.

6.2 Directors

6.2.1 Directors may be removed from office with the following options:

- By a referendum of the members of the association. A referendum to remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a two-thirds vote of the Board of Directors. The Elections Office shall validate any petitions submitted to the Board. Quorum for

this referendum is 10% of the general membership. A simple majority of this is required to remove the Director.

- By resolution to de-ratify and subsequent simple majority vote for any Director, excluding the Executive Committee, should they be absent without notice and/or without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester as defined by the Registrar of the University of Guelph. Notice of absence and reason for absence for a meeting must be written and submitted to the Policy & Transition Coordinator or a designated staff member at least 48 hours in advance of the meeting.

- By resolution to de-ratify and subsequent simple majority vote for any Director who fails to attend or complete any mandatory training.

- By resolution to de-ratify and subsequent two-thirds majority vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature. Discussion of a Director removal will take place in-camera but the outcome and reason for removal shall be recorded in the public minutes.

6.2.2 Organizations that have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement to the Policy & Transition Coordinator.

6.3 Reprimand

6.3.1 Any Executive or Director may be reprimanded for violation of bylaws or policy, poor job performance or unprofessional behaviour. A reprimand requires a two-thirds vote of the Board. All discussions surrounding reprimands shall take place In Camera but the vote and reasons for the reprimand shall be recorded in the Board minutes.

6.3.2 The purpose of a reprimand is to be corrective and constructive. With this in mind, the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)

6.3.3 Proposals to reprimand must be presented to the Board in writing and

should clearly state the problem, any immediate corrective action and future expectations. All discussions pertaining to positive discipline shall be held In Camera.

6.3.4 Proposals to reprimand can also be submitted in confidence to the Policy & Transition Coordinator.

7.0 Executive Empowerment

7.1 Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at any time by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, to which the Executive shall be bound.

7.2 Unless otherwise determined by the Board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.

7.3 This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.

7.4 Under Executive Empowerment, the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy, the Executive Committee shall reconvene the Board of Directors.

7.5 Expenditures under Executive Empowerment shall be contained within a specified budgetary line item and shall not exceed $4,999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.

8.0 Standing Committees

8.1 The Board shall maintain the following Standing Committees:

a) Executive Committee
b) ~~Executive Evaluation Committee~~*
c) Finance Committee

d) Petitions, Delegations and Representations (PDR) Committee
e) Policy and Bylaw Review Committee (PBRC)
f) Accessibility Committee
g) Capacity, Analysis, and Planning Committee (CAPCOM)

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

8.2 The Terms of Reference for the Executive Committee shall be found earlier in this Bylaw 1, specifically as Clause 5.3.

8.3 The Terms of Reference for the remaining CSA Standing Committees shall be found in CSA Policy Manual, Appendix D – CSA Committees.

9.0 Members' Meetings

9.1 Annual and Other Meetings of the Members

9.1.1 Every year, one annual meeting of the membership shall be held during the elected term.

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

9.1.3 Notice for a meeting of the members shall not be less than 10 days.

9.1.4 Any significant changes to the structure and operations of the CSA must be brought forward to the membership.

9.1.5 The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than 48 hours prior to such meetings.

9.1.6 Quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA; if no quorum is present, the meeting

shall be adjourned.

9.1.7 Each member of the CSA shall at all meetings of the members in which they are present, be entitled to one vote.

9.1.8 At all meetings of the members, every question shall be decided by a simple majority of votes of the members present in person.

9.1.9 The President shall publicize a call-out for business to be presented to the AGM thirty (30) days before it is due as notice to the Board of Directors.

9.1.10 A motion passed by the Board of Directors or the Executive Committee shall have the power to call at any time a general meeting of the members of the Corporation.

9.1.11 Should the CSA fail to reach quorum at a general meeting, despite reasonable promotional efforts, the Board of Directors shall be empowered to receive the Auditors Report and appoint the auditor for the following year on behalf of the membership.

9.1.12 The order and content of the agenda for the Annual General Meeting shall be as follows:

- Call to Order
- Comments from the Chair
- Approval of the Agenda
- Approval of the Minutes
- Approval of the Auditor's Report (Motion to appoint the auditors)
- Approval of Bylaw Amendments
- Report of the Organization
- Business

9.1.13 The order of the agenda is set by this bylaw. However, the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.

9.1.14 The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy & Transition Coordinator and compiled by the President with input from the Executive Committee.

9.1.15 The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

a) Notice of such business must be served as information at a meeting of the Board of Directors, and

b) Such a meeting of the Board of Directors must take place at least seven days before the members' meeting in question.

9.2 Error or Omission in Notice

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

10.0 Conflict of Interest

10.1 It is in the best interest of the CSA to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest section is designed to assist Directors, Executive and staff to identify situations that present potential conflicts of interest and to provide the CSA with a process to appropriately manage conflicts in accordance with the requirements and the goals of accountability and transparency in the CSA business operations.

A conflict of interest arises in any situation where the duty of a Director, Executive, and/or staff member to act solely in the best interest of the CSA and to adhere to their fundamental duties is compromised or impeded by any other interest,

relationship or duty. A conflict of interest should not provide benefit financially or otherwise from CSA events or activities or when relationships exist in matters related to the above.

A Director, Executive, and/or staff member shall be deemed as being in conflict of interest when any contract, proposed contract or transaction exist that are to the benefit or detriment of themselves, their family, partners, housemates, roommates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA mandate.

All Directors, Executive, and staff shall comply with the requirements of this bylaw. It is not possible to outline all situations in which actual or potential conflict of interest may arise.

10.2 Process for Addressing a Conflict of Interest

Members of the Board, including Executive Officers and Directors, shall declare a conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a relationship could directly or indirectly benefit or where such a benefit could be perceived.
The process is as follows:

a) At the start of each Board meeting, following approval of the agenda, the Chair shall ask for a declaration of any conflict of interest relating to any of the agenda items.

b) If a Board member declares a real, potential or perceived conflict of interest the declaration shall be recorded in the minutes. Perceived conflicts of interest are situations in which an internal or external observer could interpret actions of the Board member as being in conflict.

c) Board members with a conflict of interest shall remove themselves from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting or subsequently.

d) If Board members are not certain that they are in a conflict of interest position, they may discuss the matter with the Board Chair, an Executive Officer or the HR Support Team for advice or guidance.

e) It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of another Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board Chair, an Executive Officer or the HR Support Team.

f) If there is any question or doubt about the existence of a conflict for any particular member, the Board shall determine by vote, if a conflict exists. The person who is subject of the vote shall be absent from the discussion and vote.

g) If no quorum exists for the purpose of voting on a resolution due to declarations, the remaining Board members are deemed to constitute a quorum for the purposes of voting on the resolution.

10.3 A conflict of interest shall not exist for a Director should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.

10.4 If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from a contract.

10.5 No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.

10.6 The minutes shall name the Director who declared the conflict and indicate the nature of conflict. The minutes shall also state whether the Board voted on the matter and whether the Director who declared the conflict voted or was absent.

11.0 Disclosure of Information

11.1 At the beginning of every meeting of the Board of Directors or a committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and the CSA's Privacy Policy, to the attention of all present.

11.2 All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with a support of the majority. Exiting and re-entering an In Camera session will be permitted with the understanding that all present are obligated to keep the

proceedings confidential.

11.3 Non-members will be permitted to attend an In Camera session of the Board of Directors or any committee created by it only after a motion requesting attendance to an In Camera session is approved by a majority vote of members present and voting.

12.0 Adoption and Amendments of Bylaws

12.1 An amendment to the University of Guelph Central Student Association's Bylaws may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.

12.2 Proposed amendments require one Board Meeting notice and require discussion and a vote at the subsequent Board meeting to either:

a) postpone to a particular date; or
b) refer to a committee; or
c) approve or disapprove.

12.3 Amendments to the CSA bylaws require a two-thirds majority vote to pass.

12.4 To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws must be recorded by a roll call vote.

12.5 While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the Policy & Transition Coordinator within 48 hours of the notice. The Policy & Transition Coordinator will distribute the written copy to all Directors within 24 hours of receipt. If a written copy is not submitted within 48 hours, the motion must be presented again at the next available meeting of the Board of Directors.

12.6 Bylaw amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting. However, significant changes which impact the structure and operations of the CSA must first be taken to a meeting of the members prior to confirmation. Bylaw amendments must pass the AGM with a simple majority.

Bylaw 2
Electoral

CSA
Central Student Association

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Note: Amendments were last made to this Bylaw on October 16, 2025, as adopted by the Board of Directors.

1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).

1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3 CSA Elections Office staff shall report to and be supervised by the President.

a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to the two board directors that sit on the Elections and Referendum Committee.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

If the President is intending to run for re-election, they must delegate hiring committee responsibilities for Elections Office staff to another member of the Executive who is not intending to run for re-election.

2.0 Election Periods

2.1 General Election

2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter

semester.

2.1.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

2.2.1 By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 Executive Officer Appointment Process

As outlined in Bylaw 1 Organizational, Section 5.2.3, if for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, using the following process.

2.3.1 If there is a scheduled Board of Directors meeting within three business days of when it is first known that the CSA will be left with less than three Executive Officers, the Board will pass a motion to initiate the Executive Officer Appointment Process. If there is not a scheduled Board of Directors meeting within this timeline, the Executive Committee will be empowered to motion to initiate the process. Notice of this will be immediately provided to the Board of Directors via email by the President.

2.3.2 In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms to advertise the Executive Officer Appointment Process.

2.3.3 The CRO will provide all interested members with nomination forms to seek no less than 50 valid nomination signatures from CSA Members in Good Standing.

2.3.4 Candidacy is exclusive, members may seek office for only one position.

2.3.5 All current CSA Members in Good Standing are eligible to run in the Executive Officer Appointment Process. In addition, individuals who have served as a CSA Board Director or CSA Executive in the past three academic years are also eligible to run.

2.3.6 Nominations will remain open for a minimum of three business days. One additional business day will be granted to collect any remaining signatures for those who submit their nomination forms by the deadline but have less than 50 valid nomination signatures following the verification process .

2.3.7 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a meeting of the Board of Directors to provide a 150-word maximum statement of interest for the position. Board Members will be permitted to ask questions to each candidate following their statement.

2.3.8 The Board of Directors will then hold a secret ballot vote where the successful candidate(s) is/are determined by a two-thirds majority vote if running uncontested, and a simple majority vote in the case of multiple candidates for one position. The successful candidate(s) will be subsequently ratified and appointed as Executive Officer(s).

2.3.9 If the Executive Officer Appointment Process occurs following the Winter General Election or a Spring By-Election, the vacancies will be filled for the interim until the Fall By-Election is held. If the Executive Officer Appointment Process takes place after a Fall By-Election, or if the Fall By-Election does not produce a successful candidate to fill the role, the appointed Executive will continue to hold the position until April 30 of the current academic year.

2.4 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

2.4.1 In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14

days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

2.4.2 The CRO will provide all interested members with updated nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies. Candidates who ran for the same director position in the Fall By-Election and did not reach quorum will not be required to collect nomination signatures;

2.4.3 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will have their interest presented at a meeting of the Board of Directors in a 150-word statement; and

2.4.4 The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

3.0 Referendum

3.1 Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

4.0 Responsibilities of Candidates and Referendum Teams

To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0 Campaigning

5.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.

5.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand

and comply with all stated rules.

6.0 Appeals for Chief Returning Officer Decisions

6.1 Any candidate or referendum team member may appeal any decision made by the CRO by contacting the President within 24 hours of the decision being made and submitting the applicable appeal form to the President within 24 hours of receiving the form.

6.2 The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.

6.3 The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

6.4 Archiving Elections Complaints:

6.4.1 All formal complaints will be kept in their original copy until the end of the election period, whereby they will be destroyed/deleted.

6.4.2 Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

7.0 Voting Eligibility

7.1 All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.2 Proxy voting is not permitted.

8.0 Ratification

8.1 The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.

8.2 If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

Bylaw 3
Financial

Central Student Association

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Note:
No revisions to this Bylaw since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 6, 2022

1.0 Execution

1.1 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 and the secretary shall affix the seal of the Corporation to such instruments as require the same.

1.2 Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the President and Vice President Student Experience.

1.3 The President, the members of the Executive, or any person or persons from time to time designated by the Board of Directors may transfer securities from time to time standing in the name of the Corporation in its individual or any other capacity or as a trustee or otherwise and may accept in the name and on behalf of the Corporation transfer of securities from time to time transferred to the Corporation and may affix the corporate seal to any such transfers of acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of securities on the books of any company or corporation.

1.4 Notwithstanding any provisions to the contrary contained in the bylaws of the Corporation, the Board of Directors may at any time, by resolution, direct the manner in which, and the person or persons by whom any particular instrument, contract or obligations of the Corporation may or shall be executed.

2.0 Financial Year and Long-Term Investment

2.1 Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 30th day of April.

2.2 Acknowledging that the CSA's financial condition is dynamic and not static, as a long-term goal, the CSA shall attempt to maintain a long-term invested balance of 10% of the current operating budget. Invested funds shall not exceed 15% of the current or proposed budget. Any surplus in excess of these percentages shall be designated as funds for new CSA initiatives and/or expansion of services and programs, not as a portion of the regular CSA operating budget.

2.3 In the event CSA has a surplus or a deficit, the matter is to be brought to the Finance Committee. It shall investigate any and all projects and or business ventures that the CSA is currently pursuing, in addition to any projects or business ventures that could be pursued in order to provide better service to students (this

includes the needs of CSA office and its staff) and submit a report to the Board of Directors that includes a recommended course of action and the costs associated with it.

3.0 Cheques, Drafts, and Notes

3.1 All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officers or agents of the Corporation and in such a manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose.

3.2 Any such officer or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

4.0 Deposit or Securities for Safekeeping

4.1 The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors.

4.2 Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Corporation signed by such officers or agents of the Corporation, and in such manner as from time to time, be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.

4.3 The institutions which may be so selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directors of the Board of Directors and shall in no event be liable for the due application of the securities withdrawn from deposit or the proceeds thereof.

4.4 At all times, the CSA shall take into account the financial ramifications of any decision. As a political organization whose responsibility is to take into account its membership's interests, it is crucial that the CSA at no time jeopardize its financial status.

5.0 Budgeting Process

5.1 The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.

The following budget process shall be used:

5.1.1 A preliminary estimate of salaries, expenses and purchases shall be made, based on the current year's budgeted and actual expenses, as well as foreseeable expenses.

5.1.2 An estimate of revenue shall be made. Student fees shall be calculated based on projected enrollment figures and cost of-living increases, and be based on the current year's student fee revenue. Further estimated changes in revenue shall also be taken into account.

5.1.3 After revenue estimates, the expenses of the CSA shall be revisited and adjusted where necessary. At no time will the CSA budget for an overall deficit.

5.1.4 A draft of the budget shall be presented by the Business Manager to the President for review.

5.1.5 A draft of the budget shall be presented to the Finance Committee by the President for further input and evaluation before being presented to the Board of Directors.

5.1.6 The budget shall then be brought before the Board of Directors for due consideration and approval.

6.0 Budget Line Descriptions

6.1 All new line items created in the CSA budget must be brought to the Board with a statement of how to spend that line item (i.e. Board, Executive Committee, an Executive member, a staff member, etc.) and the purpose and intended use of that line item. The statement of purpose must be voted on by the Board along with

the budget and, if passed, will be included in the CSA's Budget Line Description Manual. The Finance Committee shall maintain all of these line descriptions in this manual.

7.0 Expenditures

Purchase Confirmation forms shall be used in the event that an Executive member or CSA staff requests a release of funds for any activity.

The following process must be adhered to in order to process expenditures:

7.1.1 A Purchase Confirmation form must be filled out and submitted to the Business Office in order for a payment to be processed.

7.1.2 For auditing purposes, an invoice or receipt must be submitted to the Business Office with one's Purchase Confirmation.

7.1.3 Should a Purchase Confirmation be submitted by a staff member who has not been granted budgetary privileges by the Board of Directors, the Purchase Confirmation must first be submitted to the staff member's immediate supervisor for approval before being submitted to the Business Office with the necessary supporting documentation.

7.1.4 All cheques issued for which the CSA is the payee must be signed jointly by two signing officers of the Central Student Association.

7.2 The President can overrule a particular expenditure, only if that particular expenditure's line item is over budget, or if and only if, another line item is over budget within a particular portfolio, and or anytime the President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the Executive for discussion. Within 24 hours of an overruling by the President, the Executive Committee must meet to rule on a decision.

7.3 In any and all cases where the President deems it necessary to overrule a particular expenditure, they must submit a report to the Finance Committee.

7.4 In any and all cases where expenditures shall exceed $5,000, the Finance Committee shall be made aware of the expenditure.

7.5 Any expense requiring funds beyond that set aside for, or remaining in, an approved budget for such an expense, must be submitted to the chair of the Finance Committee and follow the process below.

7.6 In cases where a party wishes to exceed the amount of dollars set out in their approved operating budget, up to $2,000, the Committee shall act as the decision-making body that may grant or refuse permission to do so.

7.7 All requests over $2,000 will be forwarded to the Board of Directors with recommendations from the Finance Committee.

7.8 Should the requesting party be unsatisfied with the decision or recommendations of the Committee, an appeal may be made to the Board of Directors via the chair of the Committee. The appeal will include both a written report by the party, and the recommendations or decision of the Finance Committee and will be presented to the Board of Directors.

7.9 Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

8.0 Finance Committee

8.1 The Board of Directors shall strike a Finance Committee by the second Board meeting of the summer semester. The Committee shall adhere to the Finance Committee Terms of Reference as outlined in the Policy Manual of the Central Student Association.

9.0 Sources of Additional Revenue

9.1 The CSA shall constantly investigate sources of additional revenue, ensuring that the following considerations are met:

9.1.1 The CSA is a political organization, funded primarily by its membership, and must on no account, accept donations or engage in financial relationships that jeopardize its political autonomy.

9.1.2 At no time will the CSA engage in financial relationships that are damaging or potentially damaging to its membership's interests.

9.1.3 At all times, the precarious and varying nature of the CSA's financial status shall be taken into account. Investment of CSA monies into financial ventures shall be limited as much as possible and shall be undertaken only in cases where the financial and legal risks involved are minimal and thoroughly researched.

9.1.4 All policies and bylaws relating to finances, as well as relating to the CSA in general, shall be adhered to when investigating possible revenue sources.

10.0 Transparency

10.1 The CSA shall constantly strive for a high degree of financial transparency wherever possible without compromising matters deemed confidential or sensitive to the organization's operations.

10.2 The CSA shall post on its website the operating budgets, minutes and reports for that fiscal year. Students must be able to access, view, and print this document at their leisure.

Bylaw 4
Policy of the CSA

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Note:
No revisions to this Bylaw since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 6, 2022

Bylaw 4
Policy of the CSA

1.0 Policy Manual

1.1 Policy Resolutions of the CSA, as set by the Board, will be recorded in the Central Student Association Policy Manual. Policies will be deemed an Issue-Based policy or an Operational policy and be distinguished as such in the Central Student Association Policy Manual.

1.1.1 Operational Policy
Generally consists of policy that outlines the framework of managing the operations of the CSA.

1.1.2 Issues-Based Policy
Generally consists of policy that the CSA takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

a) Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

b) All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.

1.2 Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA.

1.3 All Policy Resolutions adopted by the Board shall be the official policy position of the CSA.

2.0 Establishment, Amendment, Suspension or Rescindment of Policy

2.1 Policy Resolutions shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board. A Policy Resolution passed by a two-thirds majority vote shall be considered an official Policy of the CSA.

2.2 Amendments to a policy must be submitted and included in the Board package for Review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.3 The suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.4 The rescindment of a policy resolution shall require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

2.5 All policy remains the policy of the CSA until rescinded by a vote of the Board.

3.0 Review of Policy

3.1 The Policy and Bylaw Review Committee shall review Policy Resolutions of the CSA on a three-year cycle.

3.2 Members interested in reviewing policy outside of this three-year cycle may provide written notification to the Board of Directors at a scheduled meeting of the Board.

However, formal approval by the Board of Directors is not required to start the review process of a policy of the CSA.

Appendix A
Executive Portfolios

Central Student Association

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Note: Amendments to this appendix were last made on January 28, 2026, as adopted by the Board of Directors.

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 will collaborate regarding the CSAs social media presence and be responsible for contributing ideas regarding their events and initiatives.

1.10 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, in collaboration with the Business Manager.

2.3.3 To oversee the completion of operations manuals for each CSA service, in collaboration with the Executive Committee and Supervisors.

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.

2.3.5 To initiate new projects and organizational changes that address the

needs of the students and the organization.

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.

2.3.7 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.

2.3.8 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.

2.3.9 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.

2.3.10 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, 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, 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 member(s), as outlined in Appendix C – CSA Human Resources Policy.

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

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.

2.4.5 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.
- Ensure the CSA complies with the Occupational Health & Safety Act.

2.4.6 To, in collaboration with the HR Coordinator 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 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.

- 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.
- 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

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, in collaboration with the Business Manager.

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, Council, and Live Entertainment 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.

2.6.9 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.
- To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.

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.

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

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.

2.8.5 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

2.9.1 Internal CSA Committees

- Executive Committee (Chair)
- Finance Committee (Chair)
- Student Events and Initiatives Funding Committee (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)
- Orientation Week Advisory Committee (member)
- Homecoming and St. Patrick's Day Internal Planning Committee (member)

3.0 Vice President Internal

3.1 The primary purpose of the Vice President Internal (VPI) is to amplify non-academic student interests on campus and enhance student life. 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 budget portfolio in collaboration with the Business Manager.

3.1.5 To ensure the effective operation of CSA Clubs, 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.

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 portfolio.

3.2 Services

3.2.1 To act as the Executive supervisor of the Clubs, SafeWalk, and Bike Centre 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, Clubs Days, and annual locker and poster room clean up.

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

- Schedule monthly operations meetings with the SafeWalk Coordinator and Business Manager for operational and financial updates and recordkeeping.
- Review the SafeWalk referendum details annually to ensure

operations are consistent with the terms of the question.

3.2.4 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.

3.2.5 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 to plan outreach strategies for increasing engagement and awareness.

- Reply to direct messages, comments, and inquiries on CSA social media posts, with guidance from the CSA President.

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, 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.

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

3.3.5 To acquire and document feedback from students regarding CSA services, events, and initiatives.

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 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.

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 Co-Chair the Student Health and 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.

3.4.3 To be the lead 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.
- Act as the primary point person for communications with students and campus partners.
- Maintain a comprehensive operating manual and prepare an annual report regarding all aspects of the service, to be completed in the Winter Semester.

3.4.4 To organize stressbusters during midterms and final exams periods, in

collaboration with the Vice President Academic.

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

3.4.6 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.

3.4.7 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.

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)
- Gryph to Grad 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 Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)
- Athletics Advisory Council (member)
- Student Food Security Committee (member)

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

4.0 Vice President Academic

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

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

4.1.2 To oversee the expenses of the Vice President Academic budget portfolio in collaboration with the Business Manager.

4.1.3 To ensure the effective operation of the Student Help and Advocacy Centre.

4.1.4 To represent undergraduate students with all matters pertaining to accessibility and academics, and to be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in academic areas.

4.1.5 Act as a liaison between University staff and faculty and the CSA Executive Committee on academic matters.

4.1.6 To provide campaigns and events that support undergraduate students' academic journeys, including but not limited to, the Student Memorial Service and CSA Awards.

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 and Chair the Awards 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.

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)

4.6.2 External Committees

Academic:

- Student Senate Caucus (member)
- Board of Undergraduate Studies (member)
- Senate (member)
- Student Leaders and Administration Meeting (member)
- Calendar Review 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)

Other:

- Student Life Enhancement Fund Sub-Committee (member)
- IT Student Advisory Committee (member)
- Student Career Advisory Committee (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 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

5.2.1 To act as the Executive supervisor of the FoodBank 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 schedule monthly operations meetings with the FoodBank Coordinator and Business Manager for operational and financial updates and recordkeeping.

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)

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 (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.

Appendix B
CSA Services Policy

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Note:
No revisions to this Policy since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 5, 2022

1.0 Bullring Policy

The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring:

1.1 Student Space

The Bullring is student space and above all else, should be accessible to and suitable for students. The Bullring is fundamentally a cafe/student lounge, where activities, events, menus, catering, and the like are centred around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring will be made with the priorities of student needs and financial viability.

1.2 Financial Stability

While serving students is the number one priority, the Bullring must be financially self-sufficient. Only under exceptional, unavoidable, and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses.

Financial statements are to be reviewed and discussed at every Bullring Operations Committee meeting and made available to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with CSA values, in accordance with Bullring Policy and Terms of Reference, while maintaining independent fiscal responsibility.

Revenue collected above and beyond those allocated given the aforementioned framework at year end (April 30) will be incorporated into the CSA's Unrestricted Net Assets.

The Bullring Operations Committee has the authority to redirect up to $60,000 in annual net revenue to the Bullring Capital Reserve Fund.

1.3 Accessibility

It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to students by offering a range of food and beverage options.

The Bullring shall offer menu items which are affordable and healthy, as well as vegetarian, vegan, wheat free and gluten free food.

1.4 Ethical Standards

All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G's Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. The Bullring will use re-usable dishware, cups, and utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. Disposable materials will be non-toxic and biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

1.5 Accountability

The Bullring is bound by all bylaws, policies, and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives.

Political decisions or major financial decisions that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee.

Day-to-day operational decisions will be made at the committee level and must be recorded in detailed meeting notes. At a minimum, the President will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring finances.

1.6 Programming

Programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be primarily made by the Bullring General Manager.

Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained.

Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their booking privileges based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges.

2.0 theCannon.ca Policy

2.1 TheCannon.ca is a website jointly owned by the CSA and the Guelph Campus Co-op. This operation is bound by a Partnership Agreement signed by both parties in August 2003 and where this policy manual and the Partnership Agreement differ, the Partnership Agreement shall take precedence.

2.2 This Policy outlines the responsibilities of the CSA within this Partnership Agreement. It is the responsibility of the President and Vice President, Student Experience to ensure this policy and the Partnership Agreement are upheld.

2.3 All regular activities of the Website shall be overseen by theCannon.ca Operating Committee. The responsibilities of the Operating Committee shall be listed in a Terms of Reference for the Committee and in the Partnership Agreement

2.4 The CSA Board of Directors must meet bi-annually to ratify the following items: The Operating Committee's Terms of Reference and Website Operations report, any operating policies and procedures that are developed by the committee, the operational budget, and the audited financial statements of theCannon.ca

2.5 The voting representatives for the CSA Board of Directors on theCannon.ca Operating Committee shall be the President, Vice President, Student Experience and CSA Programmer. This membership may be altered by a motion from the CSA Board of Directors as defined in the Terms of Reference of the Operating Committee.

2.6 From time to time, it may be necessary for members of the Board of Directors for the CSA and Guelph Campus Co-op to meet to discuss the Partnership. Quorum for such a meeting shall be 3 members from each of the Board of Directors. Notice for such a meeting must be given 15 days in advance and must state the reason for the meeting.

3.0 Bus Pass Policies

3.1 Bus Pass Opt-Out Policy

3.1.1 Only those students that cannot use City of Guelph Transit Buses and do not qualify for Mobility services will be eligible for a refund of the bus pass fee.

3.1.2 Bus pass fee refunds will only be available in the fall and winter semesters.

3.1.3 To apply, a student must:

a) apply for Mobility services and receive notification from the City of Guelph that the student does not qualify; and

b) provide a written or oral statement from a doctor, chiropractor, or physiotherapist outlining the reason(s) why the student cannot ride Transit Buses.

3.1.4 To preserve confidentiality, this documentation will be submitted to the Centre for Students with Disabilities who will simply provide a list of names and student identification numbers to the CSA.

3.1.5 Documentation for each student will be sufficient to qualify a student for refunds in one fall and one winter semester but must be renewed after each year.

3.1.6 The Vice President, External shall be responsible for reporting to the City of Guelph the total number of refunds provided each semester.

3.1.7 The refunds will be administered by the CSA but both undergraduate and graduate students may qualify.

3.1.8 The CSA will provide a refund to all students that apply and qualify.

3.1.9 If the number of students that qualify exceeds the bus pass opt-out limit set in the agreement between the CSA and the City of Guelph, the CSA shall petition the City of Guelph to increase the limit.

3.1.10 If the City of Guelph will not increase the bus pass opt-out limit, the CSA will seek funding from the university to cover the refunds beyond the limit.

3.1.11 If the university refuses to cover the refunds beyond the limit, the CSA will endeavour to raise the funds to cover the cost.

3.2 Bus Pass Opt-In Policy

3.2.1 Under the memorandum of agreement between the City of Guelph and the Central Student Association for the purpose of providing students with a universal bus pass, up to 30 students not currently taking courses may “opt in” during the spring semester.

3.2.2 Students who are living in Guelph during the spring semester and taking courses in the fall semester will have the opportunity to pay the current bus pass fee and receive bus pass privileges.

3.2.3 The CSA shall publicize the option to opt in and students may apply to opt in within the first two weeks from the commencement of regular classes in the spring semester.

3.2.4 Students accepted for a summer bus pass must show proof of registration in the following fall semester when picking up their pass in order to receive it.

3.2.5 Applicants will have the option to provide information concerning any circumstances the CSA should take into consideration regarding financial need, access to other forms of transportation and other relevant issues.

3.2.6 The Vice President, External shall meet with the Business Manager as soon as possible after the end of the application period to select the students who may opt in.

3.2.7 If more than 30 students apply to opt in, the CSA will advocate to the City of Guelph for an increase in the number of available passes.

3.2.8 Applicants for the summer semester passes shall only be accepted if they meet the following criteria:

a) Applicant must be an ongoing undergraduate student at the University of Guelph and must be registered for courses or a co-op work term in the fall semester.

b) Applicant must not be able to obtain a pass through regular channels (i.e., be taking DE or in-class courses or be on a co-op work term).

c) Applicant must live more than one (1) kilometre from the university or their place of work.

d) Applicant must not be residing outside of Guelph for more than four (4) consecutive weeks out of the summer.

3.2.9 Where a group of applicants are considered equal, the committee shall conduct a random draw of students who will opt into the bus pass for the spring semester.

3.3 Bus Pass Misuse Policy

The Central Student Association (CSA) recognizes that, while the majority of students use their universal bus pass (herein referred to as "pass") appropriately, some students choose to engage in misuse. This policy reflects the need to deal with these situations in an appropriate and consistent manner.

3.3.1 Overview

a) **Definition of Misuse**: The deliberate use of a pass such that an illegitimate pass is used or the pass is used by someone other than the specific owner. This can include, but is not limited to, the direct or indirect transfer of a pass from the rightful holder to another and its subsequent use, or the copying of a pass through photocopying or any other means (except as sanctioned by the Registrar's Office). This definition applies equally to those who otherwise rightfully possess a pass and those who do not.

b) **Additional Passes**: It shall not be determined misuse if an individual uses a replacement pass legitimately obtained from the Registrar's Office in lieu of a lost or stolen pass. However, the use of passes obtained from the Registrar's Office through a deliberate misleading of University staff shall be deemed misuse.

3.3.2 Enforcement

a) Enforcement of the misuse policy shall fall primarily upon the staff of Guelph Transit. They shall monitor the passes at the point of use to ensure that the passes are not being misused.

b) If a staff member of Guelph Transit has reason to suspect a pass as being misused, he or she may confiscate the pass and student card of the individual.

c) Subsequent to action as outlined in section 3.3.2.2, if the CSA discovers that the case is a wrongful allegation of misuse, the CSA will waive the replacement fee. If the allegations turn out to be correct, the CSA will charge for the replacement of the bus pass.

3.4 Fees

Students who seek to replace their bus pass without the original sticker will be charged a replacement fee. The price of this replacement fee and the allocation of the proceeds shall be determined by the Transit Committee.

Appendix C
Human Resources Policy

CSA Central Student Association

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Note: Amendments to this appendix were last made on April 7, 2025, as adopted by the Board of Directors.

Appendix C
Human Resources Policy

1.0 Preamble

The University of Guelph Central Student Association is an association of the undergraduate students of the University of Guelph, which acts as a central coordinating organization for all undergraduate student activities of a cross campus nature. The CSA is to represent the whole undergraduate student body on political, social and civic issues, within and/or beyond the University campus.

1.1 The Central Student Association will employ, when necessary and within the bounds of its approved budget, certain full time, part time and temporary staff, as well as volunteers. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all the CSA Board, staff, supervisors and volunteers. It outlines the mutual responsibilities and rights of employer and employees.

1.2 This policy is to abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation, as well as the by-laws and policy of the CSA. Federal and provincial employment legislation shall take priority in the event of any contradictions within this policy.

1.3 In keeping with the CSA's stated policy against discrimination as well as with the Ontario Human Rights Code, the CSA will neither practice nor tolerate any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour, ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.

1.4 This policy shall form part of the contract of employment of each person employed by the CSA and shall be applicable to all persons associated with the CSA where applicable. It shall be provided to each person employed by or associated with the CSA.

1.5 The Central Student Association shall at all times use the Employment Equity Hiring Policy whenever staff are hired as per section 4.8 of this policy. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates.

For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as persons from groups who face systemic barriers to employment including but not limited to women, racialized people, indigenous people, queer

people, persons with disabilities and international students.

2.0 Relationships

2.1 The Board of Directors of the Central Student Association (referred to as "the Board") is the employer of all staff of the Central Student Association.

2.2 Full and part-time permanent and full and part-time contract staff members of the Central Student Association are to be supervised by a member of the Executive.

2.3 In cases where a member of staff is charged with supervising another staff, a member of the Executive will always be responsible for both parties, focusing attention on the party who is in a supervisory role.

2.4 If a contract between staff and board contradicts this policy, the contract will be seen as overriding this policy.

3.0 CSA Staff

3.1 The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable.

Volunteers, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

3.2 The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.

3.3 The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Coordinator, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.

3.4 Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Electoral Officer(s), the Clubs Coordinator, the Clubs Event Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the FoodBank Coordinators, the Meal Exchange Coordinators, Poster Runners, the SafeWalk Coordinators, the Student Help & Advocacy Centre Coordinators, and

the Technical Assistant.

3.5 The Vice President Academic and Vice President External are responsible for co-supervising the Student Help & Advocacy Centre Coordinators.

3.6 The Vice President Student Experience is responsible for supervising the Assistant Electoral Office, the Clubs Coordinator, the Clubs Event Coordinator, the SafeWalk Coordinators, and the Bike Centre Coordinators. The Vice President Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Coordinator, along with the President.

3.7 The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the FoodBank Coordinators.

3.8 The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Coordinator.

4.0 Hiring

Hiring for full-time permanent employees, part-time permanent employees, full-time contract employees, and part-time contract employees shall take place according to the following procedures:

4.1 Priority for the hiring of part-time employees of the Central Student Association to be as follows:

4.1.1 full or part time undergraduate students
4.1.2 non-students.

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

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

4.2.2 Notification to the CSA Board of Directors in the form of a Hiring Committee Report, following the acceptance of a job offer.

4.2.3 Budgetary funds must be available to cover the salary for the position.

4.2.4 A job description must be completed and previously approved by the CSA Board. The Executive Supervisor, the Business Manager and the program coordinator shall be responsible for approving any minor / administrative changes to a job description. Any substantive changes will require Board approval. The up-to-date job description will be available to applicants.

4.2.5 The job description will include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.

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

In the event that the President has a conflict of interest with a hiring committee, per the definition listed in CSA Bylaw 1, Section 10.1, the responsibility of selecting the hiring committee Chair will be delegated using the following hierarchy,

1. Vice President Student Experience
2. Vice President Academic
3. Vice President External

4.2.7 The Office Manager will be responsible for the oversight of tasks and details consistent among all hiring committees. This may include, but is not limited to, the composition of the committees as per CSA policies and bylaws, ensuring that all interview questions are appropriate, and ensuring that all operations of the hiring committee are in accordance with all relevant CSA policies and bylaws, ensuring that all hiring committee members are properly trained and informed of all relevant policies and bylaws, and ensuring that every committee member is provided with all relevant documentation regarding policies, bylaws, and hiring process information.

4.2.8 The Office Manager will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, and booking interview room space. The Hiring Committee Chair will meet with the committee to appropriately short-list candidates, draft interview questions, reply to successful candidates, and prepare the Hiring Committee report as per 4.4, ultimately for the consideration of the Board of Directors.

4.2.9 It remains the responsibility of the Office Manager to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.

4.2.10 The Office Manager and Policy & Transition Coordinator will be a resource to all hiring committee members, including committee chairs, and ultimately will be responsible for providing information, training and documents for all hiring committee members for support in this process. This may include, but is not limited to, providing materials and information on relevant policies and by-laws, information regarding the processes of other hiring committees, and information regarding appropriate human resources practices.

4.3 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies:

4.3.1 Job descriptions must be posted on the CSA website and thecannon.ca when the application period opens.

4.3.2 During the Winter Semester, the Office Manager and Policy & Transition Coordinator will provide a CSA Job Information table in the UC Courtyard for two days during the week preceding the application period opening and during the application period.

4.3.3 During the Winter Semester, the CSA President will send a mass email to all Undergraduate students advertising CSA job vacancies, CSA hiring policies, and the time and date of the hiring period. This e-mail will be sent during the week preceding the application process opening.

4.3.4 Job vacancies will be advertised to all CSA clubs and campus organizations, especially those that are mainly composed of members of marginalized communities, for example: the Centre for Students with Disabilities, the Indigenous Students' Society, the Guelph Black Students Association, Guelph Resource Centre for Gender Empowerment and

Diversity, Guelph Queer Equality, International Student Organization, Ontario Public Interest Research Group, and the CSA Accessibility Working Group.

4.3.5 Throughout the year, the Clubs Coordinator and the Vice President Student Experience shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations. During the summer, each year, these individuals will present a plan to the CSA Executive describing how they intend to outreach to clubs and organizations. Presentations to clubs and organizations must outline the CSA's hiring process, and advertise job vacancies and the job vacancies application period and process. Emphasis must be placed on the importance of the CSA's Employment Equity policies and process.

4.3.6 During the Winter Semester, leaflets and posters advertising CSA job vacancies must be distributed by the Clubs Coordinator to all clubs and organizations. These posters must also be distributed through the CSA poster run the week preceding the application period opening.

4.4 All above employment vacancies are to be filled only by a committee duly appointed by the Board. Each hiring committee shall be composed of at least one CSA Executive member, at least one Board member and one staff member (may or may not be previous holder of the position). At the conclusion of its duties, the hiring committee shall present a report to the Office Manager which includes the person recommended for the position, the number of applicants interviewed and the type and length of advertising. All new staff must be ratified by the CSA Board before commencing employment.

The CSA Board shall not ratify any new staff for positions where there is an outstanding grievance filed in connection with the hiring process. The names of and discussions with or about any other candidates shall remain strictly confidential. The hiring committee shall meet to conduct short-listing within one week after the close of the posting period, and to complete interviews within two weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these two weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the winter examination period.

4.5 When hiring new employees, the emphasis should be to view the position as one in which specific experience can be gained.

4.6 Internal CSA applicants will be considered equally with other applicants and will take priority only if they and the other applicant appear to be equal in

qualifications, as an internal candidate's prior knowledge of and experience with the CSA are legitimate factors in selecting a candidate.

4.7 No CSA part-time contract employee shall work more than an average of 15 hours per week if they hold more than one contract with the CSA, unless there is an overlap between a position that ends September 30 and another position that starts September 1. If the candidate has applied for one or more jobs at the CSA, the candidate has the right to withhold their acceptance of an offer until they have heard from other CSA hiring committees.

4.8 The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Indigenous peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The following is an outline of the steps taken in this process:

4.8.1 Advertisement for these positions shall be carried out in accordance with Section 4.3.

4.8.2 All applicants are encouraged to complete an electronic Employment Equity Form during the application process. The CSA Office Manager will keep the forms on file.

4.8.3 In selecting successful applicants, hiring committees shall apply the principle of merit while striving to ensure that those selected represent the diversity of the university community. In addition, hiring committees will carry out responsibilities in accordance with Section 4.4.

4.8.4 Following the conclusion of the hiring procedures, for year-to-year comparative purposes, aggregate data derived from the Employment Equity Forms will be retained by the CSA. Upon completion of the annual hiring processes, all Employment Equity Forms will be destroyed.

4.9 Every effort will be made to make the application process accessible to applicants with disabilities. Applicants who may require accommodations during the application process, must contact the Office Manager to make appropriate arrangements in advance.

4.10 All candidates who are offered a position shall confirm their acceptance by signing a document that includes the job title, the base salary rate, the date of commencement of employment and the term of employment. If the candidate selected for a position refuses the job offer, selection shall devolve to the second

choice. In the case of a second choice being unavailable or at the discretion of the Hiring Committee unacceptable, the hiring process shall be re-initiated.

4.11 If an applicant has an issue with the hiring process under this policy, they may file a complaint under the Complaint Resolution and Grievance Procedure, Policy 13.0. Any grievance filed by an unsuccessful candidate must be submitted to the President within seven days of receipt of notification that they were not hired.

5.0 Orientation and Training

The purpose of orientation of new staff is to introduce them to the goals of the CSA; to ensure that they have grasped and are comfortable with all of their new duties, responsibilities and privileges; to ensure that they have received adequate training and job preparation; and to ensure that they are properly and happily integrated into the CSA environment.

5.1 The package to be given to all new staff shall include, at the minimum; a copy of this policy; a copy of their contract when applicable; a job description of the position; a copy of the CSA's by-laws or constitution, and applicable Manual of Operations when available.

5.2 Pursuant to their job descriptions, outgoing staff members shall be actively involved in the training of their successor. Incoming staff members shall receive an honorarium, as determined by the CSA Human Resources & Services Manager, for mandatory training with their respective outgoing staff members in the final two weeks of their contracts. The outgoing and incoming staff members shall meet for a minimum of three hours during this period. Additionally, the immediate supervisor, and when possible the CSA Human Resources & Services Manager, shall keep close watch of the new employee during the initial weeks of employment.

5.3 It is the responsibility of the immediate supervisor of new staff members, and whenever possible, the Human Resources & Services Manager, to monitor the progress of new staff members and to provide feedback to him/her them within the first three weeks of employment.

5.4 The Policy & Transition Coordinator shall ensure that a Manual of Operations for each area under the supervision of the Executive is prepared and updated regularly

5.5 The Executive Committee, under the leadership of the President, shall develop an annual training plan to ensure all new staff, Board Members and Executive receive a proper orientation and sufficient training to be able to successfully carry

out their responsibilities.

5.6 The Human Resources & Services Manager and President will designate one training day each semester. All staff members must attend the training day which is closest to their contract start date. This day will be held within the first three weeks of the fall semester. This training day will include an anti-oppression workshop, a student risk management workshop, a Business Office workshop, a Front Office workshop and any other training sessions as deemed necessary by the Executive. This training day will be developed during the summer, and incoming staff will be notified of each training day at least one month in advance.

5.7 The President shall recommend a discretionary training budget amount to enable professional development training to take place whenever possible and practical. Professional development training shall take place when opportune.

5.8 Reimbursement for job-related seminars or courses shall be approved in advance by the President; shall be contingent on funding availability and budgetary allocations, as well as by the successful (as determined by the President) completion of the seminar or course.

6.0 Contracts and Personal Records

6.1 Every staff member shall have a personal records file maintained for them. There shall be only one file per employee which shall be held by the ~~Human Resources & Services Manager~~ and/or Policy & Transition Coordinator. These files shall only be used for the legitimate purposes relating to employment, such as performance evaluation, pay increases, disciplinary action, contract renewal or rehiring, and may only be viewed by the employee, Human Resources & Services Manager or confidentially by members of specially appointed Board of Directors Committees. Files shall be kept in a secure place and updated when necessary.

6.2 The standard contents of each file shall be: Employee's resume; job description; offer of employment; letter of acceptance or employment agreement; personal information relevant to health and/or emergencies; record of time (vacation, lieu-time, leaves of absences, etc.); documents pertinent to employee performance.

6.3 In order for information in the file to be used for purposes outside of organization business, the employee must give written consent. Staff members may view their files upon request. Any staff member may add to his/her file any documents which he/she wishes.

6.4 Employees' personal records shall be kept confidentially by the CSA for a term of five years after the employment ends, and then destroyed.

7.0 Amendments to Staff Contracts

From time to time, the CSA may find the need to amend a staff contract after an individual has been hired for a position. Any aspects may be amended as necessary, whether it is the date of employment, change in hours, rate of pay, job description, etc.

It is recognized that a person's employment is part of their livelihood, and changes to their employment should be handled with expediency, and with the proper consultation.

7.1 Amendments to a staff contract must be handled via the following procedure:

7.1.1 A meeting is to be set up between a staff member and an Executive supervisor and may be called by either individual. This meeting shall be to draft a proposal for what changes should be made to the staff member's contract. If necessary, more than one meeting may be set up.

7.1.2 The supervisor will set up a meeting with his/herself, the staff member and the Human Resources & Services Manager. At this time, the proposal agreed upon by the staff and supervisor shall be presented to the Human Resources & Services Manager, who will then ask any questions necessary.

7.1.3 The Human Resources & Services Manager will, as often as necessary, perform any research needed to verify the necessity and the drawbacks of approving the proposal, then reconvene another meeting, if necessary.

7.1.4 At such a time where an agreement is met by all parties involved, an amended job contract will be drafted, and signed by the President, the staff and their supervisor, at which point the changes become binding.

7.2 For any changes to staff contracts that would increase the total pay of an employee, funds must be available within the CSA to cover these increases, as determined by the President. If these funds are not available, the matter shall be referred to the Finance Committee, and if necessary, the Board of Directors.

7.3 Changes made in this fashion may or may not set a precedent for future job postings. The determination of whether the changes made will have an impact on future job postings can be made by the Human Resources & Services Manager.

8.0 Extension of Staff Contracts

It is recognized that certain support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for the organization, specifically Executive and supervising staff, as well as the employee for training, skill development, and sustaining a specific level of operational capacity. In these situations, it would benefit the CSA to have an employee, upon favourable evaluation, remain in their position for longer than a one-year term. In addition, it provides the employee with the opportunity to apply their training and develop their skills for a longer period of time. This benefits the organization and the employee.

8.1 Extension of Specific Positions (Operational)

8.1.1 Part-time support staff members who hold a fixed-term contract may have their contract extended.

8.1.2 Contract extensions may be approved based on positive performance reviews:

a) During the regular evaluation period (probation), and
b) Prior to the hiring period as well as a recommendation from the Executive supervisor.

8.2 Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term, the contract may be extended by 12 months on May 1, pending a favourable evaluation from the Executive supervisor.

9.0 Staff Evaluation

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 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

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

11.1 The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

11.1.1 Fixed-term, casual and on-call employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays. Arrangements may be made with the Business Manager to retain vacation pay for a specific period of time. All vacation pay owing must be released within the term of the contract.

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.		

11.1.3 When a permanent or executive staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation

entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.

11.1.4 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.

11.2 Process for Requesting Vacation Days

11.2.1 For vacation requests of **two days or less**, employees must communicate dates, via email or by submitting a Vacation Request Form, to the Business Manager and the President at least 2 days prior.

11.2.2 For vacation requests of **greater than two consecutive days**, employees must submit a Vacation Request Form to the Business Manager for approval.

11.2.3 Vacation Request Forms will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met, and shall not be unreasonably denied.

11.2.4 All vacation days will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar.

11.2.5 Employees are required to update personal calendars with vacation time away.

11.2.6 Vacation Request Forms for blocks of time **greater than 5 consecutive days** should be submitted for approval by May 31st of each fiscal year, when possible.

11.2.7 Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.

11.2.8 When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.

11.2.9 The following Statutory Holidays are paid days off: Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday.

11.3 Leaves of Absence

11.3.1 The CSA will adhere to the Employment Standards Act: Leaves of Absence which does include, and not limited to, Pregnancy and Parental, Critical illness and Family Medical.

11.3.2 A Leave of Absence Request Form must be submitted and approved by the President and the Business Manager prior to commencing the leave.

12.0 Personal Emergency Leave Days (PED)

12.1 The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all permanent and executive employees with 10 paid personal emergency leave days (PED), pro-rated when applicable.

12.2 Unused PED may not be carried forward into the next fiscal year and will not be paid out.

12.3 Reporting of Personal Emergency Days (PED)

12.3.1 PEDs must be communicated as soon as possible to the Business Manager and the President.

12.3.2 PEDs will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar.

12.3.3 PEDs must be recorded by the employee on their personal calendar.

12.3.4 In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar.

12.4 Qualifiers for Personal Emergency Days include, but are not limited to:

12.4.1 A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.

12.4.2 Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.

12.4.3 Bereavement.

12.4.4 Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

13.0 Overtime

13.1 Overtime taken by employees shall be compensated for by equivalent time off.

13.2 Any overtime hours exceeding seven (7) hours in one pay period must receive prior approval from the President and should only occur in exceptional situations.

13.3 A staff member wishing to work less than seven (7) hours overtime, must receive prior approval from their Executive supervisor.

13.4 If an employee works over 44 hours, after receiving prior approval, in a week then overtime shall be paid at a rate of time and a half. However, an employee may choose to take time in lieu instead of receiving overtime pay

13.5 Consideration for time in lieu, or time off, to compensate for overtime must be made by the staff member and the President and Human Resources & Services Manager in order that sufficient notice may be given to appropriate personnel.

14.0 Staff Communications

14.1 The CSA encourages open and regular communication between staff, Executive and Board members, and welcomes requests for information and suggestions on how communication may be improved on an ongoing basis.

14.2 The CSA Permanent Staff and Bullring Manager shall be invited to Executive Committee meetings as non-voting guests for the purpose of increasing the lines of communication and coordinating CSA events. This discussion shall be scheduled first on the agenda and coincide with targeted periods of activity. Examples would include, but not be limited to: Survival Guide distribution, fall orientation, homecoming, significant live events, elections, hiring and Days of Action. The President shall be responsible for making the determination and notifying the above noted staff members.

14.3 The CSA staff and Executive Committee shall meet regularly during paid office hours; or if the meeting is held outside of regular hours, the time taken to conduct such a meeting shall be construed as overtime and shall be

compensated for as in Section 17.

14.4 The purpose of staff meetings shall be to discuss the activities and operations of the CSA; to maintain the lines of communication between the staff and Executive committee; to bring to the attention of the staff any issues that affect the CSA as a whole; to bring to the attention of the Executive and/or other staff any general staff issues that should be discussed.

14.5 Staff meetings shall occur at least once every four weeks; and preferably at least every two weeks. The CSA is mandated to close the office in the event of a staff meeting.

15.0 Progressive Discipline Process

We want all our employees to succeed in their jobs. Some issues or disagreements can easily be resolved by speaking with your supervisor.

Corrective action is designed so you will have an opportunity to learn what the CSA requirements are and have a chance to correct the problem. If there is a problem with your performance or conduct, a member of the Human Resources Support Team will act in an advisory capacity for the supervisor.

The Progressive Discipline process outlined below will be followed, depending on severity.

15.1 Counselling

If there has been a problem with performance or conduct, your supervisor will discuss it with you. This is the time to make sure you understand exactly what went wrong and how to keep it from happening again. Your supervisor will make a note in your employee file about what you discussed in the counselling session.

15.2 Verbal Warning

If a problem recurs, your supervisor will discuss it with you again. The consequences of further recurrence will be explained to you at this point. Your supervisor will make a note in your employee file about what you discussed in the verbal warning and expectations going forward.

15.3 Written Warning(s)

If a problem recurs, your supervisor will discuss it with you again and put a formal written warning in your employee file. The written warning, signed by both you and your supervisor, will record what happened; how you should correct the

problem; what the next disciplinary stage will be if the problem is not corrected; and any comments you would like to include.

15.4 Suspension

After the written warning(s), if your conduct or performance continues to be unacceptable, you will be suspended from work without pay. The length of the suspension will depend on the seriousness of the problems (one day, three day, or five day). You will be warned that if you do not correct the problem, you will be terminated for just cause, without further notice.

15.5 Termination

You will be terminated for just cause and without further notice if unacceptable performance or conduct continues after you return from suspension.

The stages of progressive discipline exist to help you correct any difficulties you are having on the job. However, if a serious incident occurs, such as one that threatens the safety of employees or our operations, the CSA may skip stages in the progressive disciplinary process and move directly to written warnings, suspensions and/or termination without the need for prior disciplinary action. Counselling notes, warnings or suspensions will remain active in your file for three years, unless further incidents occur.

16.0 Complaint Resolution

It is the desire of the CSA to have a harmonious relationship with all employees. Any Executive member, Board member, staff member, volunteer or job applicant who feels they have just cause for a complaint is encouraged to seek resolution under this procedure at the earliest possible time.

The Complaint Resolution Procedure is intended to provide a fair and equitable means of addressing problems or disputes that may occur. A Human Resources Support Team is in place to ensure fair, consistent procedures are in place for all CSA members.

16.1 Human Resources (HR) Support Team

The Human Resources Support Team is charged with the responsibility of providing HR support to all CSA and CSA Bullring employees, volunteers, Executive and Directors. This support includes requisite guidance to all Supervisors, including Executive Supervisors, who initiate the Progressive Discipline Process. The HR Support Team consists of the Business Manager, the Office Manager and the Bullring General Manager (GM).

Members of the HR Support Team are required to work in consultation and collaboration with the appointed external HR consultant(s).

16.1.1 Members of the HR Support Team are required to be trained in anti-oppression, inclusivity, conflict resolution, investigatory processes, HR compliance and applicable legislation training.

16.1.2 The HR Support Team is permitted to seek advice from outside legal counsel.

16.1.3 Only one member of the HR Support Team will serve as the first point of contact for individuals seeking HR support.

16.1.4 HR Support Team members may seek advice from another member of the HR Support team.

16.1.5 The Bullring GM is the first point of contact for Bullring HR complaints. However, in the event a complaint is made against the Bullring GM, the complaint will be referred to one of the other team members.

16.1.6 The Business Manager or the Office Manager is the first point of contact for all non-Bullring HR complaints. In the event a complaint is made against one or both CSA Managers, the complaint may be referred to the Bullring GM.

16.1.7 Should a supervisor deem it necessary to initiate the Progressive Discipline Process, a member of the HR Support Team must support and provide guidance throughout the entirety of the process.

16.1.8 Newly-hired employees who require an Accommodation Plan will be directed to a member of the HR Support Team who will, in turn, work with the new hire to create an appropriate plan. The HR Support Team member is responsible for communicating the details of the Accommodation Plan to the Executive Supervisor and the Immediate Supervisor/Team Leader, when possible, prior to the start date.

16.2 Complaint Resolution Procedure

16.2.1 CSA members are encouraged to first try to resolve their complaint directly with the person with whom they have an issue.

16.2.2 If there is a complaint that cannot be resolved directly, the complainant is

encouraged to bring their concerns forward to the appropriate member of the HR Support Team to request a meeting.

16.2.3 The HR Support Team Member will set up a meeting within five (5) working days. During the meeting, the HR Support Team Member will ask for details regarding the concern and how the complainant would like to proceed. The HR Support Team Member will discuss options on how to move forward in a positive and constructive manner.

16.2.4 The HR Support Team Member will track the resolution process over a period of time with the complainant. If a resolution is not found, the HR Support Team Member will contact the external CSA HR Consultant for advice and support on next steps. Final decisions regarding resolutions will be made together by the President and the investigating HR Support Team Member.

17.0 Workplace Harassment and Violence Policy

The Central Student Association (CSA) is committed to providing a workplace in which all employees are treated with respect and dignity. The purpose of this policy and program is to prevent workplace harassment and violence and to provide and maintain a professional working environment for all.

Any Executive member, Board member, staff member, volunteer or job applicant who feel they have just cause for a complaint is encouraged to seek resolution under this policy at the earliest possible time.

This policy also applies to situations in which you feel you have been harassed or encountered a violent situation in the workplace from individuals who are not employees of the CSA, such as customers and/or members of the public. The available outcome, however, may be constrained by the situation.

Workplace Harassment and Violence may occur in a variety of different locations in which you are engaged in work-related activities.

This includes, but is not limited to:

- the workplace, work-related travel
- telephone, e-mail, other communications, or any work-related social event whether it is CSA sponsored or not.

17.1 Workplace Harassment and Violence Program

It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources.

The CSA will do its part by not tolerating or condoning discrimination, harassment, or violence in the workplace. This includes making everyone in our organization aware of what behavior is and is not appropriate, assessing the risk of workplace violence, investigating complaints, and imposing suitable corrective measures.

The CSA has the following measures in place:

- doors are locked when the office is closed, keyed entrance/exit only
- a system for quick communication via telephone and computer
- managers in the office are readily accessible
- an employee who comes into work outside of normal office hours will provide prior notice to their manager of when they will be at the office
- staff are not scheduled to work alone during an event.

Employees who anticipate or fear a possible risk of violence in the workplace have the right to refuse to perform work as outlined under the Occupational Health and Safety Act.

The CSA encourages employees to bring forward suggestions for further workplace violence prevention measures. Employees with suggestions for further input should report the same to a member of the HR Support Team or a member of the Joint Health and Safety Committee (JHSC).

Management is expected to adhere to this policy, support the workplace violence program and ensure that the measures outlined in it are followed. Managers are responsible for responding to employee concerns, for taking reasonable precautions and for instructing employees in measures to protect employees.

Employees are expected to adhere to this policy and to support the workplace violence program. This includes reporting incidents of threatening or violent behaviour whatever the source. Employees are not to engage in any behaviours that contravene this policy. Doing so, or making false accusations of violence, may be cause for disciplinary action, up to and including dismissal.

17.2 Ontario Occupational Health & Safety Act (OHSA) Definitions

17.2.1 Workplace Harassment and Bullying

The OHSA defines workplace harassment and bullying as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- an aggressive behavior of harassment or violence, usually directed towards one person.

Workplace harassment and bullying may have some or all of the following components:

- vulgar and/or aggressive language
- intimidates, isolates, or discriminates against someone
- hostile, abusive, or inappropriate
- generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- affects the person's dignity or psychological integrity
- results in a poisoned work environment.

Some examples of workplace harassment and bullying are:

- verbally abusive behaviour, such as yelling, insults, ridicule, and name calling, including remarks, jokes, or innuendoes that demean, ridicule, intimidate, or offend
- workplace pranks, vandalism, bullying, gossip, hazing and humiliation
- excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings
- offensive or intimidating telephone calls or e-mails.

Harassing comments or conduct can make the environment a hostile or uncomfortable place to work even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is a form of harassment.

A poisoned work environment may include:

- deliberately excluding or socially isolating another individual from the team
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files

- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist or discriminatory in nature.

What Does Not Constitute Workplace Harassment and Bullying

Workplace harassment should not be confused with legitimate, normal workplace conflict or differences of opinion between individuals or reasonable management actions, including, but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting reasonable documents in support of an absence from work.

17.2.2 Workplace Sexual Harassment

The Occupational Health & Safety Act defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
- conduct or comments of a sexual nature that the recipient does not welcome or that offend them.

Some examples of workplace sexual harassment are:

- sexual advances, demands or leering (persistent sexual staring) that the recipient does not welcome or want
- displaying or distributing sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- sexually suggestive or obscene comments or gestures or unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, clothing, or sex
- persistent, unwanted attention after a consensual relationship ends
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour

- sexual assault.

17.2.3 Workplace Discriminatory Harassment

Workplace discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code* which the recipient does not welcome or that offends them.

Some examples of discriminatory harassment include:

- offensive comments, jokes, or behaviour that disparage or ridicule a person's membership in one of the protected grounds
- imitating a person's accent, speech, or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

The Test of Harassment

It does not matter whether you intended to offend someone; the test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient.

17.2.4 Workplace Violence

At the CSA, we are committed to the prevention of any type of violence that may occur in the workplace that endangers or threatens the safety of our employees. We will take every reasonable precaution to protect our employees from workplace violence from all sources. Violent or threatening behaviour is unacceptable from anyone. All Executive members, Board members, staff members and volunteers are expected to participate in the prevention of workplace violence.

The Occupational Health & Safety Act defines workplace violence as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee

- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening e-mails
- stalking someone
- physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, throwing objects, physically restraining someone, or any other form of physical or sexual assault.

17.2.5 Domestic Violence

Where an employee becomes aware that they themselves or another employee may be subject to domestic violence that could expose the person to physical or psychological injury in the workplace or otherwise, the employee should report this concern to a member of the Human Resources Support Team (Bullring General Manager, CSA Business Manager or CSA Office Manager). In conjunction with the employee, the CSA will take reasonable steps to investigate the concern and provide support and protection.

Measures may include:

- screening calls and blocking specific e-mail addresses
- providing an escort to your vehicle or public transit
- adjusting work hours or location
- adding security measures
- providing contact information for support groups and other outside agencies
- contacting police.

17.3 Reporting and Investigation of a Complaint or Incident

17.3.1 Reporting a Complaint or Incident

An employee who receives a threat, is the victim of a violent or harassing act, or who witnesses a violent or harassing act against another employee is to report the incident or complaint to their supervisor, who will in turn, immediately inform the CSA Business Manager. If the complaint involves the supervisor, employees shall contact the CSA Business Manager directly. Should the CSA Business Manager be involved in the complaint or incident, the supervisor shall immediately inform the CSA Office Manager.

Reports may be in person, by telephone, e-mail or in writing and must include:

- the date, time and location
- details of the threat or violent act
- names of the alleged perpetrators (if known) and the names of any witnesses.

The CSA Business Manager (or designate) shall take immediate steps to investigate the complaint and address the incident if it is ongoing. In collaboration with the CSA external HR Consultant and if warranted, the CSA will advise the police.

17.3.2 Investigation Procedure

The CSA Business Manager (or designate) is appointed as 'the Investigator' and will work with the retained external HR Consultant or an impartial third-party investigator. In the event the CSA Business Manager is unavailable or involved in the incident, the complaint shall be directed to the CSA Office Manager who will be the Investigator as per the procedure set out below. Members of the HR Support Team can seek advice and support from each other as needed.

In incidents of harassment, actual or attempted physical violence, or threats, the following is the investigation procedure that the CSA will follow:

1. The complainant will advise their supervisor, who will immediately notify the Investigator of the incident (as outlined in "Reporting a Complaint or Incident" Section).

2. As soon as possible, the Investigator will meet with the complainant to review the complaint, confirm the facts and advise the complainant of the process for conducting a formal investigation. At this point, the Investigator and the complainant may consider an informal process to resolve the issue or decide to proceed with a formal investigation.
3. In either case, the Investigator will make notes about the event based on the complainant's statements and the complainant will be given the opportunity

to review the notes and respond via email or in writing that the details are accurate. If an information process is decided upon, the Investigator will document the resolution and get written approval from the complainant. This documentation will be placed in a confidential and secure HR file.

4. If a formal investigation is warranted, the Investigator will advise the person against whom the complaint was made ('respondent') of the complaint and will meet with the respondent to discuss the matter. The respondent will have the opportunity to put forward their understanding of the events and the names of witnesses, if any. the Investigator will make notes and the respondent will have the opportunity to review the notes and affix their signature to indicate accuracy.

5. If there are facts in dispute or additional information is required to make a fair assessment, the Investigator will interview witnesses. The Investigator will prepare notes based on those interviews and the witness(s) will review and sign to indicate accuracy. Any material evidence related to the incident such as e-mails, voice mails, and/or video recordings, will be collected by the Investigator to review.

6. Once the investigation is complete, the Investigator will prepare a written report of the facts in collaboration with the external HR Consultant. This written report will be presented to the President. If the complaint is made about the President, the Investigator will meet with a Member of the Board as appointed by the Board of Directors.

7. The final resolution of the complaint will be made in consensus with the CSA Business Manager (or delegate), President (or delegate), and the external HR Consultant. Both the complainant and the respondent will be notified of the results of the investigation and any corrective action to be taken.

8. Complaints and notes of investigation(s) are to be stored separate from employee records. These confidential documents are to be stored in a locked, secured file in the Business Manager's office for a period of five years.

Confidentiality will be reinforced to all parties of the investigation and by the Investigator such that personal information will not be disclosed except to the extent that it is necessary for the purposes of completing the investigation. All parties are expected to keep confidential, their knowledge of and involvement in the matter and to treat all others involved with respect.

The CSA reminds all employees that reprisals against any employee for making a complaint or for participating in an investigation will not be tolerated. Likewise, the use of this policy for improper purposes will not be tolerated. If an employee is found to have made an intentionally false complaint, the employee will be subject to disciplinary action up to and including dismissal.

18.0 Respect in the Workplace

The CSA is committed to maintaining an open and fair working anti-oppressive environment for each individual involved in the CSA, consistent with the exercise of free speech and with enjoyment of social relationships which are normal part of life. Central to this commitment is the belief that it is the right of each CSA Executive member, Board member, staff member and volunteer to work in an environment free from harassment and discrimination and where each individual is treated with respect.

Every CSA member and volunteer has equal access to the rights and protections provided under this policy, as well as, the Human Rights Policy for the University of Guelph and the Workplace Harassment and Violence Policy.

19.0 Environmental Health and Safety Policy Statement

The Central Student Association (CSA) is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe workspaces. The CSA endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The CSA takes all reasonable steps to acquaint its employees with their right and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the CSA establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, training and health and safety committee involvement.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the CSA. Employees must report any incidents, health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all staff who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and corrected promptly.

The CSA acknowledges a responsibility for and a commitment to protection of the environment on a continuous improvement basis by applying the principles of the Environmental Protection Act, R.S.O. 1990 and prescribed regulations as a minimum standard by which to manage CSA operations. The CSA is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promotes and supports environmental management policies and environmentally responsible practices at every level.

This policy statement was approved by the CSA Board of Directors at its regular meeting held on September 13, 2017. This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

20.0 Joint Health & Safety Committee

20.1 The CSA is committed to provide a safe, healthy work environment and to strive to eliminate any foreseeable hazards, which may result in fire, security loss, damages to property and personal injury/illness. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury/illness in the workplace.

20.2 A Joint Health and Safety Committee (JHSC), consisting of management and employees from all areas of the CSA, has been established to identify and resolve health and safety issues in the workplace.

20.2.1 Purpose: to create a forum to ensure that health and safety issues are raised, discussed and resolved appropriately and to plan, inspect, educate and encourage employee participation in order to minimize work-related injuries and eliminate and/or control possible sources of long-term health hazards.

20.2.2 Structure: the JHSC shall consist of at least four (4) members, with at least 50% of committee members being non-management designated representatives. At a minimum, at least one non-management representative and one management representative shall be certified by

the provincial Health and Safety JHSC certification program.

20.3 The membership will consist of 50% management and 50% or more non-management.

20.4 The committee shall have two (2) co-chairs, one appointed from management and one appointed from employees.

20.5 The committee shall have at least two (2) certified members, one representative from management and one from the employees.

20.6 Essential Functions of the JHSC

The Joint Health and Safety Committee shall:

20.6.1 Produce an inspections schedule on an annual basis and perform inspections of workplaces as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year.

20.6.2 Have a right to investigate serious accidents.

20.6.3 Have a right to be consulted about and be present at the beginning of testing for events such as measuring exposure levels for dangerous substances or determining noise and/or radiation levels at a workplace.

20.6.4 Expand their duties as necessary and assist in the development of health and safety programs in the workplace.

20.6.5 Identify hazardous situations.

20.6.6 Make written recommendations to improve health and safety.

20.6.7 Recommend the establishment, maintenance and monitoring of occupational health and safety programs, measures and procedures.

20.6.8 Obtain information from the employer about actual or potential hazards.

20.6.9 Be consulted and obtain information from the employer about any occupational health and safety testing (e.g. chemicals, machines, noise) and risk assessments (e.g. violence).

20.6.10 Be consulted about the preparation of inventories and hazardous materials and hazardous physical agents.

20.6.11 Be consulted about the development and review of WHMIS training.

20.6.12 Receive and review health and safety reports.

20.6.13 Assist in resolving matters during a worker refusal.

20.6.14 Accompany an inspector during Ministry of Labour inspections of the workplace.

20.7 Employee committee members will select one member to be co-chair. As well, they will designate one or more employee members to inspect the workplace as per the schedule of inspections.

20.8 Management committee members will select one member to be co-chair. As well, they will designate one member to inspect the workplace as per the schedule of inspections.

20.9 Certified members shall investigate complaints that a dangerous circumstance exists in the workplace. As well, they will initiate and assist in the investigation of bilateral work stoppages.

20.10 The co-chairs shall be responsible for contacting members in regard to upcoming meetings and canvassing members for agenda items. They will alternate chairing of committee meetings. They will ensure follow-up is taken for action items until such items are closed. They will ensure that copies of the minutes are posted on the Health & Safety bulletin boards. As well, the co-chairs will raise any issues to the Executive Committee as needed.

20.11 A written record of every meeting shall be kept in the form of minutes prepared by the Committee Scribe. If the Committee Scribe is not available, a member of the JHSC will take the minutes. The co-chairs or other designated member will ensure the minutes are taken following a specified JHSC minutes format.

20.12 Committee member names, work locations and contact information shall be posted in CSA workplaces, to be made readily available to all CSA staff. It is the responsibility of the JHSC co-chairs to update and maintain this list.

20.13 Meetings of the JHSC shall occur at least once every three months. Items to be included in the agenda must be submitted to the committee co-chairs at least five (5) days in advance of the meeting. Quorum will consist of one (1) member representing management and two (2) members representing employees. All members present in the meeting shall agree unanimously via an open vote. If all

of the members are not present in a meeting and a decision to be agreed upon is not time-critical, then the vote should be deferred until all members are present.

20.14 Meeting minutes will be signed by both co-chairs indicating approval of the content. An approved and signed copy of the minutes will be sent to the Policy & Transition Coordinator for filing and archiving purposes. As well, a copy of the minutes will be posted on the Health and Safety bulletin boards.

20.15 The committee may invite additional members to attend its meetings, but these additional members cannot act as JHSC members. If at a later time a need arises to increase the size of the JHSC, additional members shall be chosen by the employees they represent.

20.16 Workplace inspections shall be performed as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year. The findings of both the informal and formal workplace inspections must be documented. Records of these inspections will be taken and submitted to the Policy & Transition Coordinator for filing and archiving purposes.

20.17 Management/Executive Committee responsibilities to the JHSC:

20.17.1 The Management/Executive Committee shall provide a written response to the JHSC's written recommendations within 21 days, including a timetable for implementation and/or reasons for disagreeing with the recommendations.

20.17.2 Provide immediate notice to the JHSC of a critical injury.

20.17.3 Provide the resources necessary to comply with the Ontario Occupational Health and Safety Act (OHSA) and Health and Safety Program.

20.17.4 Provide written notice within three (3) working days of any accident, explosion or fire causing injury at a workplace that disables the worker from performing the usual work or requires medical attention.

20.17.5 Provide written notice within three (3) working days that a present or former worker has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

20.18 The CSA and its Joint Health and Safety Committee shall comply with the Ontario Occupational Health and Safety Act (OHSA). In the event that CSA policy

contradicts the OHSA, the OHSA takes precedence.

20.19 This Joint Health and Safety Committee policy was approved by the CSA Board of Directors at its regular meeting held on January 16, 2019. This policy shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

21.0 Policy on CSA Field Workers

The Central Student Association is a complex organization that must remain responsive to external events. In the interest of serving the organization and general students, the CSA Executive may at times require additional support to fully perform within their portfolios. As such, this policy allows for the creation of temporary Field Worker positions within the Central Student Association to assist with specific tasks or sections of portfolios.

21.1 Field Worker Positions

21.1.1 A Field Worker may be created to complete any set of duties.

Examples include supporting external initiatives such as a municipal, provincial or federal election, specific areas of a portfolio such as the CSA website, or general support such as municipal affairs.

21.1.2 The Field Worker shall be directly supervised by at least one Executive. The position may have shared supervisory duties between multiple Executives when appropriate.

21.1.3 Field Worker positions may be created for a maximum of up to 12 months (minimum of one month).

21.1.4 Field Workers are unpaid positions with potential for an honorarium.

21.1.4.1 A pro-rated semester honorarium of a maximum of $500 may be provided in recognition of their contributions.

21.1.4.2 This honorarium will be funded through the supervising Executive(s), with an annual maximum approved in the budget cycle each year and must be approved by the Executive Committee.

21.1.4.3 The Executive Committee will strive to provide equitable

honorariums across the various Field Worker positions in relation to the expected workload.

21.2 Approval of Position

21.2.1 Selection procedure for Field Workers shall follow the CSA Hiring Policy (Appendix C, Section 4.0), including Employment Equity provisions, with the following amendments outlined within this policy.

21.2.2 The Executive Committee shall strive to ensure an equitable distribution of Field Workers within the Executive Committee.

1.1

21.2.3 To establish a Field Worker position, a proposal that includes the following information must be submitted to the Executive Committee for approval:

a) Position Title (example: Field Worker of Sustainability)
b) Supervising Executive(s)
c) Position Term (start and end dates)
d) Honorarium amount (the per semester rate)
e) Job description (including required duties and qualifications)
f) Rationale for the position.

21.3 Selection of Field Workers

Once a Field Worker position is approved:

21.3.1 A selection committee must then be selected by the Executive Committee. It will normally comprise two Executives, including the supervising Executive(s).

21.3.2 The position submission will be forwarded to the CSA Board of Directors for information. The Board may reverse the decision of the Executive Committee to approve the Field Workers position.

21.3.3 The application window for the position should be made available for at least one week.

21.3.4 The selection committee will interview a shortlist of candidates.

21.3.5 The selection committee must reach consensus on the candidate to select for the position.

21.3.6 The Executive Committee shall ratify the decision of the selection committee and a report outlining the selection process and successful candidate shall be provided to the CSA Board of Directors for information.

21.4 Removal of Field Workers

21.4.1 An individual filling the position of Field Worker may be removed from office.

a) The supervising Executive(s) should submit a recommendation to remove the individual from their position outlining the following:
- Failure to uphold position requirements
- Attempts to positively discipline this individual

b) The individual may be removed from their position by a two-thirds majority vote of the Executive Committee.
- This action will be reported for information to the CSA Board of Directors.
- The selection process outlined above shall be used to select a replacement for the position as soon as possible.

21.4.2 A position of Field Worker may also be terminated early upon the recommendation of the supervising Executive to the Executive Committee.

a) The supervising Executive(s) shall submit a recommendation to terminate the position outlining the rationale for termination of the position to the Executive Committee.

b) The position shall be terminated by a two-thirds majority vote of the Executive Committee. This action will be reported for information to the CSA Board of Directors.

c) If there is an individual currently serving in a Field Worker position that is terminated, they will be released of all duties and removed from the position.

21.5 Policy Review

This Field Workers policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.

22.0 Volunteer Policy

The CSA will encourage volunteer participation in the following areas: Bike Centre, CSA Board of Directors, CSA Commissions, FoodBank, Human Rights Office, Legal Resource Room, Meal Exchange, SafeWalk, and other areas mandated by the CSA's activities and events.

22.1 Only personnel authorized by the CSA Executive, Board of Directors or staff members shall engage persons to serve as volunteers of the CSA.

22.2 Appropriate orientation, training, and supervision shall be provided for all volunteers at the commencement of their service work. Training for SafeWalk, Legal Resource Room, FoodBank and Bike Centre volunteers should include anti-oppression or crisis support training.

22.3 At least two volunteers must be present when volunteers are working within an isolated area.

22.4 Volunteers recruited by SafeWalk, the Legal Resource Room, the FoodBank and the Bike Centre must complete an application process, which may include participation in an interview process, a criminal record check, etc. This process will be outlined in each program's operating manual.

22.5 Volunteers working under SafeWalk, the Legal Resource Room and the FoodBank must sign confidentiality forms.

22.6 All members of the University community including, but not limited to students, staff, and faculty, will have the opportunity to serve as volunteers for the CSA and its respective programs.

22.7 Causes for the CSA and its respective programs to refuse an individual the opportunity to volunteer or terminate a volunteer may include but not be limited to:

- **22.7.1** Breach of confidentiality
- **22.7.2** Gross negligence of responsibilities
- **22.7.3** Conflict of interest which cannot be mitigated
- **22.7.4** Threatening the safety of any individual or group

22.8 Individuals who are not members of the University of Guelph community may apply as volunteers. The CSA and its respective programs will consider these applicants on a case-by-case basis.

22.9 All volunteers will be given letters of reference, if requested.

22.10 Should a volunteer feel that they have just cause for a complaint, Section 15.0 of the CSA HR Policy will apply.

23.0 Honorarium Policy

23.1 This policy is to apply for all individuals who are paid for services rendered on an honorarium basis, without an existing contract with the CSA. This policy also includes any individuals under contract with CSA for services rendered outside of said contract.

23.2 Honorarium paid for the performance of any task for the CSA (eg. workshop) while not under an existing contract, may be reimbursed to a maximum of $75. This amount may be paid through any combination of cash, gift certificates or gifts, as long as the total cost is less than $75.

23.3 A maximum of $25 may also be reimbursed for travel costs associated with the performed task. Receipts for travel shall be required for this reimbursement.

23.4 Any honorarium requests outside of the schedule listed above will require a contract, to be notarized and approved by the President, unless otherwise stated in any other policies of the CSA.

24.0 Right to Disconnect From Work 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.

24.1 Working Hours

24.1.1 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.

24.1.2 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.

24.1.3 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.

24.1.4 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.

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

24.2 CSA Executives and Managerial Staff

24.2.1 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.

24.3 Company Commitment

24.3.1 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.

24.4 Employee Responsibilities

24.4.1 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.

24.5 Conclusion

24.5.1 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.

Appendix D
CSA Committees

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Note: Amendments were last made to this Appendix on January 14, 2026, as adopted by the Board of Directors.

Appendix D
CSA Committees

1.0 Preamble

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

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

2.0 Definitions

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

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

"**Chair**" means the Chair of the Board.

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

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

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

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

"**Members**" means the collective membership of the CSA.

"**Officer**" means an officer of the Corporation.

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

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

Appendix D
CSA Committees

3.0 Committees Overview

3.1 Authority (Decision-Making)

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

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

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

In other words, committee recommendations can be considered as 'suggestions for the Board's consideration'.

3.2 Purpose of Committees

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

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

3.3 Establishing Committees

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

3.4 Accountability

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

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

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

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

3.5 Composition

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

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

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.

3.6 Member Conduct

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

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

3.7 Member Responsibilities

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

3.8 Terms of Reference (Committees)

3.8.1 Each CSA committee shall have formal terms of reference to determine their responsibilities and expectations. The terms of reference should

include:

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

3.8.2 When developing committee terms of reference, the Board should consider that the committee's work is primarily advisory in nature.

A committee's terms of reference should detail the types of recommendations the Board is looking for, and define the committee's authority, whether it is expressed or implied.

3.9 Committee Classification

3.9.1 The CSA uses the following classifications for committees:

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

3.10 Standing Committees

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

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

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

a) Executive Committee
b) Executive Evaluation Committee (dissolved)
c) Finance Committee
d) Student Events and Initiatives Funding (SEIF) Committee
e) Policy & Bylaw Review Committee (PBRC)
f) Accessibility Committee
g) Capacity, Analysis, and Planning Committee (CAPCOM)

3.11 Operational Committees

3.11.1 CSA's Operational Committees report directly to the CSA Board of Directors.

3.11.2 Operational Committee mandates are integral to the effective implementation of CSA Services.

3.11.3 The CSA has established the following Operational Committees as defined in this Appendix:

a) Bullring Operations Committee
b) Bike Centre Committee
c) Ethical Purchasing Committee
d) FoodBank Committee

3.12 Internal Committees

3.12.1 Internal Committees do not report directly to the CSA Board of Directors.

3.12.2 Internal Committee reporting structures vary and are detailed within their terms of reference.

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

3.12.3 Internal Committees are those that are formed to monitor or enhance internal operations and /or provide cross-organizational perspective on the implementation of specific activities, or to provide oversight to CSA processes such as with the Elections Appeals Board.

3.12.4 The CSA has established the following Internal Committees as defined throughout the CSA Bylaw & Policy Manual:

a) Elections and Referendum Committee
b) Elections Appeals Board (EAB)
c) Student Space Ad Hoc Committee
d) Affordable Housing Initiative
e) Clubs Tribunal (CSA Clubs Conduct Tribunal)

3.13 External Committees

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

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

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

3.14 Committee Minutes

3.14.1 Standing Committees

a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings, 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.
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.

3.14.2 Operational and Internal Committees

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

Appendix E
Organizational Policy

Central Student Association

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Note 1:
No revisions to this Policy since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 5, 2022

Note 2:
At the CSA Board meeting on March 27, 2019,
Appendix E: Issues and Organizational Policy
was amended and split into two policies:

Appendix E: Organizational Policy
and
Appendix I: Issues Policy.

1.0 Relationship with the University of Guelph

1.1 Preamble

The students of the University of Guelph comprise the largest group of stakeholders within the campus community. As such, to ensure the University is accountable to students and representative of student needs, the University must ensure student representation on committees and governing bodies. Representation on such bodies should comprise of a representative sample of the University of Guelph community, as determined by enrolment and other means.

1.2 Policy

The CSA supports:

- the right of students' unions to democratically decide who will represent students on such bodies.

The CSA opposes:

- the recognition of any individual student or student group that is not elected by students or appointed by an officially recognized students' union or association as a student representative for the purposes of representing the needs or interests of students on any advisory or decision-making body.

1.2.1 Policy with Board of Governors

As the highest decision-making body of the University of Guelph, it is the Board of Governor's duty to ensure student representation on this body with full participation rights. Student representation should be proportional to the extent that students make up membership of the University of Guelph community.

The Board of Governors must be accountable to the university community, the citizens of Guelph, the Province of Ontario, and all stakeholders within the University. All representatives to the Board of Governors should be democratically selected, and all representatives should be held accountable to their membership for the decisions they make. The Board of Governors should be substantially made up of internal members of the University of Guelph community, who have a vested interest in its decisions and direct knowledge of University and post-secondary issues.

The Board of Governors, as the governing body of a publicly funded institution, makes decisions that affect the University of Guelph community. All deliberations and decisions of the Board of Governors, including financial decisions, must be public knowledge. Students, as major stakeholders in the University of Guelph,

have the right to be informed of the agenda and priorities of, and any decisions made by the Board of Governors.

The CSA, as the recognized representatives of undergraduate students, must make every effort to inform its membership of Board of Governors decisions that affect its membership. The CSA must communicate with the elected Board of Governors student representatives in order to both provide input and receive information on Board of Governors activities.

1.2.2 Policy with Senate

The CSA believes that as students are major stakeholders in the University of Guelph, and that as the University of Guelph Senate makes decisions affecting the lives of students, students should continue to have full participation rights on the Senate, proportionate to the extent that students make up the University of Guelph community.

The CSA, as the recognized representatives of undergraduate students, must make every effort to inform its membership of Senate decisions that affect its membership. The CSA must link with the elected Senate student representatives in order to both provide input and receive information on Senate activities.

1.2.3 Policy with Other University Committees

The CSA shall ensure, to the best of its ability, that student representation is actively present at all university committee levels that make decisions or recommendations that impact on the lives of students. The CSA shall maintain active communication with such student representatives.

1.3 Fees

1.3.1 Policy of CSA Autonomy and Fees

The CSA believes that tuition fees treat education as a commodity to buy and sell and ignores education as a human right that combined with other factors limits students' right to education. The University of Guelph Board of Governors must not approve any tuition fee increases, whether within Ontario government guidelines or otherwise. The Board of Governors should instead freeze tuition fees or reduce tuition fees as a provisional measure, while actively working towards the elimination of tuition fees, as outlined in Article 13 of the International Covenant on Economic, Social and Cultural Right, to which Canada is a signatory.

1.3.2 Ancillary Fees

The CSA believes that ancillary fees levied by the University of Guelph to pay for certain programs and services are ignorant to the already high cost of education when these services should be funded by the university. The CSA believes that it is the university's responsibility to fund programs and services that are controlled by the university administration.

The CSA believes that efforts of the University of Guelph to generate additional revenues by the institution of certain fees-for-service, deposits and overpricing of university documents, manuals and services is a regressive form of university funding that is damaging to students, and all efforts must be made to counteract this type of funding.

The CSA upholds the idea and urges the practice that we, as an autonomous organization, has control over the fees it collects for its members and for organizations that we are a part of. The CSA does not support and condemns the Student Choice Initiative as it is a direct effort to destroy student unions and organization. In the process of the University collecting fees on our behalf, we remain control over the said fees, the date of collection and the date of discontinuation, as determined by student referendum.

1.4 Policy with the Graduate Student Association (Local 62 of the Canadian Federation of Students)

The CSA recognizes that graduate students at the University of Guelph are an integral part of the university community, and that they have concerns particular to their position within this community. The CSA recognizes the Graduate Student Association (GSA) as the legitimate, democratically controlled representatives of the graduate students at the University of Guelph and recognizes that the GSA is entitled to equitable levels of representation at all levels of university decision-making bodies.

The CSA recognizes that graduate student teaching assistants employed by the University of Guelph are represented by their collective bargaining unit, CUPE 3913, and supports their union on limiting the exploitation and increasing job security for graduate students. The CSA recognizes that undergraduate students at the University of Guelph depend on graduate student teaching assistance for a portion of their education and have a vested interest in ensuring that graduate students are well treated.

1.5 Policy with Faculty

The CSA recognizes the University of Guelph Faculty Association as the legitimate, democratically elected representatives of the University of Guelph faculty, and will work with the Faculty Association on areas of common concern to students and faculty.

The CSA believes that it is the right of University of Guelph students to have public access to teaching and course evaluations and will work towards a mechanism of making such information available to students.

The CSA believes that the University of Guelph must make every effort, including employment equity hiring, to ensure that faculty represent the diversity of Canadian society.

The CSA believes that a quality education flourishes only in an intellectually free climate. We oppose, therefore, any and all attempts to impose political or other selection criteria, in short, any non-academic criteria, upon the academic and research work of post-secondary education. Academic freedom and a quality education are indivisible. We recognize that academic and research work must be undertaken with a spirit of responsibility to society, as befits its intellectual leaders.

The CSA believes that as educators, faculty must receive teaching training in order to best convey information and knowledge, and in order to facilitate the University of Guelph learning objectives.

1.6 Policy with Stakeholder Organizations

1.6.1 The CSA will make every effort to work with other stakeholders at the University of Guelph in order to raise awareness of, and affect change in areas of common concern.

Such organizations include, but are not limited to:

- Canadian Union of Public Employees (CUPE) Locals 1281, 1334, and 3913
- College and Academic Research Group (CARG)
- Graduate Students Association
- Guelph-Humber Student Association
- Ontario Nurses Association Local 15
- Ontario Secondary School Teachers' Federation (OSSTF) District 35
- Professional Staff Association
- United Steelworkers (USW) Local 4120

- University of Guelph Faculty Association
- University of Guelph Food Service Employees Association
- University of Guelph Police Association
  (represented provincially by OPSEU)

1.6.2 This will include the establishment of stakeholder meetings, if necessary, organized by the Vice President External, at the beginning of each school year. The stakeholder meetings shall be comprised of the CSA as well as other groups on campus sharing a similar mandate or that face common issues and/or challenges.

2.0 CSA Interaction with other Organizations

2.1 Relationship with the Canadian Federation of Students

2.1.1 Preamble / History

The students at the University of Guelph hosted the initial meeting of the Ontario Federation of Students, the precursor to the Canadian Federation of Students-Ontario in 1972. The students at the University of Guelph held a certification referendum with the Federation in 1979 in which the undergraduate students became part of the Federation. The University of Guelph Central Student Association is Local 54 of both the National and Provincial components of the Federation.

The Executive Committee is responsible for appointing a representative of local 54 to the CFS Ontario Executive Committee. The Executive Committee is responsible for communicating information about the Federation to the CSA membership and communicating and facilitating delegates to Ontario General Meetings, National General Meetings, and any other meetings or gatherings of the Federation.

2.1.2 Policy with the Canadian Federation of Students – National

The CSA recognizes that in order to overcome legislated or social barriers to the provision of a quality post-secondary education, it must communicate with national student representation. The CSA recognizes that one of the barriers to quality post-secondary education is the lack of provision of federal transfer monies to education. The CSA recognizes the Canadian Federation of Students as our students' national representation.

As members of the Federation, the CSA shall connect with, facilitate initiatives from, and commit representation to, this organization. We acknowledge our

responsibilities as active members of this organization in providing a link between it and the undergraduate students at the University of Guelph.

The CSA recognizes that the Canadian Federation of Students links with other national representatives of groups concerned with post-secondary education, such as faculty associations, staff associations, labour unions, college associations, as well as coalition groups dealing with post-secondary issues. The CSA recognizes its responsibility on a local level to work with such organizations in order to raise awareness of student issues among them, and to build coalitions on common areas of concern.

Any significant decision regarding membership of CFS shall be decided by student referendum, including but not limited to fee increases beyond the cost of living, becoming members, and withdrawing membership.

2.1.3 Policy with the Canadian Federation of Students – Ontario

Similar to national student representation, the CSA recognizes that in order to overcome provincial barriers to the provision of a quality post-secondary education, it must communicate with provincial student representation. The CSA recognizes the Canadian Federation of Students - Ontario as our students' provincial representation. As members of the Federation, the CSA shall connect with, facilitate initiatives from, and commit representation to, this organization. We acknowledge our responsibilities as active members of this organization in providing a link between it and the undergraduate students at the University of Guelph.

The CSA recognizes that the Canadian Federation of Students - Ontario links with other provincial representatives of groups concerned with post-secondary education, such as faculty associations, staff associations, unions, college associations and so on, as well as coalition groups dealing with post-secondary issues. The CSA recognizes its responsibility on a local level to work with such organizations in order to raise awareness of student issues among them, and to build coalitions on common areas of concern.

Any significant decision regarding membership of CFS-O shall be decided by student referendum, following CFS bylaws, including but not limited to fee increases beyond the cost of living, becoming members, and withdrawing membership.

2.2 Policy with the University Centre Administration

The University Centre was an initiative of the student population at the University of Guelph, predating the CSA. The funds collected by the student population were directly used to build the University Centre.

Policy with the University Centre Board

2.3 Relationship with the City of Guelph

2.3.1 Preamble

The CSA recognizes that students form an integral part of the City of Guelph and are therefore entitled to all the benefits and responsibilities inherent in residency of this city. The CSA works to ensure that students' interests are represented and defended when decisions or recommendations of the Guelph City Council or City Council committees that impact on the lives of students, are made.

Adequate affordable housing in the City of Guelph is a right of University of Guelph students. The CSA strongly condemns any city bylaw enactments that discriminate against students, including, but not limited to, tenancy restrictions. The CSA strongly urges the City of Guelph to combat any discrimination students incur when seeking affordable housing.

2.3.2 Relationship with Guelph Transit

The CSA has established a valuable working relationship with Guelph Transit (as part of the City of Guelph) and will continue to utilize this relationship to work effectively with Guelph Transit. The CSA will work with the City of Guelph to implement a fair public transportation system that takes into account the needs of University of Guelph students. These needs include seven-day service, late night service, adequate geographical coverage of the city, an affordable bus pass, and reasonable fares. The CSA works with the managerial and office staff of Guelph Transit, as well with the vehicle operators unionized as ATU 1189.

The CSA supports:

- agreements of a Universal Bus Pass contract with Guelph Transit that benefit students with a low-cost or free city bus pass
- Late Night Bus Service, provided at a low-cost or free to students

The CSA opposes:

- privatization of Guelph Transit

Appendix F
Clubs Handbook

Central Student Association

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Note:

Comprehensive review of this policy
- Conducted by a PBRC working group
- October 2021

Revisions approved by the CSA Board on April 6, 2022:
- References to Clubs Coordinator, and Clubs Event Coordinator responsibilities updated to reflect current job descriptions.
- Simplified language throughout to make content easier to read and understand.
- Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.

Policy & Transition Manager
April 7, 2022

Note: Job title revisions were approved by the Board of Directors on April 3, 2023.

Policy & Transition Coordinator

1.0 Preamble

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

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

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

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

2.0 Definitions

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

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

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

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife in collaboration between the University of Guelph Student Experience and the CSA.

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

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

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

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

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

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

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

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

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

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

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

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

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

Primary Contact
The main point of contact for an Accredited Club regarding activities, events, accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

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

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

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

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

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

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

3.0 Student Organization Policy

The University of Guelph Student Organization Policy, known as the "SOP", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph.

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

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

4.0 Student Organization Registration

4.1 Clubs Seeking Accreditation

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

4.2 Clubs Handbook and Student Organization Policy (SOP)

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

4.3 Accredited Student Organization (ASO)

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

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

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

4.3.3 Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the CSA as they have the option of seeking accreditation with the appropriate college government.

4.3.4 Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.

4.3.5 A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.6 Clubs General Meeting

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

Purpose:

a) Familiarize club Executives with the SOP procedures and guidelines

b) Outline the CSA's expectations of Accredited Clubs to avoid misunderstandings as the year progresses.

c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.

d) To familiarize club representatives with the CSA Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.

4.3.7 A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session or complete the Principles of Belonging training on Courselink. The CSA does however encourage all of its membership to complete this training annually.

4.3.8 A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.

4.3.9 All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.

4.3.10 All clubs must have a constitution complying expressly with what is outlined by the Clubs Coordinator, and CSA policy.

a) Clubs' constitutions must be updated at least every five (5) years.

b) A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Coordinator.

4.3.11 To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.

4.3.12 Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.13 Failure to contact the Clubs Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.

4.3.14 All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.

4.3.15 A minimum of twenty-five dollars ($25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.

4.3.16 Every club must supply a combined financial and events statement for the previous semester, and a combined financial and events forecast for the current semester being applied for. The financial forecast must include all other sources of income.

4.3.17 Persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.

4.3.18 Clubs must inform the CSA Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.

4.3.19 The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet, or acts contrary to the University of Guelph SOP, and CSA policy and bylaws.

4.3.20 When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.

4.3.21 If a club is planning on being inactive for three (3) semesters or less, cash and property may be placed in trust on their behalf. This requires written notification by the former Executive of the inactive club to the Vice President Student Experience. If notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA Petitions, Delegations, and Representations (PDR) budget.

5.0 Club Status

5.1 Full Accreditation

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

5.1.1 Privileges include:

a) Use of space on campus subject to CSA and University Policy.

b) Eligibility for financial assistance from the CSA Board of Directors.

c) Access to the CSA photocopier and fax.

d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.

e) Use of office space, subject to availability and as determined by the CSA.

f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.

g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

5.1.2 Requirements include:

a) An Accredited Club must comply fully with the University of Guelph SOP or be granted exception by appeal to the CSA Board of Directors.

b) An Accredited Club must remain in full compliance with the CSA Appendix F – Clubs Handbook and all other CSA policies and bylaws.

c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

5.2 Religious, Faith, and World View Based Clubs

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

- Accreditation through the University of Guelph Multi-Faith Resource Team (MFRT).
- Accreditation through the Central Student Association (CSA).

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

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

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

5.2.3 Multi-Faith Programs Appointment & Review Committee

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

5.3 Limited Accreditation

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

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

5.4 Suspension

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

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

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

6.0 Punitive Action

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

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

6.1 Minor Infractions

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

6.2 Major Infractions

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

6.2.1 The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.

6.2.2 A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to Limited Accreditation, or the partial or entire revocation of club privileges, including club space.

6.2.3 Major infractions include:

a) The accumulation of minor infractions as identified by the Clubs Coordinator.

b) An action or incident in direct opposition to the Human Rights at the University of Guelph document.

c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.

d) A breach of constitutional responsibility to its membership.

e) A lack of officers (elected or acclaimed) to take responsibility of

group's activities.

f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

7.0 Clubs Conduct Tribunal

7.1 Mandate

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

Infractions are referenced in:

a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.

b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

7.1.2 Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

7.1.3 The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

7.1.4 The Clubs Conduct Tribunal will meet as requested by the Clubs Coordinator.

7.2 Creation of a Tribunal

7.2.1 The Tribunal is struck as required.

7.2.2 The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

7.3.1 The Clubs Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.

7.3.2 Upon the Clubs Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

7.4.1 The Clubs Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.

7.4.2 Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

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

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

7.5 Notice of Hearing

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

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

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

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

7.6 Submissions to the Tribunal

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

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

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

7.6.4 The Clubs Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.5 The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.6 All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.7 Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

7.7 Decisions of the Tribunal

7.7.1 The Tribunal will provide the Subject Club and the Clubs Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.

7.7.2 Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.

7.7.3 Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.

7.7.4 The Board can uphold, overturn, or amend the Tribunal's decision.

7.7.5 Decisions of the CSA Board of Directors are final.

7.8 Procedure

7.8.1 The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.

7.8.2 The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of fairness.

8.0 Financial Operation

8.1 General Funding

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

8.2 Financial Regulations

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

8.3 CSA Accounts

8.3.1 Clubs may elect to place more funds in their account and use the account for general financial use.

8.3.2 Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Coordinator or Business Office.

8.3.3 All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's

accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.4 Banking

8.4.1 If a club possesses an external financial account, the following items must be released to the CSA:

a) Name of financial institution and the branch address
b) Branch transit number and the account number
c) Type of account

8.4.2 All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

8.4.3 All accounts shall require a minimum of two signatures.

8.4.4 Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Coordinator.

8.4.5 All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.5 Financial Disclosure

8.5.1 All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.

8.5.2 Financial records shall be made available to any member of the University of Guelph Community during regular office hours.

8.5.3 Clubs shall submit a financial statement when revenue **or** expenses exceeds $1,000 over the period of one (1) month.

8.5.4 Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.

8.5.5 The Clubs Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA G-Drive Archive.

8.5.6 Clubs must provide a copy of account statements at the discretion of the CSA.

8.5.7 If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Coordinator must be informed prior to executing agreements or contracts related to the funding.

8.5.8 The CSA reserves the right to refuse permission to accept funding from any external source.

8.6 Referendum Questions and Club Student Fees

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

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

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

8.6.3 The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.

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

8.7 Defunct Club Accounts and the Clubs PDR Policy

8.7.1 Accredited Clubs that are inactive for three semesters are considered

'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.

8.7.2 In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

9.0 Club Space Overview

9.1 Clubs Hallway

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

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

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

9.1.1 The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.

9.1.2 Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.

9.1.3 Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.

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

9.1.5 The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA; nothing may be removed or altered. At the discretion of the Clubs Event

Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.

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

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

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

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

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

a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.

b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.

c) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.

d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.

e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

9.3 Lounge Seating and Common Spaces

The following is a list of the lounge seating and common spaces available

throughout the Clubs Hallway.

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

a) There is an open concept seating area across from CFRU. This space is available for all Accredited Clubs and students.

b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.

c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).

d) Smaller lounge seating areas are located between UC 231 and UC 234.

e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.

9.4 CSA Locker Storage Space (UC 227)

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

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

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

9.5 The Garage (UC 219)

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

Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm,

Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.

b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the management of their materials and the process for renting and/or loaning those materials.

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

9.6 Comfort Room (UC 234)

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

9.7 Poster Room (UC 212)

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

10.0 Room Bookings and Acceptable Use

10.1 Meeting Room Bookings

10.1.1 The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.

10.1.2 Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.

10.1.3 Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.

10.1.4 If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar ($40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.

10.1.5 If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Event Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.

10.1.6 Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.

10.1.7 Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.

10.1.8 Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Event Coordinator.

10.1.9 Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Event Coordinator and the CSA Front Office.

10.1.10 Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Event Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request

Form. Requests for the upcoming semester must be submitted to the Clubs Event Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Event Coordinator receives their requests by the last day of classes in the Fall semester.

10.1.11 The Clubs Event Coordinator will coordinate the booking requests on a first-come-first-served basis. When submitting requests, Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.

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

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

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

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

10.2 Comfort Room

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

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

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

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

10.2.4 This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.

10.2.5 The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.

10.2.6 It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.

10.2.7 This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

10.3 CSA Club Offices

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

10.3.1 The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Event Coordinator.

10.3.2 Office space for Accredited Clubs is intended for club activities and club related purposes only.

10.3.3 All Accredited Clubs must maintain a respectful office environment.

10.3.4 Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Event Coordinator. Inability to do so, or not observing set office hours, or misuse of office space, may result in loss of

office space privileges.

10.3.5 Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.

10.3.6 The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or altered without the consent of the Clubs Event Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

10.3.7 Each office is assigned a key which is the responsibility of the clubs occupying the office space.

a) The cost for a replacement key is fifty dollars ($50). Repeat offences will result in the loss of office privilege.

b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.

c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.

d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.

e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.

f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Event Coordinator . The Clubs Event Coordinator will note the situation for the CSA and involve the

University Police.

10.3.8 Applying for Office Space

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

a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to the Clubs Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.

b) The Clubs Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Coordinator after taking into consideration the decision of previous persons who have held the position.

c) **Office Space Appeals**
Appeals of the Clubs Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms at any time.

10.3.9 Exceptions to Sharing of Office Space

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

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

10.4 CSA Club Lockers

Preamble
The CSA Locker Storage space (UC 227) is available to Accredited Clubs for

storage of Accredited Club materials only.

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

Accredited Clubs and club members must ensure the safety and security of the lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

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

10.4.1 Lockers are assigned to Accredited Clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months).

10.4.2 Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Event Coordinator. Completed forms are submitted to the Clubs Event Coordinator.

10.4.3 Lockers are assigned on a first-come-first-served basis. The form is reviewed by the Clubs Event Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria within the form.

10.4.4 If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Event Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Event Coordinator within one week of the date the decision is made.

a) The Clubs Event Coordinator is responsible for communicating the Tribunal's decision to the club.

10.4.5 If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Event Coordinator with information to begin accessing the space.

10.4.6 If an Accredited Club is denied access to the locker space by a decision of the Clubs Event Coordinator only, they have the option to appeal the

decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on whether or not the decision of the Clubs Event Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Event Coordinator within one week of the date the decision is made.

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

10.4.7 Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Event Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.

10.4.8 Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.

a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.

10.4.9 Accredited Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.

10.4.10 Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.

10.4.11 If an Accredited Club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.

10.4.12 Accredited Clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers are assigned on a first-come-first-served basis.

10.4.13 Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Event Coordinator via email as soon as possible.

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

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

10.5 Access to the Garage

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

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

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

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

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

a) Decisions made by the Tribunal are final.

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

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

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

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

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

10.5.5 Arranging Access to the Garage

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

a) The Accredited Club is required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty-dollar ($40) deposit which must be provided by the

Accredited Club to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks.

b) Security is a matter of cooperation amongst all Accredited Clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Cash and valuables must be kept secure by the Accredited

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

c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.

d) The Clubs Event Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damage.

e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.

f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Event Coordinator. Club representatives are provided with one (1) week from the date the Clubs Event Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.

g) If an Accredited Club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.

h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Event Coordinator. As space is limited, no one Accredited Club is permitted

to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.

i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.

j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

11.0 Operations

11.1 Mailboxes

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

11.2 UC Meeting Rooms and UC Courtyard Space

11.2.1 The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.

11.2.2 Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.

11.2.3 To book UC rooms or UC courtyard space in the University Centre, contact UC Bookings; any sales must be brought to the attention of the UC administration.

11.2.4 In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.

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

11.3 Bottled Water

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited

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

Appendix G
Electoral

Central Student Association

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Note: Amendments were last made to this appendix on August 27, 2025, as adopted by the Board of Directors.

1.0 Conflict of Interest (Elections Office Staff)

1.1 A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

1.2 The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor and the Elections and Referendum Committee.

1.3 Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Elections and Referendum Committee.

1.4 In the case where a conflict of interest is reported, the Elections and Referendum Committee will determine whether the perceived conflict merits an alternative process.

1.5 In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

1.6 If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

1.7 If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

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

2.0 Roles and Responsibilities of the CSA Elections Office

2.1 The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors.

2.2 The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities.

2.3 The CRO is responsible for ensuring all relevant bylaws, policies, and University regulations are available to all candidates prior to campaign commencement.

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

2.5 The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college.

2.6 The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures.

2.6.1 Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2) business days after receiving notice from the CSA Elections Office to amend and resubmit the package for final validation.

2.7 The CSA Elections Office shall secure a voting system, and if required, polling stations, or voting spaces on campus. When applicable, the CSA Elections Office shall create and test the online elections ballot to ensure sufficient ballot security.

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

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

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

2.10 The CSA Elections Office shall be responsible for the approval of all campaigning material.

2.11 The CSA Elections Office shall adjudicate and provide rulings on complaints filed

during the electoral process.

2.12 The CSA Elections Office shall prepare any necessary reports for the Board of Directors.

2.13 The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email.

2.14 The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies, and as directed by their supervisor.

2.15 The President and the Policy & Transition Coordinator (PTC) shall develop an Elections schedule to be included in the Candidates' Package in collaboration with the core staff team and taking into consideration the Board of Directors meeting schedule.

2.15.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Campaigning
- Voting

2.15.2 The Election Schedule shall include a minimum of two (2) business days for the Promotion and Signature Verification elections period.

2.15.3 The Elections Schedule shall consider the following priorities, listed from highest priority to lowest priority:

i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.

ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.

iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Elections and Referendum Committee

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

3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, the Executive chosen to supervise the Elections Office will be a member of the Committee. If all Executive Officers are running for election, there will be no Executive Officers ratified to the Committee.

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

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

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

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

3.3 Elections Oversight

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

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to

make determinations on infractions or disqualifications at the discretion of the CRO.

- Consider and approve the Elections Report of the CRO before it's submitted to the Board of Directors as information following the elections.
- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

3.4 Referendums

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

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

4.1 The CSA Elections Office, in cooperation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.

4.2 Directors will be required to complete a minimum of one class talk to promote the election prior to the commencement of the nomination period, and a minimum of one class talk during the voting period.

4.3 The President, in collaboration with the Elections and Referendum Committee, will create an election campaign strategy to promote the CSA elections during the nomination, campaign, and voting periods.

4.3.1 The campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the

semester prior to the commencement of the election process.

4.3.2 Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

4.4 Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.

4.5 Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability & Removal from Office), at the Board's discretion.

5.1 Eligibility

5.1.1 Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.

5.1.2 Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive or Director position, so long as they have been enrolled in a degree program in at least one of the two semesters prior to taking office.

5.1.3 Members in good standing are eligible to nominate another member as a candidate.

5.1.4 Candidacy is exclusive. Members may seek office for only one elected position within the CSA in an election; this applies to both Executive and Director positions.

5.1.5 The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

5.2 Nomination Process

5.2.1 The nomination process for those seeking the office of Executive Officer or Director must abide by the following rules of procedure:

a) The candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office.

b) The candidate must provide a listing of all extra-curricular activities engaged in by the nominee at the University of Guelph, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold.

c) The candidate must collect nomination signatures on the appropriate form outlined by the CSA Elections Office:

- Executive Officer: minimum of 50 verified signatures.
- Directors: minimum of 25 verified signatures.

d) The minimum number of verified signatures in support of their candidacy must be from individuals within their constituency.

e) The candidate shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot, and at Poll Station locations when appropriate. This statement shall be no longer than 150 words.

5.2.2 All appropriate forms must be completed, and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

5.2.3 Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all nominators.

In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar's Office. A nominator's signature, student number, as well as confirmation of CSA general membership will be considered verification.

6.0 Withdrawal of Candidates

6.1 A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to, and accepted by, the CSA Elections Office by noon (12:00 pm) one business (1) day before the voting period

commences.

6.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

7.0 Referendum

7.1 Any student group, University department or program, or non-student external organization may submit a referendum question on the appropriate form outlined by the CSA Elections Office.

7.2 Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the General Election referenda and shall follow the same format as other questions.

7.3 Notwithstanding subsection 7.2, Referendum questions shall be included during the Elections period as approved by the Board of Directors.

7.4 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

7.5 A simple majority vote is required for a valid outcome.

7.6 When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model, or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within one (1) business day of receiving the question.

8.0 Referendum Fee Schedule and Expenses

8.1 Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Officers acting in pursuance of their respective duties.

8.2 All Recognized Student Organizations and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

8.2.1 Recognized Student Organizations (RSO) include:

- Special Status Groups
- Primary Student Organizations

- Accredited Student Organizations
- Student Service Groups (examples: The Ontarion, CFRU)

8.3 A referendum fee of $300 will be billed to any non-student external organizations, and university departments and programs using CSA Electoral services.

9.0 Referendum Question Petition Collection

9.1 Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.

9.2 Once a question has been approved by the Elections and Referendum Committee, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

9.3 The collection of petitions for any referendum question must abide by the following rules of procedure:

9.3.1 Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.

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

9.3.3 Petition collection can begin as soon as the referendum question is approved by the Elections and Referendum Committee, however, signatures will only be considered valid from students who are verified as CSA members during the semester that the election is being held.

9.4 Petitioning for signatures shall not be considered campaigning.

10.0 Ratification of Referendum Questions

10.1 The final ratification date for referendum questions will be the last Board meeting of the General Election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.

10.2 The final date for approval will be well-advertised by the CSA Elections Office at

least two weeks in advance of the deadline.

10.3 Referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.

10.4 In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved Referendum Team at the meeting.

10.5 The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team's presence.

If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.6 There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0 Responsibilities of Candidates & Referendum Teams

11.1 To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.

11.2 To be prepared to attend Board meetings, as requested, during the course of elections.

11.3 To attend the All-Candidates Meeting called by the CRO and to participate in any All-Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.

11.4 To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO and the Elections and Referendum Committee.

11.5 No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is

defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

12.0 All-Candidates Meeting

12.1 All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer within 24 hours of the meeting or watch a recording of the meeting if applicable.

12.2 For an authorized representative to be valid, they must notify the CRO prior to the meeting, and possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3 Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO or watch a recording of the meeting as applicable shall be disqualified from the election.

12.4 The topics at the All-Candidates Meeting shall include, but are not limited to:

a) the elections process as outlined in the CSA Bylaws and Policies;

b) the elections schedule;

c) the duties and functions of the Elections officials; and

d) campaigning rules and regulations.

12.5 Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

12.6 It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

13.0 Campaigning

13.1 All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.

13.2 A list of official campaigners for each candidate or referendum team shall be

provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.

13.3 Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period.

13.4 Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.

13.5 No Election candidate's campaigning shall take place before the nomination period and before the start of the campaigning period. Campaigning outside of the campaign period will result in disqualification.

13.6 Any current member of the Board, staff, volunteers, or committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.

13.7 It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.

13.8 All campaign materials and/or advertisements must be authorized by the CRO and/or ARO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. (See Section 14.2.4)

13.9 All recyclable campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."

13.10 No campaigning of any form related to specific candidates or referendum teams is permitted within CSA offices or CSA service areas unless otherwise approved by the CRO.

13.11 Candidates or referendum teams must receive permission from the presiding professor/ lecturer/ faculty member(s) prior to campaigning within a classroom.

13.12 Campaigning is not allowed within individual Student Residences or within the Library unless approved by the CRO.

13.13 Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.14 Campaigning during the voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

13.15 Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event. Candidates found to be running in slate will be disqualified.

13.15.1 Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.

13.16 CSA staff shall not promote or support Executive Officer or Director candidates in any way; this included letters of recommendation~~,~~ and commenting and sharing on social media posts.

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

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

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

14.0 Campaign Regulations

14.1 In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be

monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.

14.2 The Practice of Campaigning

14.2.1 The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team are responsible for the removal of all visual aids from the campus within five (5) business days of the close of the voting period.

14.2.2 Stickers are banned from use for the reason of expensive cleanup and repainting of structures.

14.2.3 All campaigning must be done in accordance with relevant University solicitation regulations.

a) The CRO shall have relevant University solicitation regulations available for candidates upon request.

14.2.4 All print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)

a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.

14.2.5 No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

14.2.6 The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

14.2.7 Collecting candidate signatures in pursuance of Bylaw 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

14.2.8 Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (e.g., printing, materials, supplies, etc.) or other

financial support.

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

14.2.9.1 Endorsements may be given by:

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

14.2.9.2 Endorsements may not be given by:

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

14.2.9.3 Public Support from individual undergraduate students is not considered an endorsement.

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.

14.3 Termination to Campaigning

14.3.1 Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting.

14.3.2 Campaigning is strictly prohibited outside the designated campaign period.

14.3.3 Failure to abide by this clause may result in immediate disqualification

of the candidate or referendum question.

15.0 ListServ

15.1 For all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

15.2 For all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election or question in a referendum, sent by a candidate, individual or organization.

15.3 Candidates and Referendum Teams are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

15.4 All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

15.5 It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent.

15.6 All campaign emails are subject to CRO approval before being sent. It is the Candidate’s responsibility to ensure ListServ emails are sent only to publicly accessible lists with written consent of the ListServ Administrator.

16.0 Expenses

16.1 Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

16.2 Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form by the prescribed deadline. Failure to submit the final budgetary form may result in disqualification.

16.3 All organizations who put forth a referendum question, and all candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office by the prescribed deadline.

16.4 All organizations or groups who oppose a referendum question and have formed a “no campaign” shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office by the prescribed deadline.

16.5 If a referendum question is sponsored by an Executive, or their fee schedule permits, the expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.

16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

17.0 Campaign Expense Limits

17.1 The campaign expense limit for Executive Officer candidates is $200.

17.2 The campaign expense limit for Director candidates is $75.

17.3 To be covered by the CSA, all Referendum Teams, regardless of fee schedule, will have a campaign expense limit of $300.

17.4 The CSA will bear the expense of all Executive Officer and Director candidates.

18.0 Penalties for Infractions

18.1 The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

18.2 The CRO is empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved Candidates’ Package. The CRO will consult with the Elections and Referendum Committee as needed regarding infractions and disqualifications.

18.3 Specific electoral policy guidelines and campaign infractions, outlined in the Candidates’ Package, from which the CRO will make their decisions, must be adopted by the CSA Board of Directors at a Board Meeting in the semester during which the election will be held, and prior to the commencement of such election period.

18.4 Infractions will be demerit point-based and candidates or referendum teams receiving a sum of 100 demerit points or greater will be disqualified. The full list of penalties is included in the candidate's package and reviewed by the Elections and Referendum Committee annually.

18.5 Failure to comply with applicable CSA Bylaws and Policies could result in the invalidation of a referendum question or individual's candidacy, as determined by the Elections and Referendum Committee, as per electoral guidelines, outlined in the Candidates' Package, as adopted by the Board of Directors.

18.6 Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

18.7 In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone. The CRO shall keep a written record of attempts made.

18.8 The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

19.0 Appeals for Chief Returning Officer (CRO) Decisions

19.1 The process for appealing a decision made by the CSA Elections Office is as follows:

a) An attempt must be made to address the issue or concerns directly with the CRO.

b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President.

c) The President will submit this form to the Electoral Appeals Board.

d) The Elections Appeals Board (EAB) will then convene at their next scheduled meeting to review the complaint and render a decision. If the next scheduled meeting is more than three business days from the time of the appeal submission, the committee will aspire to schedule an additional meeting within two business days if schedules allow.

20.0 Voting Process: Format of Ballots

20.1 Candidate Ballots

20.1.1 Each candidate race will appear on a separate ballot sheet.

20.1.2 Names of candidates running for the Executive or Directors shall appear on the ballots in the exact form they were ratified by the Board.

20.1.3 The order of each candidate name on the ballot will be randomized through the full ballot population. The CRO shall document the process used and maintain a record of results.

20.1.4 In the case where there is only one candidate running for a Director or Executive Officer position, the ballot, shall include a “Yes” or “No” option.

20.1.5 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

20.1.6 The CRO will ensure that information explaining the “Decline” option is posted at each polling station and on the electronic ballot.

20.2 Referendum Question Ballots

20.2.1 Referendum question ballots shall include a “Yes” or “No” option.

20.2.2 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

20.2.3 Referendum question shall appear on the ballot in the exact format they were ratified by the Board.

20.2.4 Each referendum question will appear on a separate ballot sheet.

21.0 Voting Process: Polling Stations

Preamble

The following shall be used when polling stations are required for a CSA election.

21.1 There shall be at least one polling station per day during the voting period for any election.

21.2 Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

21.3 Polling stations shall include the following information about each candidate accessible to voters:

a) The name of each candidate, as it appears on the ballot.

b) The position each candidate has been nominated for.

c) The candidate's statement of interest.

d) Information about the "Decline" option on the ballot.

e) Information about how to properly cast your ballot.

22.0 Election Results

22.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

22.2 Candidates who undergo a "Yes" or "No" vote and receive a majority of "Yes" votes shall be declared a winner.

22.3 Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and in the case of an Executive position, a by-election will be called.

22.4 In the event that a "Decline" option records more votes than a winning candidate, a by-election will be called within one month, in the case of Executive positions. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

22.5 In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.

23.0 Ballot Counting Process

23.1 The ballot counting process shall commence no later than 24 hours after the polls officially close.

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.

24.0 Auditing / Recounting the Ballots

24.1 An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

24.2 A recount is in reference to a review of the voting results and a recounting of cast ballots.

24.3 Following the close of the voting period, there shall be a five (5) day audit/recount period.

24.4 The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five (5) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19.0 of this policy (Appeals for CRO Decisions).

24.5 An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.

24.6 The CRO will accept appeals for an audit/recount during this fie (5) day period following the posting of the results.

24.7 A request for an audit/recount of the ballots must be submitted in writing to the CRO, and copied to the President, within the five (5) day period. A request should clearly state the reasons behind such a request and all evidence.

24.8 During the five (5) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

24.9 The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five (5) day period.

24.10 Successful candidates will be ratified only after this five (5) day period.

24.11 The CRO shall send a copy of any audit to the President and the Policy & Transition Coordinator for archiving purposes. Audit results will be archived for a period of at least five years.

24.12 If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO, if applicable.

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

25.0 Announcements of the Results

25.1 The CRO shall release the results of the election no later than noon, on the first business day after the close of the voting period.

25.2 The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

25.3 The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

26.0 Online Elections Contingency Plan

26.1 In the event that the Board of Directors rules that online elections have been ascertainably compromised, CSA elections must move to the contingency plan outlined in this policy. If the online polling provider can no longer support the ballot due to technical issues, the Board of Directors will meet to approve either an alternate online platform or in-person polling.

26.2 In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

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

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

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

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

26.6 The Online Elections Contingency Plan will include the location of polling stations on campus. A minimum of one polling station per day of voting will be put on hold in advance of the election for a minimum of five (5) days. Polling stations must be in a variety of spaces on campus to equally allow access for all colleges.

26.7 Counting of the ballots will be as outlined below:

a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting.

b) The ballots shall be counted by the CRO, the ARO, the CRO's supervisor, at least two polling clerks.

c) One scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team.

d) Recounting of the ballots will be as outlined in Appendix G, Section 24. 0.

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

27.0 Elections Appeals Board (EAB)

27.1 Mandate of the Board

27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.

27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.

a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

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

27.3 Membership of the Board

27.3.1 The Elections Appeals Board (EAB) shall consist of:

a) Three Directors; and

b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.

27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:

a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.

b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.

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

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

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

27.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates. If the President has a conflict of interest, their duties with the EAB will be assigned to another Executive who is not a candidate in the elections.

27.4 Meetings of the Board

27.4.1 Quorum for EAB meetings shall be set at three (3) members.

27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will schedule a minimum of three (3) meetings during campaign and voting periods. Meetings will only be held if an appeal has been received.

27.4.4 The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

27.4.6 The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

a) If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting. Otherwise, failure to appear may cause the complaint

or appeal to be rendered null and void.

Appendix H
Second Floor Student Space Acceptable Use Policy

Central Student Association

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Note:
No revisions to this Policy since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 6, 2022

Appendix H
Second Floor Student Space Acceptable Use Policy

1.0 Preamble

The Second Floor Student Space Acceptable Use Policy (referred to as the "Acceptable Use Policy") was created out of a necessity to supervise and maintain the usage of the second floor space designated as CSA Student Space, according to the University Centre agreement between Administration and Students (see Appendix I for most current agreement). It shall act to maintain the cleanliness and safety of the second floor student space.

1.1. The Acceptable Use Policy is applicable to all CSA Accredited Clubs, CSA staff, CSA services and programs.

2.0 Space Infractions

2.1 Upon the misconduct of a CSA Club or Club members regarding student space, punitive action will be determined by the Club Coordinator with reference to Appendix F: Clubs Handbook, Section 6.0, Punitive Action and the following scale. The following definitions are to be used as a guideline. Political activity and civil direct action will be protected under the policy.

2.1.1 Minor infractions include but are not limited to minor damage to furniture or student property, such as unwanted graffiti, minor theft or leaving a club office unlocked and unattended.

2.1.2 Major infractions include but are not limited to a continued pattern of aggravation, actions causing structural damage to CSA club space or student space, or endangering the safety of staff, students, or community members, including hate graffiti.

3.0 Graffiti Wall

3.1 The Graffiti Wall was created by students in order to create a space for expression, without fearing permanent markings that may prove oppressive in the nature of their statements.

3.2 Statements on the Graffiti Wall must not be oppressive and comply with Appendix I, Section 5.0 on Student Rights. If statements are deemed offensive or infringe upon students' rights the matter will be brought to the Executive Committee

and the Graffiti Wall may be repainted. Until then, the CSA will cover the material in question with a sheet of paper.

3.3 At no time shall commercial advertisements be allowed on the Graffiti Wall.

3.4 It shall be the responsibility of the Vice President Student Experience, in collaboration with the Front Office Manager, to ensure supplies are readily available and that notices are posted referring students and groups to this policy.

3.5 Re-painting the Graffiti Wall will be completed annually within the first two months of the summer semester, or as needed at the discretion of the Executive Committee. The Graffiti Wall is to be photographed and archived on the CSA website prior to being painted over.

3.6 Proper safety equipment will be provided for individuals responsible for painting the Graffiti Wall.

4.0 CSA Service Hallway

4.1 The CSA Services Hallway is designated as UC 241 to UC 246.

4.2 Any permanent additions/deletions and requires to the hallway should be brought to the attention of the supervising executive and the President for approval (i.e. through the Needs and Training Assessment Form).

4.3 The Services Hallway, in accordance with Provincial Fire Code and the maintenance of accessible space, is not to be used as additional storage space. It is the responsibility of the CSA services staff to ensure their office is adequately arranged so as to allow room for storage of any items (i.e. campaign boards, books, clothing, etc.).

4.4 Should pamphlets, brochures, or other promotional material need to be distributed outside regular office hours, services should request funding for a suitable piece of equipment to hang on the door, outside the office, etc.

5.0 CSA Service Offices

5.1 CSA Services Offices are designated as UC 241 to UC 246.

5.2 Any permanent additions/deletions and requests to the offices should be brought to the attention of the supervising executive and the President for approval (i.e. through the Needs and Training Assessment Form).

6.0 CSA Club Hallway

6.1 CSA Clubs Hallway shall extend down the entire east end of the UC second floor, except the CFRU and CUPE offices.

6.2 For all postering in the Clubs Hallways, please see Section 8.0, Second Floor Postering.

6.3 Maintenance of furniture shall be the responsibility of the CSA. However, it is understood amongst clubs and students that usage of furniture is a privilege and should be respected as such. In the event that vandalism is discovered, the Clubs Coordinator and Vice President Student Experience will launch an investigation. Cases of vandalism will be reported to Campus Police at the discretion of the Clubs Coordinator and Vice President Student Experience. If the perpetrator is discovered to be a club or club executive, the CSA will refer to Section 2.0, Space Infractions for appraisal of punitive action to be taken. If no perpetrator is discovered and the vandalism exceeds $1500 in any given fiscal year, the CSA shall review this policy to determine how best to maintain the space and furniture in a safe and responsible manner.

6.4 Should CSA Clubs require additional support throughout the Clubs Hallway (i.e. new bulletin board, pamphlet distributor, etc.), the CSA Clubs in question should submit a letter to the Clubs Coordinator and the Vice President Student Experience.

6.5 CSA Clubs Hallway must at all times remain physically accessible. As such, Clubs and students should be aware of moving furniture back to its original location upon completion of its use and taking general care of the space.

6.6 Dishes, cutlery, club equipment, and general 'junk' is prohibited from being left in the CSA Clubs Hallway. The Clubs Hallway must, at all times, abide by Provincial Fire Code. If items are left unattended, the CSA has the discretion to remove said items without notification. Should clubs or students require additional short-term storage space, they will contact the Vice President Student Experience to make

alternative arrangements. Long-term storage of larger pieces of equipment cannot be accommodated at this time.

6.7 The CSA may choose to install new equipment to aid Clubs with space, information distribution, etc. Some items, for example, include bulletin boards, lockers, and brochure stations. When this new equipment is installed, the Clubs Coordinator and the Vice President Student Experience shall coordinate the use of the equipment.

7.0 CSA Club Offices

7.1 CSA Club Offices are designated as UC 215-218, 220-231, 234, 269, 536, and 537. These designations can be re-assigned by the Vice President Student Experience in collaboration with the Clubs Coordinator.

7.2 It is to be understood that Club Office is a privilege amongst CSA Clubs. Office space may be revoked and punitive action sought with reference to Section 2.0, Space Infractions, as determined by the Clubs Coordinator and Vice President Student Experience. Should an appeal be desired, the Club in question shall refer to Appendix F, Clubs Handbook, Section 7.7 – Decision of the Tribunal.

7.3 Clubs may purchase new equipment and/or furniture for their offices. However, if and/or when the club in question no longer holds that office, it will be the responsibility of the club in question to ensure removal of said furniture and belongings. (Note: clubs may appeal to the CSA to purchase their equipment or furniture).

7.4 Office security is of prime importance. If a club office is left unattended or unlocked for an excessive amount of time, punitive action will be sought with reference to Section 2.0, Space Infractions in this policy.

8.0 Second Floor Postering

8.1 The purpose of the Second Floor Postering Policy is to maintain quality aesthetic standards for the student space that is consistent with the University's Student Rights and Responsibilities and CSA Policies; to comply with Provincial building and fire codes; to limit areas for commercial postering; and to do whatever we can to reduce the amount of paper waste generated by posters and advertising.

8.2 This postering policy will apply to any club, organization or department of the University of Guelph and/or organization, group, or individual (rental companies, magazine subscriptions, etc.) wishing to advertise in any common area of the allocated student space on UC-2.

8.3 Posters may be no larger than 18 inches by 14 inches (45 cm by 35 cm), unless otherwise approved by the Clubs Coordinator.

8.4 Posters/banners must be in good taste and not violate any policy, up to and including Federal, Provincial, Municipal, University regulations (refer to "Human Rights at the University of Guelph" document) and CSA policies and documents (including anti-aggravation form, policies pertaining to rights of students).

8.5 Commercial postering is not permitted anywhere in the student space. Exceptions may be made for cultural events or events/information considered necessary for students and will be approved by the Clubs Coordinator.

8.6 No other form of advertising is permitted (i.e. door-to-door, under office doors, pamphlets left on tables, etc.).

8.7 Postering locations include the east-end door onto the second floor beside the carpeted-stairs, the bulletin board between UC 227 and UC 228, the bulletin board pasted to the lockers across from UC 223 and the bulletin board in the lobby area outside UC 220.

8.8 Bulletin boards on the doors of offices or immediately outside offices are the property of the clubs and/or services in that particular office. Should any group desire to poster on these boards, they must first receive permission from the office staff and/or the club(s) belonging to that office.

Appendix I
Issues Policy

Central Student Association

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Note 1:
A vocabulary revision was made by the Board of Directors on March 1, 2023.
Policy & Transition Coordinator

Note 2:
At the CSA Board meeting on March 27, 2019, ***Appendix E: Issues and Organizational Policy*** *was amended and split into two policies:*

Appendix E: Organizational Policy *and* ***Appendix I: Issues Policy****.*

1.0 Post-Secondary Education Policy

1.1 Post-Secondary Education in Canada

The CSA believes that education exists to serve the needs of society, and the development of the individual. Therefore, education should be organized to meet these needs. This determines what we see as the purpose of post-secondary education. As students we embrace the values that aspire to overcome inequality and promote social change. These values find their realization in a post-secondary education that is concerned with social issues and concerned with its own social impact.

As students, we endorse the need to develop a broad national identity within Canada, an identity which includes the democratic rights of all nationalities. Such endeavors require a higher education that retains and builds upon the best in Canadian culture.

As students, we support the attempts to establish an independent Canadian economy capable of providing for all Canadians. Such an economy must have, as one of its foundations, a post-secondary system that produces skilled personnel and develops excellent research facilities.

Above all, as students we strive, and we join with all complementary efforts, to protect and to extend democratic values within Canadian society. We believe that we need a higher education that expresses these values, preparing its students for critical, democratic participation in every arena of Canadian life.

It is our belief that post-secondary education should not exist to serve the partial interest of any elite. Higher education is subsidized by the people of Canada and therefore must belong to the people of Canada. It is these needs and these beliefs that form our three basic principles: that post-secondary education must be universally accessible; that post-secondary education must be of high quality, and that post-secondary education must be democratically controlled.

1.2. Accessibility to Post-Secondary Education

1.2.1. Discriminatory Barriers to Accessibility

The CSA is committed to universal accessibility to post-secondary education. A society that aspires to overcome social and economic inequality must provide educational opportunities that break social barriers and bypass economic disadvantages. Education is a right, an essential service and it must be available to all persons.

The human rights and social rights of all students and prospective students must be safeguarded. Within higher education there should be no discrimination on the basis of age, race, creed, national origin, language, gender, sexual orientation, marital status, socio-economic status, political affiliation, or disability (as defined by the University of Guelph's Student Accessibility Services (SAS). There must be no discrimination in post-secondary education for economic reasons. A student's ability to finance a post-secondary education should never prevent access. The CSA is committed to fighting funding systems that include economic barriers to education. Where admissions criteria have exhibited a coincidental bias against any segment of society for academic, cultural or financial reasons, affirmative action programs should be enacted to correct the basis.

1.2.2. Economic Barriers to Accessibility

The CSA is particularly committed to the removal of economic barriers to universal accessibility for international students and domestic students, which are the most tangible impediments to an education available to all. Economic barriers take the form of tuition fees, or inadequate student aid programs, and of high youth unemployment and or other costs associated directly with achieving a post-secondary education.

Tuition fees have statistically been proven a major disincentive to prospective students from low and middle income families. Moreover, tuition fees are a form of regressive taxation. For these reasons, the CSA is opposed to any increase in tuition fees for education, and we call for the progressive abolition of fees. We do not recognize the obligation of the individual to reimburse society for the benefits accorded by higher education.

It is our belief that the most equitable method for meeting such an obligation would be a reformed system of taxation, which would be borne by a student only after graduation, and would therefore not pose an economic barrier to prospective low and middle income students.

For all citizens to have an equal opportunity to participate in post-secondary education, there is the need for student aid and living allowances to meet the real costs of tuition, academic materials, and living expenses. A visible, adequate and equitable student aid program would provide the needy student with assistance for as many years as his-her studies require. It would provide living allowances indexed to the rising cost of living. It would consider students independent of parental support at age 18.

We maintain that a student aid program should give assistance in the form of grants and not loans, which are a disincentive to the very same low and middle

income groups which need the assistance. It should make allowances for the special needs of women, married students, part-time students and single parents. It should be administered with full student input.

Youth unemployment makes it difficult for students to obtain the part-time and summer work necessary to finance their education. In addition, bleak prospects for post-graduation employment discourage less wealthy students from investing time and energy in an education seemingly incapable of providing tangible rewards. The CSA calls for government commitment to the reduction and elimination of youth unemployment.

1.2.3. Social Barriers to Accessibility

The CSA believes that education curricula at all levels of education should foster and reward abilities and skills of all kinds. This is the only path to academic excellence. Careful procedures should be adopted to prevent the development of policies such as “streaming” and “tracking” that contain a strong socio-economic bias.

The CSA understands that a commitment of universal accessibility to education contains an obligation to do more than merely remove the legislative and administrative impediments to free access. Many prospective students are denied access to post-secondary education because of family and peer attitudes. The full promotion of the benefits of post- secondary education will minimize the effect of some of these socio-economic impediments, while others will require a protracted educational effort.

1.2.4. Geographic Barriers to Accessibility

There are still other prospective students who are denied access to higher education because of the geographical unavailability of a post-secondary educational institution or in the case of full-time employees, the geographical unavailability of a part-time studies program. Without the geographic dispersal of these institutions and programs throughout the province and country, accessibility to post-secondary education remains limited. Students should have the choice to live at or near their homes and to accept full time employment without jeopardizing their education.

1.3 Quality of Post-Secondary Education

The CSA is committed to quality post-secondary education. A society which wants a higher education capable of meeting any of its needs requires a quality post-secondary education. The national desire for excellence in all fields of human endeavor and study can only be realized by a quality post-secondary education.

A quality higher education begins with a first-rate academic and support staff and superior equipment and facilities. These features are the foundation blocks of an education that rises above the mass production of diplomas and degrees.

A first-rate academic and support staff is built though careful recruiting that seeks proficiency in one's field, breadth of view, a depth of knowledge that is cross-cultural, and the ability to communicate well with students. It exists where staff is not overburdened to the point where it is unable to provide adequate attention to the individual student. Even first-rate academic and support staff can be rendered ineffective if they lack the necessary complement of equipment and facilities, and adequate compensation for their work.

The value of staff and materials finds expression in academic programs. A well-organized curriculum brings out the best in staff and materials; a poor curriculum can thwart a good teacher or a full-furnished facility.

The CSA believes that a curriculum that builds a quality post-secondary education is neither parochial nor tradition-bound. While retaining the excellence of the past, a quality curriculum must break with the insular "ivory tower" conception of post- secondary education. It should take as its concerns the concerns and needs of the general community. It must be both broad and innovative.

A particular emphasis must be on the development of academic programs that focus on specific community sectors ordinarily ignored within post-secondary education. A broad curriculum must contain programs of Franco-Ontarian studies, labour studies, native peoples studies, non-European studies and women's studies, and furthermore these perspectives must be incorporated into the curriculum of traditional disciplines. Such a broad curriculum must be offered in the French language where need exists. In these and other academic programs democratic input into curriculum determination is essential.

The community-at-large and all shareholders within higher education must play active roles in the formation of the curriculum.

A student body or staff that lacks balance in its composition becomes a factor that undermines the quality of education. An important component of a full education is that it be representative of society at large. When one group is over-represented and another group is conspicuously absent, the education of all suffers.

Thus, the CSA sees strong affirmative action for universal accessibility to post-secondary education and for an international education component in the larger systems as vital elements in a quality higher education, as well as positive enterprises in their own right.

From another perspective the under-representation of Canadian faculty in post-secondary education, and the exceptionally large numbers of American faculty, is a matter for concern.

While we do not support the use of rigid quotas for "Canadianization" of faculty that disregard the general qualifications of academic staff, we do see a need for maintaining, within a broad internationalism, the Canadian character of higher education.

1.4 Funding of Post-Secondary Education

The CSA believes that government policies of restraint and cutbacks have a particularly deleterious effect upon the quality of education. The most innovative academic programs, the equipment in need of maintenance and updating, the new books and journals essential to the preservation of the library collection, the extra hours that facilities are open, the non-academic supports for students, are all vulnerable to underfunding.

The CSA opposes any proposals that advocate tuition fees as a partial or total solution to the problem of post-secondary underfunding. The CSA opposes any attempt or movement towards deregulation of post-secondary tuition fees, and calls for them to be frozen, and for steps to be taken towards their elimination.

The CSA calls on the federal and provincial governments to sufficiently fund post-secondary education by means of a progressive taxation system. The CSA is committed to working at a local level to convince our representatives to both governments to commit themselves to adequate post-secondary education funding.

1.5 Student Aid

The CSA strongly condemns any form of student assistance that inherently discriminates against students due to their social or economic backgrounds, that does not take into account the post-graduation earning potential of students, and that permits a rationalization for the continuation or increase of student fees.

The CSA calls on the federal and provincial governments to institute a progressive system of student aid in the form of grants only, based solely on financial need of the student, not their family, and a realistic assessment of the costs incurred while pursuing a post-secondary education.

2.0. Students Rights Issues

2.1. Declaration of Student Rights

The CSA endorses and will work to enact the following Declaration of Student Rights:

We declare that a full policy of non-discrimination against students must be enforced at all educational institutions within Canadian society. Further, every person has the right to equal treatment without being discriminated against because of race, national or ethnic origin, religion, sex, gender orientation, ability, family status, sexual orientation, political belief or socio- economic background.

2.1.1. The following are the rights of all students in Canada:

- The right to an education
- The right to an accessible, high quality education, free of tuition and incidental fees
- The right to financial grants for all students, the amount of which is to be determined solely on individual need, not family income
- The right of part-time students to financial grants on the same basis as all other students
- The right to financial grants that are completely portable
- The right to financial grants for those receiving disability pensions regardless of the program in which they are enrolled
- The right to grants which cover incurred extra costs of students with disabilities, associated with their disability and their program of study
- The right of all students accepted for study in Canada regardless of citizenship, to receive an education in Canada without being subject to differential fees
- The right to an educational environment free of sexual harassment
- The right of disabled students to equitable access to all institution buildings
- The right of students to an education in their native or official language
- The right of students once having entered a program to complete their program on the same terms that existed at the time of their admission to that program
- The right to employment at a fair and equitable wage
- The right to equal pay for work of equal value
- The right to education leave with job security, for any type of education

- The right of all students to organize and participate in democratic, autonomous student organizations which represent students on their respective campuses
- The right of all students to adequate representation by their student organizations
- The right of the institution's student organizations to have access to their membership lists, including names, addresses and phone numbers
- The right of student organizations to incorporate independently of the institution's administration
- The right of student organizations to have access to all technical services, such as printing services, audio-visual services, and computer services, which are available at the institution
- The right of student organizations to have sufficient on-campus office space without charge
- The right of all students and student organizations to participate in political actions such as boycotts, walkouts, demonstrations or strikes without fear of recrimination
- The right of student organizations to publicize their activities in reasonable places
- The right to medical services
- The right of the individual to have access to any and all personal documentation held by an organization and the right of the individual to withhold release of any such documentation
- The right of copyright to all original work produced by the student
- The right to participate in the formulation of objective course and instructor evaluations
- The right of students to be informed of the evaluation procedures and criteria at the commencement of the course. These procedures and criteria, once established and agreed to by students, shall not be altered without the consent of both parties
- The right to a legitimate appeals procedure in all cases of penalization
- The right to student parity on all decision-making bodies affecting the lives of students
- The right to redress all grievances
- The right to a safe and healthy environment in which to pursue studies and in which to go to and from studying

- The right to transfer credits of equal status from one post-secondary institution to another
- The right of students to an established grievance procedure to deal with cases of sexual harassment and other human rights concerns
- The right of cultural and linguistic minority student groups to immersion programs in their native languages and one of the official languages
- The right of cultural and linguistic minority student groups to have their language(s) taught at any post-secondary institution
- The right of cultural and linguistic minority student groups to special programs, clubs and organizations
- The right of residence students to tenant status
- The right to accessible, subsidized, quality child care facilities
- The right to quality health services
- The right of the individual to control over their body
- The right to accessible public transportation provided at an affordable cost
- The right to affordable housing
- The right to take part in the formation of, and have control in the management of, student services to accommodate the needs of students
- The right of students to religious freedom
- The right of students to classes and programming that do not conflict with religious obligations
- The right to organize and participate in mass demonstrations without harm, prejudice or intimidation.

2.2. Declaration of Rights of the Woman Student

The CSA endorses and will work to enact the following Declaration of Rights of the Woman Student:

- All women have the right to freedom of choice of lifestyle, employment and education as full and equal participants in Canadian society
- All women have the right to access to post-secondary education
- All women have the right to employment, and the right to equal opportunity to employment with equal pay for work of equal value
- All women have the right of access to quality, fully government subsidized child care, provided by adequately trained and paid child care workers, since access to education is limited by lack thereof

- The right to a financial student assistance program which meets the needs of full-time, part-time, and single parent students, the majority of whom are women, and which does not require dependence on their parents or spouse
- The right to concrete programs for re-entry of women into post-secondary education to aid women in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs women of all educational and employment opportunities available in order to actively combat streaming of women into traditional fields
- The right of women students to organize since women's organizations within the student movement are necessary to actively raise the issues faced by women students, to provide a place for women to develop organizational and political skills and to provide a forum where women can develop a sense of unity and co-operation
- The right of women students to a students' union which recognizes, promotes and funds a women's organization on campus to facilitate involvement in women's issues
- The right to an education through non-sexist instruction, textbooks and materials, recognizing that some literature and materials must be viewed relative to their historical or social context but that all instruction, contemporary textbooks and materials should be free of sexual stereotyping and discrimination
- The right to an educational environment free of advertisement, entertainment programming and/or materials which promote violence against women, sexual stereotyping and discrimination
- The right to government-funded women's studies courses in post-secondary institutions
- The fundamental right of all women to control their bodies
- access to safe, reliable birth control and family planning information and the right of choice in the method
- Freedom of choice choosing one's stance in the matter of abortion
- Access to quality health services and counseling which meet the needs of women students and respect a woman's control of her body
- Freedom of expression of sexual orientation
- Freedom from sexual assault and all other forms of violence
- The right to an educational environment free of sexual harassment

- The right to effective, legal and academic grievance procedures recognized by students, faculty and support staff
- The right to celebrate International Women's Day on campus.

2.3. Declaration of Rights of Racialized Students

The CSA endorses and will work to enact the following Declaration of Rights of Racialized students:

- All racialized people have the right to freedom of choice of lifestyle, association, employment and education as full and equal participants in Canadian society
- All racialized people have the right to access to post-secondary education
- All racialized people have the right to employment, and the right to equal opportunity to employment with equal pay for work of equal value
- The right to a financial assistance program which meets the needs of racialized students
- The right to concrete programs for re-entry of racialized people into post-secondary education to aid racialized people in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs racialized people of all educational and employment opportunities available in order to actively combat streaming of racialized people into traditional fields
- The right of racialized students to organize as racialized people, since organizations pertaining to racialized people within the student movement are necessary to actively raise the issues faced by racialized students, to provide a place for racialized people to develop organizational and political skills, and to provide a forum where racialized people can develop a sense of unity and cooperation
- The right to organize events of an educational, cultural, athletic, political or other nature which serve to promote a sense of identity and community among racialized people
- The right of racialized students to a students' union which recognizes, promotes and funds an organization for racialized people on campus to facilitate involvement in issues pertaining to racialized people
- The right to an education through non-racist instruction, textbooks, and materials recognizing that some literature and materials must be viewed relative to their historical or social context, but that all instruction, contemporary textbooks, and materials should be free of racial stereotyping and discrimination

- The right to programs of study and courses dealing with issues pertaining to racialized people, including, but not limited to, history, sociology, culture, sexuality, psychology, political, and legal history and status
- The right to an educational environment free of racist harassment, and racial violence
- The right to effective legal and academic grievance procedures recognized by students, faculty and support staff
- The right to celebrate cultural, religious, spiritual, or political days of significance on campus
- The right to non-discriminatory, adequate, affordable and safe housing.

2.4. Declaration of Rights of Lesbian, Gay, Bisexual, Transgender, Transexual, Intersex, Two-Spirit, Non-Gender Identified, Queer and Questioning Students

The CSA endorses and will work to enact the following Declaration of Rights of Lesbian, Gay, Bisexual, Transgender, Transexual, Intersex, Two-Spirit, Non-Gender Identified, Queer and Questioning Students:

- The right to equal access to, equal treatment in, and freedom from harassment, in employment, housing and provision of public services
- The right to live freely and openly as full and equal participants in Canadian society
- The right to equal access to, equal treatment in, and freedom from harassment in, post-secondary education
- The right to resources which assist in the development of a positive and healthy identity for lesbian, gay, bisexual, transgendered, transsexual and intersexed people
- The right to organize events of an athletic, cultural, educational or other nature which serve to promote a sense of identity and community among gay, lesbian, bisexual, transgender, transsexual and intersex people
- The right to organize free from harassment and discrimination within the student movement with equal access to facilities, resources, space and funding of post-secondary campuses, so as to provide a place for lesbian, gay, bisexual, transgender, transsexual and intersex people to develop organizational and political skills, and a sense of identity and community in a liberating environment
- The right to programs of study and courses dealing with lesbian, gay, bisexual, transgender, transsexual, and intersex topics, including, but not limited to, history, sociology, culture, sexuality, psychology, politics, and legal history and status

- The right to fair and honest treatment in the classroom of lesbian, gay, bisexual, transgender, transsexual and intersex people's historical figures, events, issues, movements, and contributions, in all areas of curricula
- The right to counseling in a receptive and gay/lesbian/bisexual/trans positive environment
- The right to a cultural and academic environment free from heterosexist images and presumptions
- The right to celebrate all queer pride events and cultural days
- The right to professional services provided by lesbian, gay, bisexual, transgender, transsexual or intersex professionals, or professionals who specialize in providing positive services to lesbian, gay bisexual, transgender, transsexual or intersex clients
- The right to custody or adoption of children on an equal basis to heterosexual women and men
- The right to legal recognition of same gender domestic relationships, including the right to enter incident thereto
- The right to effective legal and academic grievance and appeal procedures.
- The right to fully covered, effective health services specific to transgender, transsexual and intersex students
- The right to self-determine one's own identity and gender with no imposed restrictions by either government or university administration
- The right to have one's chosen identity and gender respected and acknowledged in all public forums.

2.5. Declaration of Rights of International Students

The CSA endorses and will work to enact the following Declaration of Rights of International Students:

- The rights stated in the "Declaration of Student Rights"
- The right to fair and understandable guidelines for the financial resources they are required to have for study in Canada, and the right that these guidelines preclude the expulsion of international students from Canada for reason of shortfalls in funds caused by unanticipated cost increases
- The right to be issued temporary work permits to financially enable them to continue their studies in Canada
- The right to collect employment insurance when they are required to pay employment insurance premiums
- The right not to be penalized for political expression
- The right to a public appeal process when faced with the possibility of expulsion from Canada

- The right to access to the full scope of information regarding their status as international students
- The right to obtain visas lasting for the duration of their studies in Canada
- The right to pay taxes and receive social service benefits on the same basis as other Canadian students
- The right to be reimbursed for contributions made to the Canada Pension Plan if they leave Canada permanently upon the completion of their studies
- Should only pay and be subjected to tuition fees on the same basis as Canadian students
- The right to cultural orientation and familiarization with administrative bureaucracy (January 1994).

2.6. Declaration of Rights of Indigenous Students

The CSA endorses and will work to enact the following Declaration of Rights of Indigenous Students:

- The CSA recognizes and supports Indigenous peoples' inherent rights and titles
- The right to accessible, high quality post-secondary education, free of tuition and incidental fees and a financial assistance program that meets the specific needs of Indigenous students
- The right to programs of study and courses dealing with issues pertaining to Indigenous peoples. These include, but are not limited to history, sociology, culture, sexuality, psychology, political and legal history and status
- The right to celebrate cultural religious spiritual or political days of significance on campus
- The recognition of Indigenous languages, traditional Indigenous knowledge and Indigenous experiences as valid forms of educational qualifications for post-secondary education
- The right to concrete programs for entry and or re-entry of Indigenous people into post-secondary education. The purpose of said programs being to aid Indigenous people in overcoming the systematic barriers that cause inadequate background and or interrupted studies
- The right to organize and participate in autonomous student organization that represents Indigenous issues on campuses
- The right to academic counseling that informs Indigenous students of all educational and employment opportunities available in order to actively combat streaming of Indigenous people in traditional fields.

2.7. Declaration of Rights for Students with Disabilities

The CSA endorses and will work to enact the following Declaration of Rights of Students with Disabilities:

- The right to accessible, high quality post-secondary education
- The right to freedom of choice of lifestyle, employment and education as full and equal participants in Canadian society
- The right to employment, and the right to equal opportunity to employment
- The right of access to quality, fully government subsidized health care
- The right to a financial student assistance program which meets the needs of both full-time, and part-time, and single parent students
- Access to fully subsidized resources and equipment to ensure full access to the University and all its amenities
- The right to concrete programs for re-entry into post-secondary education to aid students in overcoming the barriers of interrupted studies and inadequate backgrounds
- The right to academic counseling which informs students of all educational and employment opportunities available in order to actively combat ability stereotypes
- The right to an education through non-ableist instruction, textbooks, resources, and materials
- The right to an educational environment free of harassment
- The right to effective, legal and academic grievance procedures recognized by students, faculty and support staff
- The right to academic resources available in alternative formats
- The right to affordable and accessible public transportation.

3.0. Environmental Policy

3.1. Purpose

To work towards creating an environmentally friendly campus by setting an example for the university and the greater Guelph and global community.

3.2 Definition of Terms

3.2.1. The environment is the natural world, the local community we all share, as well as the mental environment of which we are all participants. This includes, but is not limited to social, ethical, and environments.

3.2.2. A consumable is something which, once used, is discarded.

3.3. Guiding Principles

3.3.1. Cooperation and Operation Integration: With the cooperation of the university community, an environmental culture and sustainable practice must be integrated into CSA operations.

3.3.2. Responsible and Sustainable Solutions: Economic considerations must be acknowledged; however, the cost of being environmentally sustainable must be accepted and incorporated.

3.3.3. Minimization of our Environmental Impact: Reducing impact on all aspects of the environment will help the CSA work towards a more sustainable organization that is economically efficient and socially responsible.

3.3.4. Fostering Awareness and Participation: Through an active and visible presence in the university's environmental community, encourage other groups to buy into the process through developing values, knowledge, and skills which will lead to environmentally sound decisions.

3.3.5. Partnerships: Community partnerships will be developed on and off campus. Some groups include:

- University of Guelph Physical Resources
- Sustainability Coordinator
- Guelph Students for Environmental Change (GSEC)
- Ontario Public Interest Research Group (OPIRG - Guelph).

3.3.6. Responsibility, Commitment and Action

- Any members of the CSA may bring forward an initiative that may pertain to this policy
- Executive and Directors of the CSA are ultimately responsible for the implementation of these tasks and initiatives required to fulfill this policy.
- Each Executive will work on issues pertaining to their specific portfolios and work together with the Executive Committee and the Board of Directors to achieve an end which holds the CSA's best interests in mind.

3.3.7 Continuous Improvement and Review

- This policy is to be reviewed annually to ensure that its guiding principles, objectives and commitments are being met.

3.4 Objectives

3.4.1 Conduct Research

- Identify existing practices pertaining to environmental sustainability
- Investigate new alternatives pertaining to environmental sustainability and network with other universities involved campus sustainability efforts
- Keep a database of community partnership contact information.

3.4.2 Engage Lobbying Efforts

- Participate in and support efforts made by the university, the students, as well as other members of the greater Guelph community
- Communicate concerns about current environmental issues on campus to the university administration
- Maintain and strengthen relations with the City of Guelph to continue cooperative programs in the environmental interest of the University of Guelph
- Disseminate information on collaborative initiatives between the CSA, the university, and the Guelph Community
- Encourage the university to adopt a policy founded on the same principles as this policy
- Encourage Resource Sustainability on the University of Guelph Campus
- Collaborate internally with the CSA Executive and staff to monitor and reduce the intake of consumables
- Reduce the amount of harmful chemicals used in cleaning and/or maintenance of environmental soundness, effectiveness, ease of disposal and packaging of the product
- Work towards energy efficiency in all CSA operations, including but not limited to the Bullring, and the CSA main office
- Reduce the consumption of paper in the CSA and work towards purchasing only post-consumer recycled paper
- Employ environmentally friendly alternatives, wherever possible
- Work with Hospitality Services to decrease the use of disposable food containers through alternative materials and incentives
- Establish a widespread commitment on the part of all staff and members of the CSA to reduce the quantity of consumables used on a yearly basis.

3.4.3 Engage in Composting

- Develop and maintain partnerships with various Guelph community organizations for information and resource sharing
- Promote composting to all students, staff, and faculty through educational sessions such as vermicomposting workshops and by distributing educational materials.

3.4.4 Cooperate with and Ensure the Viability of the Campus Recycling System

- Work with the Physical Resources Sustainability Coordinator to promote and educate the university on the proper recycling procedures and the available recycling options
- Make available the university and the City of Guelph recycling information on the CSA website
- Work with the Physical Resources Sustainability Coordinator to ensure that recycling information is available to all students.

3.4.5 Promote and Research Alternate Transportation Choices

- Encourage single occupancy vehicle (SOV) commuters to make the transition to an alternative mode of transportation
- Promote the advantage of using sustainable modes of transportation to students
- Produce an information package or user guide for present and incoming students promoting the CSA bus pass, the CSA Bike Centre, as well as other alternative transit resources
- Maintain and promote the Bus Beef initiative

3.5. Bottled Water

3.5.1 When clean, local tap water is readily available across campus, bottled water is environmentally harmful. The CSA is committed to providing tap water alternatives to help facilitate a cultural shift away from bottled water.

3.5.2 For all CSA meetings (Board of Directors, committees, training, etc.) in which water is provided, a tap water alternative to bottled water will be provided.

3.5.3 Whenever feasible, the CSA will provide an alternative to bottled water at CSA events

3.5.4 The CSA will extend this 'alternative to bottled water' service to all affiliate groups and clubs and strongly encourage them to follow this sustainable practice

3.5.5 Where bottled water is sold by the CSA, e.g. Bullring and vending machines, targeted, educational information will be posted regarding the environmental impact of bottled water and where tap water may be found nearby.

3.6 Policy Review

3.6.1 The CSA Executive Committee shall review this policy and provide a report and recommendations to the CSA Board of Directors on an annual basis.

Appendix J
Internal CSA Policy

CSA Central Student Association

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Note: Amendments were adopted by the Board of Directors on July 5, 2023.

Note: Amendments to add Section 12 to this policy were adopted by the Board of Directors on April 10, 2024.

Appendix J
Internal CSA Policy

1.0 Director and Executive Files

1.1.1 Files shall be created for each Director, as determined by the Board of Directors.

a) These files shall be kept separate from staff files.

b) If a staff member becomes a Director or a member of the Executive committee, or vice versa, a separate file shall be created for them reflecting the change in position.

1.1.2 These files may include, but are not limited to, confidentiality agreements, and grievances.

1.1.3 The Director and Executive files (referred to as “the files”) shall be stored in a locked filing cabinet in the office of the Policy & Transition Coordinator.

a) Director and Executive files shall be sealed in an envelope, with the signatures of two separate Directors across the seal. The Board shall appoint these Directors on a case by case basis.

b) The Board of Directors shall also determine when these files shall be accessed and who shall have access to these files.

1.1.4 Items must be signed by the member in question before being placed in their file. In the event that a member refuses to sign, the item must be marked with the date presented, and noted that the member refused to sign.

1.1.5 Files shall be kept for five years after the Executive’s or Director’s term.

2.0 Confidentiality

2.1 Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.

2.2 Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.

2.3 A breach of confidentiality may happen for a variety of reasons including but not limited to:

2.3.1 Disclosure of confidential information;
2.3.2 Disclosure of personal information, and
2.3.3 Conflicts of interest.

2.4 During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.

2.5 Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.

2.6 Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 6.0. Accountability & Removal from Office.

2.7 All Directors and Executive shall sign a Confidentiality and Conflict of Interest Agreement upon ratification by the Board of Directors. The Confidentiality and Conflict of Interest Agreement may be changed only by the Executive on an annual basis, in the winter semester.

2.8 Signing the Confidentiality and Conflict of Interest Agreement is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Coordinator and shall expire each year on April 30.

2.9 It is the responsibility of the Policy & Transition Coordinator to ensure that all Directors and Executive sign the agreement.

3.0 Protection of Privacy and Access to Information

Preamble

As a functioning not-for-profit corporation, the CSA respects and abides by the Freedom of Information and Protection of Privacy Act, as specified by the

provincial government of Ontario. At all times, the President and Human Resources and Operations Manager shall be familiar with the current rules/regulations regarding privacy and information.

3.1 Definitions

For the purpose of this policy:

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

"**Personal information**" means any information that is recorded within the CSA about any individual.

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

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

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

3.2 Principles of Privacy and Access

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

3.3 Public Access to Information

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

3.3.1 Personnel: The files of the staff members of the CSA shall not be available to the public or to other parties unless the staff member consents to disclosure.

3.3.2 Ongoing economic interests: Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups.

3.3.3 Confidential information: Any personal or other information that was given to the CSA with implicit or explicit confidence.

3.3.4 Conflict resolution/Law enforcement: Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters.

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

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

3.4 Personal Information

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

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

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

3.5 Collection

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

a) An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award.

b) Performance evaluation of a staff or volunteer member.

3.5.2 Whenever personal information is collected, the collector will inform the individual of the purpose of collection, what is being collected, how long

the information will be kept, who has access to the information, how the information will be used and how the individual may have access to this information (including how to file a complaint). An informative pamphlet will be available regarding the practical rules and procedures of the CSA around personal information.

4.0 Special Projects

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

The following considerations should apply:

4.1.1 The project is designed to serve the students of the University of Guelph.

4.1.2 Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.

4.1.3 Project management should be instituted in such a manner that it is feasible to administratively continue its implementation from year to year (unless the project is a one-time occurrence).

4.1.4 The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable (Jan. 1994).

5.0 University Centre Board

5.1 Preamble

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

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

5.2 Appointments

5.2.1 To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.

5.2.2 The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

5.2.3 The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.

5.2.4 Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

5.3 University Centre Board Undergraduate Student Representatives (UCBUSR)

5.3.1 The University Centre Board Undergraduate Student Representatives (UCBUSR) shall consist of UC Board student members and alternates.

5.3.2 UCBUSR is expected to make regular reports to the CSA Board of Directors.

5.3.3 UC Board members are expected to attend all University Centre Board of Directors meetings, and sub-committee meetings. For those circumstances where a member cannot attend a UC Board meeting,

they must contact the Vice President Student Experience at least 24 hours before the meeting date. The Vice President Student Experience will then reach out to UC Board alternates, who will then be expected to attend the UC Board meeting on behalf of the absent member.

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

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

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

5.4 CSA Position on the University Centre Board

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

a) To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students.

b) To recognize these positions are learning based positions for students and to facilitate a process to allow students to fully participate and engage in all aspects of the University Centre operations.

c) The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy.

d) To recognize the CSA Board of Director's ability to recall appointed

representatives and to seriously consider letters from the CSA Board of Directors calling for the de-ratification of appointed students.

5.5 CSA Board of Directors Directives

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

Suggestions may be given for the following reasons:

a) The CSA Board of Directors deems the issues to be of significant importance to student interest.

b) The CSA Board of Directors wishes to make its views known publicly.

5.6 Reserved Rights of the CSA Board of Directors

5.6.1 The CSA Board of Directors reserves the right to:

a) Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors.

b) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) to represent student interest and uphold the CSA Policy Manual, Appendix J – Internal CSA Policy, Section 5.0 – University Centre Board at the University Centre Board of Directors meetings.

c) Expect regular reports from the University Centre Board Undergraduate Student Representatives (UCBUSR).

d) Expect all University Centre Board of Directors student members, both voting and alternate, to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.

e) Expect alternate members of the University Centre Board of Directors to remain informed about current issues facing the UC and to ensure a full contingent of student representatives is present at each meeting of the University Centre Board of Directors.

f) Expect University Centre Board Undergraduate Student Representatives (UCBUSR) members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.

g) Expect all UCBUSR members, both voting and alternate, to attend meetings of the UCBUSR.

h) Expect alternate members to check their email regularly for notice from the Vice President Student Experience that an alternate member is required to attend a University Centre Board Meeting when a voting member is unable to attend.

5.7 Recall of UCBUSR Members

5.7.1 A decision of the CSA Board of Directors to recall an appointed member of the University Centre Board Undergraduate Student Representatives (UCBUSR) may be initiated following a two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBUSR.

5.7.2 After a successful vote, a letter will be sent to the student member, asking for their resignation. Another letter will be sent to the University Centre Board of Directors outlining the situation and a proposal to discuss de-ratification of the member in question.

6.0 Dietary Policy

6.1 Healthy food options and, whenever possible, local food options are to be made available at all CSA and CSA sponsored events where food is served.

6.2 Vegan and vegetarian options shall be made available at all CSA events and meetings where food is served. Every effort shall be made to include gluten-free, lactose-free, kosher and halal options and shall be made available at all CSA events and meetings where food is served.

6.3 One or more of the options may be removed if the people being served agree unanimously.

6.4 An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.

6.5 The CSA shall include an invitation to request foods that accommodate various dietary allergies and needs in the promotional items and any event where food is served. Should a request for accommodation be made, the CSA shall honour that request.

7.0 E-mail Policy

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

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

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

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

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

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

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

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

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

7.6.1 Mass E-mail Set-Up

a) To send a mass e-mail, the President will send the e-mail to the Office of Student Affairs.

b) The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within five working days.

c) The mass e-mail will not be passed on if the contents are not approved, in which case, the office of Student Affairs will return the e-mail to the President with concerns to be addressed.

7.6.2 Mass E-Mail Maintenance

There are no maintenance requirements for this mode of communication.

7.6.3 Mass E-Mail Guidelines

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

7.6.4 High Volume E-mail (HVM)

a) **General Information**

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

- After the numbers for the fall semester are available (e.g. mid-August), the Vice President Student Experience will ensure that the list is refreshed by placing a(nother) request for an HVM list.

b) **Guidelines**

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

7.6.5 Listserv

a) **Set-Up**

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

b) **Maintenance**

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

c) **Guidelines**

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

7.6.6 Mass E-mail Endorsement Policy

a) Unless decided otherwise by a properly worded motion at a meeting of the Board of Directors, the CSA does not endorse candidates running in an election for a student executive position in any organization and/or group.

b) The Vice President Student Experience may advertise that elections are being held for the CSA, Board of Governors, Senate, and other Primary Student Organizations and Special Status Groups on campus, but may not list the names of any candidates.

c) Advertisements for College Government elections may be included for information only in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) Colleges have been provided.

d) The Vice President Student Experience must make information about the Senate, Board of Governors, and CSA available on the CSA website.

e) The information for the CSA website must include at minimum, blurbs from each candidate, all applicable dates, and links to websites that may provide more information.

8.0 Ethical Purchasing

8.1 Preamble

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

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

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

8.2 Definitions

For the purpose of this policy:

'**Services**' means Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

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

'**Purchaser**' means the club, service, or Executive that made the purchase in question.

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

8.3 Scope

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

8.4 Principles

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

8.5 Ethical Purchasing Committee

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

8.5.2 **Timeline**: to meet at minimum once a semester.

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

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

8.5.5 **Responsibilities of the Chair**

The Chair is responsible for the following duties:

a) Calling the meetings.

b) Ensuring that a scribe is present.

c) Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs.

d) Ensuring the distribution of an informational package to the Clubs, Services, Staff and Executive Committee regarding Ethical Purchasing. This package must include (but is not limited to) information regarding: the CSA's policy on Ethical Purchasing, the importance of purchasing ethically, a list of companies that the CSA recommends, dates for training, dates of Ethical Purchasing Townhall meetings.

e) Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Vice President, Student Experience and the Promotional Services & Graphic Designer.

8.5.6 **Non-Compliance**

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

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

b) **Formal Warning, Level 1**
Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.

c) **Formal Warning, Level 2**
Notice of Hearing. Recommendations made from a hearing, must be submitted to the Board of Directors within three weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

8.5.7 Choosing a Supplier

a) A supplier may be chosen from the University of Toronto list of suppliers.

b) The Committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA List of Ethical Suppliers.

c) If a supplier is not chosen from that list, the purchaser must make every effort to gather all the appropriate documentation from the supplier as proof that they practice fair and ethical treatment of their employees. The Vice President External will facilitate this process by creating a list of questions.

8.5.8 Reporting

a) **Contents**: purchases made from each service and club; identifying whether or not the good were bought from a company committed to the principles of ethical purchasing; if the goods were not bought from a company that adheres to the guidelines of ethical purchasing, outlining which actions were taken to remedy this and any timelines.

b) **Timelines**: Summer report should be made at the first Board meeting of the Fall Semester; Fall report should be made at the first Board meeting of the Winter Semester; Winter report should be made at the last Board meeting of the Winter Semester.

c) **Transparency**: the report will be included in the CSA Board package and will be posted on the CSA website.

8.6 Engaging the Membership

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

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

8.7 Policy Review

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

9.0 Accessible Services Provision (AODA)

9.1 Preamble

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

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

9.2 Providing Goods and Services

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

9.2.1 Communication

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

9.2.2 Telephone Services

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

9.2.3 Assistive Devices

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

9.2.4 Billing

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

9.3 Use of Service Animals or Support Persons

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

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

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

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

9.4 Notice of Temporary Disruption

The CSA will provide users of our services with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

9.5 Training of Staff

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

Training will include the following:

a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard.

b) How to interact and communicate with people with various types of disabilities.

c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

d) What to do if a person with a disability is having difficulty in accessing the CSA's goods and services.

e) The CSA's policies, practices and procedures relating to the service standard.

f) Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

9.6 Feedback Process

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

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

9.7 Modifications to this Policy

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

9.8 Questions About this Policy

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

10.0 Co-Curricular Transcript Policy

10.1 Preamble

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

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

10.3 Validation Requirements

10.3.1 Attend at minimum 70% of the total number of Board meetings scheduled throughout the duration of their term. Terms begin May 1 of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

10.3.2 Attend and complete all mandatory training. Training may include, but not limited to: anti-oppression, accessible services provision, Board governance, CSA Board of Directors specific training, and health and safety.

10.3.3 Participate in at least one committee of the CSA and attend, at minimum 70% of all meetings held by each committee after the time of ratification.

10.3.4 Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

10.4 In the case that requirements cannot be met, a Director may petition the Board of Directors by submitting the following to the Board package for the next regularly scheduled meeting of the Board of Directors:

10.4.1 A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the Board to waive.

10.4.2 Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question.

10.4.3 Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the Chair of a committee).

10.5 Petitions may be heard only after the completion of the Director's term.

10.6 The Board of Directors shall have the power to waive any and all requirements for validation for any given Director by a passing a properly-worded motion with a 2/3 majority vote.

10.7 All motions to waive requirements for validation must include the following information:

a) the name of the Director that the petition is for; and
b) the academic year that they were ratified as a Director.

10.8 Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

10.9 All petitions to waive the validation requirements must be heard on a case-by-case basis.

11.0 Policy Review Policy

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

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

11.3 Policy Review Classification

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

a) **Frequent Reviews**
Policies requiring more frequent review than the required minimum three-year review cycle.

b) **Requested Reviews**
Reviews as requested by CSA Members, Directors, Executive, staff, and volunteers on an ongoing basis.

c) **Scheduled Three-Year Reviews**
Any remaining policies and bylaws not included in a) or b) above.

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

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

a) The Policy Review Schedule for the current academic year identifying frequent reviews, scheduled three-year reviews, and requested reviews.

b) A revised Three-Year Policy Review Schedule beginning in the next academic year, continuing from the previous year's schedule, and ensuring each CSA policy and bylaw is reviewed at least once during the three-year period.

c) A list of policies that require review more frequently than every three years, including those requiring annual reviews such as the Human Resources Policy and the Environmental Policy. This list shall include the review status for each policy.

d) A list of policy review requests including the date requested, and the name and title of the requester.

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

12.0 Social Media 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.

12.1 CSA Primary and Service Accounts

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

12.1.2 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.

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

CSA
Rules of Order

CSA Rules of Order

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws. Where these governing documents are silent, the Board of Director Meetings are organized and governed by Robert's Rules of Order.

The following Rules of Order pertain to the affairs of the University of Guelph Central Student Association. These Rules of Order precede all previous Rules of Order, written or implied.

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Note: Amendments were last made to the CSA Rules of Order on October 28, 2026, as adopted by the Board of Directors.

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 38 Board Member positions. Of these 38 Board Member positions, 34 positions hold the right to vote. Therefore, as per point 1.2.1, quorum would be 17 members 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 38 Board Member positions. Of these 38 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Internal, 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 38 Board Member positions. Of these 38 Board Member positions, 34 positions hold the right to vote. Therefore, as per point 1.3.1, quorum would be 12 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 38 Board Member positions. Of these 38 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Internal, 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. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1, 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.

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

1.3.6 Unless Fall and Winter Terms quorum is reached (point 1.2.1), there shall be no amendments to the CSA Rules of Order or Bylaws.

1.3.7 Matters involving policy shall be permitted but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 – Organizational, Section 12 – Adoption and Amendments of Bylaws.

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

2.0 Speakers List

2.1 The CSA Board of Directors tries to operate through the lens of gender parity. This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue. This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples. Board members or Executive are encouraged to raise a Point of Order if they feel as

though this mandate is not being followed by others at the table.

2.2 The CSA speakers list will prioritize first-time speakers.

3.0 Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept:

3.1 All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda. The Policy & Transition Coordinator shall be responsible for the creation of the Board packages.

3.2 There shall be no reading of reports, policies, etc., that are in the Board packages. Exceptions can be made for accessibility purposes at the discretion of the Chair. All whereas clauses, preambles and motions are to be read aloud before the vote. The Board may vote to omit the reading of preamble/whereas statements with unanimous consent on a per item basis.

3.3 Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.

3.4 Speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

3.4.1 If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors. This request must be made at the start of their scheduled time and is put straight to a vote. There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.

3.5 In discussion, there shall be no repetition of comments. If a person should repeat a statement previously made, they may be ruled out of order by the Chair.

3.6 New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New

Business.

Time Sensitive is to mean Business items that include information or proposed action that if not received or acted upon by the Board of Directors prior to the next scheduled Board meeting, will be irrelevant or will render the organization unable to act at all in regard to the subject of the Business item.

Emergency is to mean Business items that contain action or information that must be acted upon immediately (i.e. before the next scheduled board meeting), to prevent or mitigate damage or loss to the corporation, persons in the employ of the corporation, or to comply with legislation that the corporation will be in violation of if said action is not taken. This can include events that cause physical damage as well as those that disrupt the ability of the corporation to maintain operations.

3.7 All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.

3.8 Oral reports are not permitted.

3.9 Any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present. Presentations that are not submitted in the Board package will only be allotted a maximum of five minutes to present. This time may be extended by a motion of the Board of Directors requiring a two-thirds majority.

3.9.1 The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.

3.10 Meetings will be no longer than five hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a two-thirds vote of the Board of Directors where debate shall be limited only to the length of the extension.

3.10.1 Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

3.11 Roll Call Vote

3.11.1 When a roll call vote is required, the Chair shall first ask all members

abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2 Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3 A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

3.12 Secret Ballot Vote

3.12.1 In-Person Meetings

When a secret ballot vote is required during an in-person meeting, the Policy & Transition Coordinator will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTC and counted by the Chair. The ballots will be kept anonymous.

Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2 Virtual Meetings

When a secret ballot vote is required during a virtual meeting, the following procedure will be used to preserve voter anonymity:

a) The Policy & Transition Coordinator will create a Microsoft Form including the question(s) and response options, using the following settings:

- ‘Who can fill out this form’ settings shall be set to ‘Specific people from my organization can respond’

  1. ‘Record name’ option shall be turned off (unselect to maintain voter anonymity).

  2. ‘One response per person’ option shall be turned on (selected).

- ii. ‘Response receipts’ options shall be set to:

  1. ‘Allow receipt of responses after submission’ shall be turned on ‘selected’, so that qualified voters receive a confirmation email that they voted, and what they voted for.

  2. ‘Get email notification of each response’, so that the PTC is notified of each anonymous vote.

- In the ‘Share’ tab, under “Send and collect responses’, shall be turned on (selected) ‘Specific people in my organization can respond’.

- The PTC will enter the email addresses of all qualified voters under the “Specific people in my organization can respond’ field.

- The PTC will set the ‘Share to collaborate’ settings to ‘Specific people in my organization can view and edit’ and will share with the Chair only.

b) Once the form is complete, the PTC will share a link for members to vote.

c) Members will indicate their vote, including abstention, on the ballot.

d) A screen showing the anonymous results can be shared by the PTC, Chair or other member as designated by the Chair.

3.12.3 A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.4 A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

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.

4.0 Meeting Accessibility

Preamble
The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

4.1 The Policy & Transition Coordinator shall be responsible for ensuring the following:

4.1.1 All written documents shall be available in alternative formats prior to meetings including but not limited to audio, large print, electronic, or Braille, upon request.

4.1.2 All motions are projected by overhead or LCD projector during voting so that members may read what they are being asked to vote on.

4.1.3 Any additional accommodations requested by Board members or guests are implemented in an appropriate and confidential manner.

4.2 The External Chair shall be responsible for ensuring the following:

4.2.1 Any documents circulated at meetings are read aloud and that recesses are requested, where appropriate, to allow members to read documents before being discussed.

4.2.2 All motions are read aloud before members are requested to discuss or vote on them.

4.2.3 Any additional accommodations requested by Directors or guests are implemented in an appropriate and confidential manner.

4.3 The Vice President Academic will act as a resource and be responsible for liaising with the External Chair and Policy & Transition Coordinator regarding all Board Meeting accessibility needs and concerns.

4.4 Individuals requiring accommodations not explicitly outlined in the above policy may contact the Vice President Academic to make appropriate arrangements.

4.5 Participants should not feel they must disclose their disability in order to fully

engage in meeting business. Every effort must be made to ensure that the confidentiality of members' accessibility needs is not disclosed at the Board level.

5.0 Challenging the Chair

5.1 A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.

5.2 If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the President or another member chosen by the Board will facilitate the remaining agenda items.

5.3 If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

6.0 In-Camera Policy and Procedures

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 by a motion which can be defeated by a protected minority vote of 3 opposed.

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.

6.4.4 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 or not 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 when 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.

7.0 Political Statements

7.1 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.

7.2 All other statements may be passed by the board with a simple majority.

7.2.1 Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

8.0 Calling Additional Board Meetings

Meetings of the Board of Directors may be called on a minimum of 48 hours notice by a majority vote of the Executive Committee or via the following options.

8.1 Meetings of the Board of Directors may be called by an undergraduate student petition with 50 signatures presented to the Policy & Transition Coordinator.

- Petition signatures shall be gathered on a form provided by the CSA.
- Petition signatures shall undergo verification using the undergraduate student list provided by the Registrar.
- The petition shall be sponsored by at least two voting members of the Board of Directors who shall act as mover and seconder and submit business items for the meeting with the petition.
- The meeting will be scheduled at the earliest availability of Board Administration staff and a majority of the Executive Committee, with a minimum notice of 48 hours.

8.2 Meetings of the Board of Directors may be called by a petition of one-half of ratified Directors, to be presented to the Policy & Transition Coordinator.

- The meeting will be scheduled at the earliest availability of Board Administration staff and a majority of the Executive Committee, with a minimum notice of 48 hours.