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The bylaw relating generally to the transaction of the affairs of the University of Guelph Central Student Association. Be it conclusively enacted as a by-law of the University of Guelph Central Student Association as follows:

### **1. Introduction to the Central Student Association**

The Central Student Association (hereafter referred to as the 'CSA') is a not-for-profit corporation incorporated under the provincial Corporations Act, that works to serve and protect the rights of undergraduate students at the University of Guelph. The day-to-day management of the CSA consists of the Board of Directors, an elected Executive, numerous other staff, and volunteers.

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### 2. Definition of Terms

#### 2.1. Full-time Undergraduate or Part-Time Undergraduate

A "Full-time Undergraduate" or "Part-time Undergraduate" is defined as a person who is registered at the University of Guelph as a full-time or 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.

#### 2.2. Executive

The "Executive" shall be composed of the five commissioners of the CSA, namely the full time, Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Human Resources & Operations Commissioner and Local Affairs Commissioner.

#### 2.3. Director

"Director" means any individual appointed by an organization or elected at-large to represent students on the CSA Board of Directors

#### 2.4. Member College

"Member College" means such councils formed by the association of elected representatives within the same college as recognized by the University of Guelph CSA Board of Directors.

#### 2.5. Student Organization Representatives

##### 2.5.1. Interhall Council

"Interhall" means such council as is formed by the association of elected representatives of residence students as recognized by the CSA Board of Directors.

##### 2.5.2. Guelph Campus Co-op

"Guelph Campus Co-op" is defined as the co-operative formed by such membership as recognized by the CSA Board of Directors.

##### 2.5.3. Ontario Public Interest Research Group

"Ontario Public Interest Research Group (OPIRG)" is defined as the fee-collecting agency at the University of Guelph as recognized by the CSA Board of Directors.

##### 2.5.4. Student Senate Caucus

"Student Senate Caucus" means the caucus formed amongst the elected student senators to the University of Guelph Senate.

##### 2.5.5. Student Board of Governors Representative

"Student Board of Governors Representative" means the elected undergraduate member of the University of Guelph Board of Governors who receives the most votes in the Board of Governors election. In the event that the individual who receives the most votes declines, then the seat should go to the other elected Board of Governors representative.

##### 2.5.6. International Student Organization

"International Student Organization" means the association of elected representatives of international students at the University of Guelph as recognized by the Centre for International Programs and the CSA.

##### 2.5.7. CJ Munford Centre

"CJ Munford Centre" is defined as the resource center on issues of race/racism and other issues relevant to the lives of racialized people, formed by such membership as recognized by the CSA Board of Directors. Members of the C.J. Munford Centre executive have an understanding of systemic and overt oppression and the challenges which students

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of color face. The intention of this seat is to uphold Appendix F of the CSA Policy Manual, Section 5.3 (Declaration of Rights of Racialized Students) and to further the CSA's struggle against oppression both within and without.

**2.5.8. Guelph Resource Centre for Gender Empowerment and Diversity**

"Guelph Resource Center for Gender Empowerment and Diversity" is defined as a student funded, collectively run resource centre for all people although some programs are women and/or trans folk specific. It advocates for anti-oppression issues within a feminist framework, recognizing that "women's issues" consist in struggles against all systems of domination. The intention of this seat is to uphold the Declaration of the Rights of the Woman Student in the CSA policies and to further the CSA's struggle against oppression both within and without.

**2.5.9. Guelph Queer Equality**

"Guelph Queer Equality" is defined as a safe and supportive environment for all people in the transgendered, bisexual, lesbian and gay community. Established in 1973, this group has been a strong and ongoing presence on campus working toward equality for people in the queer community. The intention of this seat is to uphold the Declaration of the Rights of the Lesbian, Gay, Bisexual, Transgendered, Transsexual, Two-Spirited, Non-Gender Identified, Queer and Intersexed Students in the CSA policies and to further the CSA's struggle against oppression both within and without.

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### **3. Rules of Order**

- 3.1.** The Central Student Association Board of Directors abides by the procedure entitled the Central Student Association's Rules of Order. The Central Student Association's Rules of Order shall be known as Appendix A of these by-laws.
- 3.2.** Roberts' Rules of Order applies when the Central Student Association's Rules of Order do not state a certain procedure, notwithstanding any articles/clauses contained in the Central Student Association's by-laws.

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### **4. Membership**

- 4.1. All persons who are undergraduate students enrolled in a degree program and who pay the CSA membership fee at the University of Guelph shall be deemed members of the University of Guelph's Central Student Association.
  - 4.1.1. Students appealing a decision which affects their status as an undergraduate student shall be deemed members of the Central Student Association until such time as their appeal has been concluded.
- 4.2. Each such member is entitled to vote in such elections and meetings of the membership of the Central Student Association as may be held by the Board of Directors subject entirely to the terms stated in this bylaw and any bylaw pursuant thereto.

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### **5. Member Colleges of the CSA**

5.1. Member colleges of the Central Student Association include the following:

- College of Arts Student Union
  - College of Biological Science Student Council
  - College of Physical and Engineering Science Student Council
  - College of Social and Applied Human Sciences Student Alliance
  - Student's Federation of the Ontario Agricultural College
  - Central Veterinary Students Association
  - College of Management and Economics Students Association
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### 6. Fees

- 6.1.** Each member in good standing of the Central Student Association shall pay a semester fee to the Central Student Association, no later than 15 class days after the beginning of each semester in which they are enrolled as an undergraduate student. It shall be the responsibility of the Human Resources & Operations Commissioner to ensure that all fees owing to the Central Student Association are collected in a timely manner, pursuant to "Board of Governors Principles of Recognition of Student Governments, Associations and Societies Procedures".
- 6.2.** The membership fee schedule shall be established by referendum as per Article 15 of this bylaw. The amount shall be entered into the bylaws of the Central Student Association together with the date of the authorizing referendum.
- 6.3.** There shall be a referendum on membership fees at such time as the Board of Directors deems necessary, as per Bylaw 2 (Electoral Bylaws).
- 6.4.** The 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.
- 6.5.** Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a 2/3 majority vote of a properly worded motion at a meeting of the CSA Board of Directors.
- 6.5.1.** 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.
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### 7. Board of Directors

- 7.1. The affairs of the Central Student Association shall be managed by a Board of Directors, each member of which, at the time of their ratification, or within ten (10) days thereafter, and for the extent of their term of office, shall be a member of the Central Student Association.
- 7.2. Members awaiting ratification to the Board of Directors shall be ratified at the first meeting which they attend and upon signing a *Confidentiality and Conflict of Interest Agreement*
- 7.3. A meeting of the Board of Directors shall for all purposes deemed to be, and to have all powers of, the Central Student Association.
- 7.4. The Board of Directors shall be composed of the executive officers of the Central Student Association, honorary members, all at large and appointed college representatives of the member colleges, and representatives from student groups and elected student representatives.
- 7.5. An "At-Large Representative" shall be the following persons, namely, two (2) persons directly elected from and by the colleges during the general election. They shall be known as "at-large representatives". All such representatives shall at the time of their election, be members of the college they represent.
- 7.6. A "College Representative" is appointed by the member college. The College Government may also appoint an alternative person to take the place of the regular "college representative" should they be unable to attend. This person must hold a position on the government and shall report any policies or actions as will be desired between the two governments. An appointed "college representative" will have a vote on the Board of Directors and shall be counted for quorum.
- 7.7. A "Student Organization Representative" is appointed by the member organization. Each member organization may also appoint an alternative person to take the place of the regular "student organization representative" should they be unable to attend. This person must 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" will have a vote on the Board of Directors and shall be counted for quorum.
- 7.8. 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.
- 7.9. If an "at-large" Board of Directors seat should become vacant prior to the CSA Fall By-election period, or have remained vacant following a CSA general election, it is the responsibility of the Board of Directors to hold one by-election during the Fall By-election Period to fill the vacant seat(s). Should an "at-large" seat become or remain vacant after the CSA Fall by-election Period, a member may petition the relevant college government's board of directors and upon a majority vote may fill the vacancy.
- 7.10. The Chairperson/Facilitator for CSA Board Meetings shall be hired pursuant to CSA Human Resources Policy. In the event an external chair is not available, the Communications & Corporate Affairs Commissioner or a Director (including a member of the Executive Committee) appointed by the board shall chair. Notwithstanding CSA's Rules of Order, the Chairperson shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.
- 7.11. 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.
- 7.12. The Communications & Corporate Affairs Commissioner shall give all notices required to be given to members and to directors. They shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and all other documents belonging to the Corporation which they shall deliver up only when authorized by resolution of the Board of
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Directors to do so and to such person or persons as may be named in the resolution, and they shall perform such other duties as may from time to time be determined by the Board of Directors.

- 7.13.** If a Director wishes to be employed by the CSA, they must provide a letter of resignation, in writing, to the Communications Commissioner, to be served at the next scheduled meeting of the Board of Directors. No Director, with the exception of the Executive Committee, may be an employee of the CSA during their term of office.

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### 8. Board Member Job Descriptions

- 8.1.** Objective: For each Board member to work to defend and protect the rights and interests of students and the Central Student Association at the Board of Directors and CSA Commission levels. The CSA Board of Directors is responsible to the undergraduate students of the University of Guelph for the conduct, activities and action of the CSA. The members of the Board must work to protect and further the rights and interest of the students. Board members shall take direction from the students for their conduct. Board members shall assume the fiscal and moral responsibilities inherent in being a Director of a not-for-profit corporation. Board members must be prepared and informed; and ready to participate in all major decisions made by the organization. Board members shall at all times take into consideration the CSA's welfare, image, and mandate.
- 8.2.** The following are the specific duties and responsibilities of the CSA Board member:
- To attend all regularly scheduled Board meetings, commission meetings, Board retreats, Board training sessions, and Annual General Meetings and General Members' Meetings.
  - To tender their resignation if two meeting are missed per semester without obtaining prior leave of absence
  - To be aware that the Board may decide to remove members who fail to perform their responsibilities.
  - To 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."
  - To participate in Board meetings in an active and informed manner, ensuring that their constituents' concerns are taken into account.
  - To at all times ascribe good intentions to fellow participants
  - To at all times respect the individual who holds the floor as speaker
  - To at all times be as brief, concise and polite as possible when speaking
  - To be constantly informed of the CSA's events, portfolios, activities and campaigns
  - To be at all times as objective, fair and impartial as possible when discussing issues and making decisions.
  - To at all times uphold the by-laws and policies of the CSA. Where no policy or by-law exists for a specific issue, to look to policies and practices of similar organizations.
  - To be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act.
  - To actively participate in their chosen CSA Commission with the same mandate and responsibilities attached to Board meetings.
  - To actively promote student involvement in CSA issues, events and campaigns
  - To actively encourage other student members to become involved with the CSA through participation in CSA initiatives, and/or becoming candidates for CSA Board and Executive positions.
  - To sit on at least one internal CSA and notify the internal committee chair of their desire by the second Board Meeting of the Fall Semester.
  - To sit on at least one CSA Hiring Committee, providing there are no conflicts of interest.
  - Board Members may be requested to sit on the relevant external committees.
  - To be prepared to sit on relevant ad-hoc committees, should they arise.
- 8.3.** At every regularly scheduled meeting of the Board of Directors, Board members shall provide an oral report, to be recorded in the minutes of the meeting. This report shall contain a summary of activities the board member has participated in, since the last regularly scheduled meeting of the Board, in their capacity as a member of the Board of Director. Content of the report shall relate to the specific duties of a Board member outlined above, however, during the fall and winter semesters, each report is expected to highlight the following areas at the minimum: Classroom speaking for the CSA, CSA Committee involvement, and Researching input from constituents. Executive reports shall summarize their activities in their role's as executive members.
- 8.4.** Board Members are to complete anti-oppression training by the second Board meeting of the semester, or within two weeks of being ratified. It is the responsibility of the Communications & Corporate Affairs Commissioner to ensure anti-oppression training is available at appropriate times each semester.
- 8.5.** Board Members are to complete online training through courselink by the Board meeting after their ratification.
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- 8.5.1.** If a Board Member has not completed the online training one week before the Board meeting after their ratification, a reminder email will be sent by the Communications and Corporate Affairs Commissioner.
  
  - 8.5.2.** If a Board Member has not completed the online training by the Board meeting after their ratification, the Communications and Corporate Affairs Commissioner will submit a warning letter to the board package with notification of the training that is past-due.
  
  - 8.5.3.** If a Board Member has not completed the online training by the second Board meeting after their ratification, the Communications and Corporate Affairs Commissioner will submit a motion for deratification for inclusion in the Board package.
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### **9. Committees**

Standing and/or Ad Hoc Committees are assigned to a member of the Central Student Association by the passing of a properly worded resolution during a meeting of the Board of Directors. The Chair of a Standing Ad Hoc Committee is not entitled to vote in a meeting for the Board of Directors, unless they are already a sitting member. The committee's Rules of Order shall be determined by the members of the committee.

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### 10. Executive

- 10.1.** The Executive Committee consists of the five executive for the purpose of providing a formal means of communication between the Executive Officers and the Board of Directors.
- 10.2.** The executive shall be composed of the officers of the CSA, namely the full time, Academic & University Affairs Commissioner, Communications & Corporate Affairs Commissioner, External Affairs Commissioner, Human Resources & Operations Commissioner and Local Affairs Commissioner.
- 10.3.** The Communications & Corporate Affairs Commissioner shall also serve as Facilitator/Secretary to the Executive Committee and take all pertinent information and record it for the purpose of presenting it to the Board of Directors.
- 10.4.** The entire executive shall be elected at the time of the General Elections. Each student shall vote for the candidate of their choice for each of the five positions. The person who receives the most votes cast in the election for each position shall normally serve the position for one year. A full term of office shall begin the first day of May and end the thirtieth day of April. No person shall hold executive office for more than two terms.
- 10.5.** If any offices of the executive become or remain vacant after a CSA General Election and prior to the CSA Fall By-election Period, a by-election shall be held in accordance with the electoral procedures as set out in Bylaw Number 2.
- 10.5.1.** The by-election may be held at any time after the vacancy is declared by the Board of Directors.
- 10.6.** If any offices of the Executive become or remain vacant following a CSA by-election, the Board of Directors may appoint a member of the Board to the vacant position, strike a hiring committee and hire in accordance with the CSA hiring policy, or hold a subsequent by-election which shall be held in accordance with the electoral procedures as set out in By-law Number 2.
- 10.7.** At all times there shall be a minimum of three executive members. If for any reason the CSA is left with less than three executive members, the Board of Directors shall have the authority to appoint executive members, this shall include ensuring that one individual is the corporate secretary and one individual the corporate president.
- 10.8.** In the case of a by-election the person who receives the most votes cast in the election shall normally serve the position until the thirtieth day of April.
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### 11. Executive Duties

#### 11.1. General Executive Responsibilities

- To at all times take into consideration the CSA's welfare and mandate.
- To attempt to gain maximum student involvement, to inform and educate student around issue concerning them and to solicit student input and opinion on issues and initiatives.
- Individually and collaboratively the Executive will work to coordinate new initiatives for the CSA
- To at all times take into account the financial viability of the CSA as a not-for-profit organization; to at all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Human Resources & Operations Commissioner regularly.
- It is strictly recognized that the Human Resources & Operations Commissioner can only overrule a particular expenditure, 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 Human Resources & Operations Commissioner 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 Human Resources & Operations Commissioner, the executive must meet to rule on their decision.

#### 11.1.1. Portfolio Duties

- Each executive member shall be responsible for an area or areas of concentration called portfolios. They shall be responsible for further tasks as assigned by the Board of Directors with duly authorized job descriptions. They shall be responsible to the Board of Directors for the performance of duties. They shall be voting members of the Board of Directors.
- Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio.
- Each Executive shall be available for consultation with the students on all matters pertaining to each respective portfolio. This includes office hours, classroom speaking, etc.
- Each Executive member shall be open to disclose any and all information with regard to their CSA portfolio proper that they may have in their possession. At no time shall any information, save staff files and legal issues, be withheld from the Board of Directors or the university community. No personal correspondence shall be kept on file from year to year.

#### 11.1.2. Relationship with Board of Directors

- To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained
  - To present regular and informative reports to the Board of Directors.
  - To take targeted initiatives from the Board of Directors and the general student body and implement them as the Executive finds it most relevant.
  - To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA
  - All Executive are expected to participate in ongoing leadership training; including but not limited to all Board of Directors training and transitioning sessions.
  - Executive Committee and Staff Relations
  - The Executive shall do their utmost to work effectively together.
  - To assist and work with the other executive and any staff member upon request.
  - To discuss all initiatives, programs and campaigns with the executive committee and executive support committee in order to solicit input, assistance and advice.
  - The Executive Committee shall supervise the Human Resources staff.
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### 12. Job Descriptions of the Executive

#### 12.1. Academic and University Affairs Commissioner

##### Objective

Primary objective is to defend and protect the academic rights and interests of current and prospective students who are associated with the University of Guelph. Secondary objectives include responsibility for issues of accessibility for undergraduate students with disabilities, campus sustainability, the Student Help & Advocacy Centre (SHAC) and collaboration with other academic student leaders.

##### Academic and Curricular Issues

- To be aware of the various avenues that are available to students in need of advice or assistance, with University or academic related issues.
- To ensure that their needs are met through the appropriate channels, as well as keeping students informed and aware of internal issues.
- To monitor academic structures and regulations within the University.
- To be completely knowledgeable with the Undergraduate Degree Regulations and Procedures; to be able to council and advise students on these procedures.
- To ensure that students have access to information for, and are made aware of, proposed or actual changes to educational, and students' rights policies and programs.
- To be an ex-officio of Senate. This involves participation in Student Senate Caucus, as well as Senate Committees as per the Bylaws of Senate.
- To provide referrals and act as an advocate for students with academic concerns
- To coordinate relevant campaigns relating to undergraduate academic concerns including but not limited to pteaching evaluations, accessibility, funding quality, etc.
- To monitor the University, with regard to curriculum, programs, enrollment and tuition and ensure students have meaningful participation and decision-making power.

##### Student Finance and Post-Secondary Funding Issues

- To be available for consultation with students on all internal matters, such as academics, tuition and University funding schemes.
- To provide referrals and act as an advocate for students with concerns related to their financial situation.
- To be familiar with all avenues of financial aid, including OSAP, CSLP, bursaries, work study, scholarships, etc.; to provide referrals and act as an advocate in relation to the bursaries and scholarships; to educate students about the changes to these programs, and to promote use of University financial aid, in way of bursaries and scholarship.
- To enhance student access to financial aid by monitoring and implementing the CSA's bursary endowment fund (GSAP).
- To work with the External Affairs Commissioner to insure student input at every level of tuition and ancillary fee discussions.
- To work with the External Affairs Commissioner to coordinate campaigns on tuition and funding of Post-secondary institutions.

##### University Issues and Representation

- To be informed and aware of the activities of the Board of Governors, Senate, Student Rights and Responsibilities, Student Services Fee, Athletics and other university committees that impact on students' rights.
- To act as an advocate in representing student concerns to relevant university committees, task forces, policies decisions and other decision-making bodies, in conjunction with the student groups or individuals This includes being familiar with the Judicial process and provincial accessibility legislation.
- To coordinate awareness and lobbying campaigns with regard to academics at the University of Guelph. This should address such issues as corporate involvement in curriculum and research, diversity and alternatives in curriculum, class size, etc.

##### Collaboration and Support to Academic Student Leaders

- To liaise with College Governments and Student Senators in relation to academic concerns.
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- To work with Student Senate Caucus Co-Chairs and College Government Executives to increase access to support services in order to increase academic advocacy.
- To act as a resource to Academic Student Leaders by providing training opportunities to address relevant current issues where necessary.
- To organize and facilitate Student Academic Caucus with the SSC Co-Chairs.
- To work with Student Academic Caucus and Student Budget Caucus to inform students of post-secondary funding and University budgeting processes and priorities
- To collaborate with the LEAD Advisor and planning committees for Student Leaders Interacting and Collaborating (SLIC) and LAUNCH/ReLAUNCH conferences

### Accessibility for Students with Disabilities Issues

- To be the primary advocate for undergraduate students who self-identify as having a disability
- To chair the Accessibility Working Group as outlined in Policy Appendix B, Section 9.0.
- To be the CSA representative on the Accessibility for Persons with Disabilities Advisory Committee (APDAC) and the Campus Accessibility Committee (CAC) and relevant subcommittees as necessary.

### Campus Sustainability Issues

- To be the primary CSA representative for environmental issues and campus sustainability initiatives including the Student Executive Council Energy Retrofit project.
- To be the CSA representative on the Energy Conservation Working Group and relevant subcommittees as necessary.

### Portfolio Responsibilities for CSA Initiatives

- To chair the Capacity Analysis & Planning Committee
  - To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and Health and Dental Plan Committee.
  - To coordinate the process for the Teaching Excellence Award each year.
  - To coordinate the Art in the Bullring project in collaboration with the Fine Arts Network and Bullring Manager.
  - Staff Supervision and Support
  - To act in a supervisor capacity for the Student Help & Advocacy Centre (SHAC) in accordance with Policy Appendix D.
  - At the Academic Commissioner's discretion with input from the supervising commissioner, to provide support to CSA staff requesting academic consideration due to increased responsibilities due to large-scale programs and events.
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### 12.2. Communications and Corporate Affairs Commissioner

#### Objective

To be the most visible CSA public figure. To initiate new projects that address the needs of the students at the University of Guelph. Also to defend and protect the non-academic rights and interests of the students of the University of Guelph.

#### Promotion and Communication of the CSA

- To always be publicly known as the Communications Commissioner. However for the purposes of the Ontario Corporations Act, shall also be known as the Corporate Secretary, and to act as a signing officer for the CSA.
- To act as the primary representative of the CSA.
- To maximize awareness of the CSA as an organization when not specifically portfolio related and promoting the CSA's events, campaigns, and activities through as many means as possible.
- To 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.
- To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students.
- To promote the CSA as much as possible advertising efforts in on campus media including soliciting, editing, proofreading, and writing notices; Examples of this are the Ontario, Peak, Herd the Word, @Guelph, CFRU, etc.
- To be the primary liaison to communicate all official matters of the CSA. To be the primary contact between the CSA Executive and Board of Directors and the University Senior Administration.
- To be present at the University Rumor Mills
- This position will develop and maintain a communications protocol with the Media and Promotions Assistant to be used by the organization
- The Communications Commissioner is responsible for being aware of the issues and events in each Executive portfolio in order to present a cohesive view of the CSA
- To be informed of the various avenues that are available to students in need of advice, assistance or support in nonacademic University related areas and ensure that students needs are being met through appropriate channels. To provide referrals and acts as an advocate as needed.
- To organize the annual CSA day event in collaboration with the CSA Media and Promotions Assistant.
- To coordinate awareness and lobbying campaigns with regard to nonacademic student life at the University of Guelph; including but not limited to; Health and Safety on campus, ancillary fees, democracy/corporatization of the BoG, U.C. and student space issues, corporate involvement in athletics, etc.

#### Administrative Duties

- To facilitate Executive meetings. Facilitation of Executive meetings shall entail full voting participation.
  - To ensure the Executive Protocol is maintained and updated by the incoming Executive, and present it to the Board.
  - To communicate all official Board of Directors positions to appropriate groups or organizations.
  - To take direction from the Board of Directors or the Executive, during Executive empowerment, for the purpose of communicating positions taken.
  - To coordinate all official meetings of the CSA Board of Directors including the Annual General Meeting, and if necessary the General Members Meeting. All ratifications and de-ratifications will be organized by this position.
  - To meet with the Policy and Transition Manager to develop a board meeting schedule for the next year (including AGM, GMM)
  - To meet with the Policy and Transition Manager and the Human Resources and Operations Commissioner to develop a timeline and the scope of a board training plan each semester and to review best practices
  - Will ensure Board members are fulfilling their responsibilities as outlined in the CSA Bylaws.
  - To meet with the Policy and Transition Manager to develop the timeline and
  - scope of transition week and incoming executive training sessions and to review and approve a schedule of training submitted by the Policy and Transition Manager.
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# CENTRAL STUDENT ASSOCIATION

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- To supervise the efforts of the External Chair, Board Scribe, Summer Board Scribe, Committee Scribe, Promotional Services and Graphic Designer, Chief Electoral Officer (CEO) and Assistant Electoral Officers (AEO) and the Policy and Transition Manager in accordance with the CSA Human Resource Policy
- To be a member of the Promotional Services and Graphic Designer and the Policy and Transition Manager Review Committees in order to build and enhance these staff positions.
- To ensure that CSA elections are suitably run, that the Chief Electoral Officer is suitably mandated to perform their duties in a fair and impartial way
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to develop an election timeline for each semester in accordance with bylaws and policies
- To meet with the Chief Electoral Officer and the Policy and Transition Manager to review Election bylaws and policies in August and late November
- To monitor and maintain the CSA website and all other social networking means

### Committee Involvement

- To sit on Student Executive Council, homecoming planning committee, and the Policy and Bylaw Review Committee
  - To ensure proper representation of the CSA on any University Committees, to increase student representation and participation on these committees and newly created standing and ad hoc committees.
  - To coordinate CSA committee representation; including advertising committee openings, facilitating committee member appointment and ensuring that all CSA appointed committee members are adequately representing the views of the CSA
  - To strive for maximum student participation on all nonacademic university committees relevant to students. This involves either attending meetings or, where appropriate, delegating other student representatives. These committees include but are not limited to HSAC, AAC, Health & Safety, Student Employment Centre, Personal Safety Advisory Committee (PSAC), Student Services Fee, Stakeholders and Consultative Forum.
  - To be informed and aware of the activities of the Board of Governors, Hospitality Services, Student Housing Services, the Counseling and Resource Centre, the Centre for Students with Disabilities, and other university committees that impact on students. To monitor these committees and to ensure that students have meaningful participation and decision-making power in these areas.
  - To sit on the UC Board of Directors and to coordinate the student caucus of the U.C. Board
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# CENTRAL STUDENT ASSOCIATION

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### 12.3. External Affairs Commissioner

#### Objective

To work to defend the rights and interests of students of the University of Guelph at the federal and provincial levels. To be the CSA resource on alternative provincial/federal policies and budgets. To be the CSA resource on and liaison with other Student Unions and Associations at other post-secondary institutions and the University of Guelph Graduate Student Association.

#### Lobbying

- To establish and maintain positive working relationships with student lobby groups (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
- To establish and maintain positive working relationships with campus and local chapters of federal and provincial political parties
- To establish and maintain positive working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
- To establish and maintain positive working relationships with alternative provincial/federal policy advocacy groups (such as the Canadian Centre for Policy Alternatives and Council of Canadians)

#### Federal and Provincial Issues and Campaigns

- To be aware of alternative provincial/federal policies and budgets
- To coordinate campaigns and events centered around federal and provincial issues affecting students. This involves informing, educating and involving as many students as possible in these campaigns.
- To initiate awareness and lobbying campaigns around provincial, federal and global issues especially legislation and policy affecting students.
- In the event of a federal or provincial election, candidate and party positions on issues pertaining to students are to be recorded. To ensure that information regarding the candidates as well as general election information is disseminated to students and to ensure that public all-candidates forums are held which are accessible to students. To collaborate with other civic engagement groups wherever possible.
- In the event of provincial or federal labour disputes, the External Affairs Commissioner will coordinate student support committees.
- To attend Stakeholders meetings
- To monitor provincial, federal and global initiatives, programs, policies and legislation that impacts students and execute interactive educational awareness campaigns based on these issues. Issues could include but are not limited to: post-secondary funding and support, early outreach and support services for 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.

#### Social Environmental Justice and Other Duties

- To ensure that information and research is shared with other campuses and affected areas regarding all University matters.
  - To build coalitions with labour groups, unions and other groups working for social justice, such as the Student Activist Network, the Ontario Federation of Labour, the Canadian Labour Congress, le Movement pour le Droit de l'Education (MDE), the Center for Campus Organizing, the Public Interest Research Groups (-PIRGs), alternative budgets, anti-poverty, anti-corporate, pro-labour, pro-democracy organizations, etc.
  - To work with the Academic & University Affairs Commissioner to fight for student input at every level of tuition and ancillary fee discussions.
  - To work with the Academic & University Affairs Commissioner to communicate tuition, fees info and Board of Governors budget information to students.
  - To work research and organize campaigns related to corporatization, privatization and other related University issues.
  - To monitor the involvement and influence of corporations on campus in regard to nonacademic departments. (Hospitality, Athletics, University Centre, etc.)
  - To build campaign coalitions with campus groups, clubs and organizations committed to social/environmental justice such as the Student Help & Advocacy Centre (SHAC), Human Rights & Equity Office, Guelph Queer Equality, Guelph Resource
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Centre for Gender Empowerment and Diversity, CFRU PM, The Peak, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), C.J. Munford Centre, International Student Organization (ISO) etc.

- To coordinate CSA responses to hate activity on campus
- To be a resource to SHAC to promote social justice awareness
- To supervise the efforts of Meal Exchange staff in accordance with the CSA Human Resources Policy
- To attend and assist with Meal Exchange's Delivery Days and Trick or Eat

### Committees

- Code of Ethical Conduct Advisory Committee
  - Hate Activity Sub-Committee
  - Hospitality Services Advisory Committee
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# CENTRAL STUDENT ASSOCIATION

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### 12.4. Human Resources and Operations Commissioner

#### Objective

To ensure the viability of the CSA as a functioning organization, both financially and in the office management, in order to meet the needs of the University of Guelph students. To also be responsible for Human Resources and the staff environment within the Central Student Association in any role not otherwise defined in the CSA Bylaws or Policy manual. To at all times be known publicly as the Human Resources and Operations Commissioner, however, to satisfy the provisions of the Ontario Corporations Act, shall be known also as the "Corporate President" and a signing officer of the Central Student Association.

#### Human Resources

- This involves being the Executive liaison with staff; ensuring that staff concerns and problems are met and dealt with, and ensuring that the requirements outlined in Appendix D of the Policy Manual are maintained.
- To be the primary link between the Executive, Staff and Board of Directors.
- To, at all times, take into consideration the relations between CSA Executive, Staff and Board of Directors, and to be impartial and fair when dealing with these interactions.
- To keep staff informed of Executive and Board initiatives and actions through, but not limited to, monthly staff meetings and bi-weekly e-mails.
- Meet regularly with the Staff Representatives
- To officially invite all Staff to Board of Directors meetings and to Executive meetings.
- To work with the Communications & Corporate Affairs Commissioner to organize a meet and greet activity early in the Fall semester for CSA Board, Executive, and Staff.
- To meet with the Communications & Corporate Affairs Commissioner and the Policy & Transition Manager to develop a timeline and scope for board training
- To meet with the Policy & Transition Manager to develop a timeline and process for staff training workshops, operating manuals and job description review and to review the schedule submitted by the Policy & Transition Manager
- To coordinate and monitor the hiring process in collaboration with the Front Office Manager, Executive Committee, and Business Manager
- To initiate the hiring process for any vacant staff positions during the year, at the discretion of the Executive Committee.
- To work with the Academic and University Affairs Commissioner in matter of Accessibility pertaining to the Human Resources Policies
- To complete staff evaluations for the Permanent and Renewable-Contract staff within the Winter Semester
- To ensure the completion of all staff evaluations within the first three months of any staff member's employment.
- To act as co-supervisor for the staff members of thecannon.ca, in conjunction with one member of the Guelph Campus Coop
- To supervise the efforts of the Permanent Staff, Clubs Staff, Safewalk Staff, Technical Assistant and Student Risk Management Coordinator in accordance with the CSA Human Resources Policy. Shall also act as co-supervisor for the Promotional Services Graphic Designer and the Policy & Transition Manager, along with the Communications & Corporate Affairs Commissioner.

#### Operations

- To ensure that a manual of Operations for each area under the supervision of the Executive is prepared and updated regularly, in collaboration with the Policy & Transition Manager.
  - To act as the CSA liaison with the management of the Bullring Coffee Shop, and to ensure that the coffee shop is being staffed and run in accordance with bylaws and policies.
  - To review the monthly financial statements of the Bullring Coffee Shop in collaboration with the Business Manager and the Bullring General Manager, and to ensure the financial sustainability of the Bullring
  - To coordinate the distribution of information on the Student Health & Dental Plans in conjunction with the Business Manager, ensuring that all aspects of the plans are promoted to the fullest degree. This would include a mass email in late August, Day Planner submission, and other media options.
  - To ensure that all aspects of the CSA are adequately promoted to students, in conjunction with the Promotional Services & Graphic Designer, and the Communications & Corporate Affairs Commissioner. The Human Resources & Operations Commissioner shall focus on promoting Job Opportunities, CSA Programmes and Print Services.
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- To assume the role of the Clubs Coordinator and the Clubs Administrative Coordinator during their absence or unavailability.
- To ensure Staff, Services and Programs have the required resources to maintain operations

### Finances

- To be familiar with all aspects of the budget, day-to-day finances and to at all times take into consideration the long-term financial sustainability of the CSA as a non-profit organization.
- To present regular reports to the Board of Directors and the CSA membership
- To be the executive liaison with the business office, especially on matters relating to the budget
- To be responsible for the oversight and coordination of the budgeting process.
- To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in Bylaws and Policies
- To meet with the Business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- To meet with the Business manager on a weekly basis to discuss critical financial matters that may arise.

### Committees

- To chair for the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in Appendix B, Section 4.3 of the Policy Manual.
- To chair the Policy & Transition Manager and the Promotional Services & Graphic Designer review committees
- To co-chair of thecannon.ca Operating Committee, along with one member of the Guelph Campus Coop; to ensure communication among committee members, executive and the CSA Board of Directors.
- To co-chair of the Student Health Plan Committee, with the representative of the Graduate Students' Association, to ensure that the Student Health & Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body.
- To chair the Clubs Conduct Tribunal, as outlined in Appendix G, Section 4.0 of the Policy Manual
- To sit as the CSA representative on the Student Health Advisory Group (SHAG)
- To act as a non-voting member of the Student Budget Caucus (SBC)

### Space & Student Space Initiatives

- To be responsible for the arrangement and allocation of office spaces
- Work with clubs coordinator to assign club offices and lockers to accredited clubs
- To investigate and coordinate CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee
- To consult with the Academic and University Affairs Commissioner regarding campus accessibility

### Health & Safety

- To ensure the CSA complies with the Occupational Health & Safety Act jointly with the Policy & Transition Manager
- To receive health and safety certifications
- To work with the Policy & Transition Manager and the Bullring General Manager to develop Health & Safety programs, training and protocols
- To review recommendations from the Joint Health & Safety Committee

### Student Risk Management

- To act as the contact person for Student Risk Management, to ensure that Risk Management and the Student Risk Committees are promoted on campus.
  - To work with the SRM Coordinator to plan and implement a training session for designates and alternatives early in the Fall semester.
  - To be the SRM Policy holder on behalf of the CSA
  - To attend SRM committee meetings if the Clubs Administrative Coordinator is unavailable
  - To work with the Clubs and Clubs Administrative Coordinators to ensure that the Clubs are properly trained on Student Risk Management at the first Clubs General Meeting.
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### Other Duties

- To act as the primary representative of the CSA in all corporate legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA.
  - To ensure that the Student Organization Policy Form is completed by September of each year, in order to maintain the CSA's position as a primary student organization at the University of Guelph
  - To be the executive contact for all matters related to CSA ancillary student fees
  - To investigate the feasibility of new service and revenue generation opportunities for the CSA.
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# CENTRAL STUDENT ASSOCIATION

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### 12.5. Local Affairs Commissioner

#### Objective

To work to defend and protect the rights and interest of students of the University of Guelph within the context of the Guelph Community.

#### Tenant Issues

- To be trained in specifics of the Residential Tenancies Act, and related City of Guelph by-laws by the outgoing Local Affairs Commissioner, in order to provide tenant advocacy to students. When advocacy requires a legal opinion, the Local Affairs Commissioner will refer students to the appropriate community organization and will perform at least one port-referral contact.
- To act as a resource for SHAC, on issues related to the Residential Tenancies Act.
- To be aware of university residence issues and concerns and to work with Interhall Council to address them
- To oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative

#### Transportation Issues

- To act as the Administrator of the Universal Bus Pass Program (U.B.P) and the Late Night Bus Service (L.N.B.S.). This involves fielding any student questions about the Bus Pass and L.N.B.S., providing promotional materials, engineering campaigns about the U.B.P. and L.N.B.S., and organizing distribution of the pass.
- To work with the Centre for Students with Disabilities to organize alternative bus pass distribution accommodations for students who are registered with the CSD.
- To organize an alternative bus pass distribution to accommodate OVC students in partnership with the CVSA.
- To maintain the Universal Bus Pass agreement for both the CSA and students at large. This includes advocating for equitable price increases for the Universal Bus Pass when Guelph Transit seeks to raise the price of the Universal Bus Pass.
- To meet regularly with the General Manager of Community Connectivity and Transit for the City of Guelph to discuss issues with, and plans for, the bus pass, Late Night Bus Service and general Guelph Transit issues.
- To ensure student representation on the Parking Advisory Committee
- To advocate for commuter students to Transit and the University
- To maintain the Transit Board (at the UC doors) and keep it up-to-date
- To work with the Policy and Transition Manager around logistics for Universal Bus Pass distribution each semester. This includes amongst other areas timelines, locations, temp help, and all other issues deemed relevant.

#### Municipal issues

- To develop campaigns, lobby sessions and initiatives that address municipal issues of concern to students; to suggest and advocate programs that rectify any inequities and inadequacies in municipal services available to students.
  - To act as the CSA's link to the Guelph community. This involves meeting community members, be they groups or individuals, whose actions may have an impact upon students, and as well as raising the profile of the CSA as an active participant in the Guelph community.
  - To lobby the City of Guelph, the members of its City Council, their committees, and the Departments of the City of Guelph. This involves attending meetings, and speaking to individuals on committees, or in departments regarding municipal issues that affect students.
  - To attend City Council meetings as necessary
  - To meet with and lobby Councilors wherever possible, with particular emphasis on Ward 5 and Ward 6 Councilors
  - To be aware of all city by-laws, programs, and initiatives that impact on students.
  - To attend Commission and Community meetings that the Local Affairs Commissioner has been specifically appointed to by virtue of their position the Guelph Civic League, Guelph Town and Gown, and the Guelph-Wellington Coalition for Social Justice, and the Late Night Task Force.
  - To attend other meetings that relate to issues of concern to students and the University; OMB Hearings, Landfill meetings, planning, zoning and by-law sessions, transportation meetings, housing meetings etc.
  - To attend when necessary and work to create student engagement on neighbourhood groups in area's with a heavy student population.
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- To attend; retain minutes from, or keep in contact with as many different municipal organizations that may impact on students, including the Guelph Chamber of Commerce, the Downtown Board of Management, Labour groups, GIRC, OPIRG, political groups, housing groups, and neighbourhood associations.
- To represent the CSA at Municipal events, activities and initiatives where appropriate; to communicate with as many community members as possible.
- In the event of labour disputes within the City, including the University, the Local Affairs Commissioner will coordinate student support committees.

### Awareness of Sexual Assault and Prevention Committee

- To act as one of three central coordinators of the Awareness of Sexual Assault and Prevention Committee (ASAP) along with the Wellness Centre and the Human Rights and Equity Office in accordance with the ASAP Committee terms of reference.
- To ensure CSA Board representation on the ASAP Committee.
- To ensure student representation on the ASAP Committee.
- To promote the activities of the ASAP Committee to CSA constituents.
- To apply to both the Student Life Enhancement Fund and Women's Campus Safety Initiative on behalf of the ASAP Committee

### Student Space Issues

- To support the HR&O Commissioner with any work regarding student space including but not limited to: study space, hang out space and student controlled space.
- To be aware of all University real estate issues.
- To act as the primary CSA representative on all student legal matters, including being available for court advocacy. To act as a resource to the Legal Resource Room.

### Pesticide Issues

- To ensure CSA representation on the Landscape Advisory Committee.

### Citizenship

- To supervise Meal Exchange activities and to ensure the program's growth as a social learning tool.
- In the event of a provincial or federal election, work with the External Commissioner and Citizen and Community Engagement to provide students with information in relation to the Guelph candidates which includes organizing an all-candidates forum on campus, creating and distributing student-centered materials clarifying the voting process, organizing bus shuttles to popular student voting stations and working with Elections Canada to ensure that the voting stations are student Friendly.
- In the event of a municipal election, the candidates' stance on various student issues are to be determined and recorded. Students are to be informed of candidates positions, and encouraged to vote in the elections with this in mind.
- In the event of a municipal election, to coordinate a campaign with Citizenship and Community Engagement and the Guelph Civic League encouraging students to vote.
- To ensure CSA representation on the Student Volunteer Connections board.
- To participate in the organization of Student Volunteer Connections' annual Positive Social Action Conference.

### Other Supervisory Duties

- To supervise the efforts of the CSA Food Bank and CSA Bike Centre staff in accordance with the CSA Human Resources Policy.
  - To help the CSA Food Bank and CSA Bike Centre in fundraising initiatives and seeking and preparing pertinent grant applications.
  - To attend and help out with Meal Exchange's Delivery Days and Trick or Eat.
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# CENTRAL STUDENT ASSOCIATION

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### 13. Executive Empowerment

- 13.1.** 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 anytime by a simple majority vote of a properly worded motion of the Board of Directors.
- 13.2.** 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.
- 13.3.** Expenditures under executive empowerment shall be contained within a specified budgetary line item, and shall not exceed \$4999.99. 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.
- 13.4.** A motion for Executive Empowerment shall contain any additional limitations, which the Executive shall be bound to.
- 13.5.** 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.
- 13.5.1.** 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.

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### **14. Meetings of the Board of Directors**

- 14.1.** All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.
- 14.2.** The Board of Directors shall meet at least four (4) times during an academic semester. The Communications & Corporate Affairs Commissioner shall be responsible for scheduling these meetings.
- 14.2.1.** In addition, meetings of the Board of Directors may be called on 24 hour notice in three ways:
- Decision of three members of the Executive Committee
  - Student petition with 50 signatures presented to the Communications & Corporate Affairs Commissioner
  - Petition of one-third of ratified members the Board of Directors presented to the Communications & Corporate Affairs Commissioner
- 14.3.** A quorum shall consist of a majority of ratified Directors. Proxies shall not be allowed for quorum or for voting.
- 14.4.** The Board of Directors shall operate under the Central Student Association's Rules of Order as per Appendix A.
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# CENTRAL STUDENT ASSOCIATION

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### 15. Accountability & Removal From Office

- 15.1. Members of the Executive Committee may be removed from office by a referendum of the members of the Association.
- 15.2. A referendum may be initiated by either a petition from 10% of the Association members or a 2/3 vote of the Board of Directors. Quorum for this referendum is 10%. A simple majority of this is required to remove the executive officer.
- 15.3. The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more meetings in general, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Communications & Corporate Affairs Commissioner or a designated staff member at least 24 hours in advance of the meeting.
- 15.3.1. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training.
- 15.4. Organizations who 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 sent to the Communications & Corporate Affairs Commissioner.
- 15.5. Any additional reasons for de-ratification shall follow a referendum process.
- 15.5.1. Any Director appointed or elected, including the Executive Committee, may be removed from office by a referendum of the constituency represented by that member. Quorum for this referendum is 10%. A simple majority of this is required to remove the director. A referendum may be initiated by either a petition from 10% of the member college or student organization's members, or a 2/3 vote of the Board of Directors.

### 15.6. Positive Discipline

- 15.6.1. Any Executive or Director may be reprimanded for violation of by-laws or policy, poor job performance or unprofessional behaviour. A reprimand requires a 2/3 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.
- 15.6.1.1. 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.)
- 15.6.1.2. 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.
- 15.6.1.3. Proposals to reprimand can be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Communications & Corporate Affairs Commissioner in the case of a Director reprimand.
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### 16. Amendment

- 16.1.** An amendment to the University of Guelph Central Student Association's By-laws and Policies 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.
- 16.2.** Proposed amendments require one meeting's notice and require discussion and a vote at the subsequent board meeting to either:
- postpone to a particular date; or
  - refer to a committee; or
  - approve or disapprove
- 16.3.** Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.
- 16.4.** To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws and/or Policies must be recorded by a roll call vote.
- 16.5.** 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 Communications & Corporate Affairs Commissioner within forty-eight (48) hours of the notice. The Communications & Corporate Affairs Commissioner will distribute the written copy to all Directors within twenty-four (24) hours of receipt. If a written copy is not submitted within forty-eight hours, the motion must be presented again at the next available meeting of the Board of Directors.
- 16.6.** By-law 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. Bylaw amendments must pass the AGM with a simple majority.
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# CENTRAL STUDENT ASSOCIATION

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### **17. Confidentiality**

- 17.1.** At the beginning of every meeting of the Board of Directors or committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and Appendix A 7.0, to the attention to all present.
- 17.2.** 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.
- 17.3.** 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.
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# CENTRAL STUDENT ASSOCIATION

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### 18. Conflict of Interest

- 18.1.** A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or Staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of their selves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA's mandate.
- 18.2.** A state of a conflict of interest shall not exist for a director should a matter under consideration be a 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.
- 18.3.** Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.
- 18.4.** In the event of a conflict of interest, the interested party shall:
- Prior to any vote on the issue, declare the conflict of interest to the Chair, Communications & Corporate Affairs Commissioner or the Board as a whole.
  - Refrain from voting in relation to the matter.
  - Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
  - 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 the contract
- 18.5.** No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.
- 18.6.** No member of the Board of Directors who is an employee or whose partner is an employee of the CSA may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.
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# CENTRAL STUDENT ASSOCIATION

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 1. Electoral Officers

#### 1.1. Hiring Procedure

The Board of Directors shall hire by committee at least one Assistant Electoral Officers (AEO) and one Chief Electoral Officer. The duty of the CEO and AEOs shall be to conduct elections and by-elections in accord with this bylaw and such directions as may from time to time be given by resolution of the Board of Directors. Hiring shall be done in accordance with Appendix D – CSA Human Resources Policy.

#### 1.2. Reporting

1.2.1. The CEO will report to the Communications & Corporate Affairs Commissioner.

1.2.2. In the event that the Communications Commissioner is a candidate for election, the CEO 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 CEO will report to a committee of the Board of Directors as determined by the Board.

1.2.3. The AEOs will report to the CEO.

#### 1.3. Conflict of Interest

1.3.1. A conflict of interest is deemed to be any relationship that the CEO or AEO may have with any electoral candidate or principal in a referendum campaign which may interfere with the impartial operation of the electoral office.

1.3.2. The CEO and AEO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.

1.3.3. Any member of the organization who feels that the CEO or AEO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors

1.3.4. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

1.3.5. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum option involved, as well as for the other candidates or referendum options for the same question, will be determined by the other Electoral Officers.

1.3.6. If conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CEO's supervisor as defined under Section 9.2.

1.3.7. 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.

#### 1.4. Election Accessibility

The CEO, AEO and Academic & University Affairs Commissioner will work jointly to eliminate as possible all barriers to participation in the electoral process for any individual.

1.5. All official correspondence from the CEO or AEOs shall take place via email.

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 2. General Elections

2.1. General Elections for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the Winter semester.

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

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

2.2. Referenda questions will be put forward during the General Elections period.

2.2.1. Quorum shall be 20% of the general membership.

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

2.2.2.1. Any referenda questions which falls under the criteria of section 5.10 requires a two-thirds (2/3) majority vote for a valid outcome

# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 3. By-elections

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

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

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

3.2. 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 Spring Semester in accordance with Bylaw 1, Section 10 (Executive).

3.2.1. Quorum shall be 10% of the general membership.

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

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **4. Board and Executive Responsibilities with regard to Elections**

- 4.1.** The CEO, in co-operation with the Academic & University Affairs Commissioner, will compile a class schedule of all classes containing at least 100 students. The CEO will create an accompanying speaking script and overhead transparency to be distributed to the Board of Directors.
- 4.2.** The Board will approve an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. Components of this strategy may include:
  - Classroom talks
  - Canvassing students
  - Paneling
  - Online campaigns
- 4.3.** Failure, on the part of Directors, to contribute to the election campaign may lead to positive discipline in accordance with Bylaw 1 Section 15 (Accountability & Removal From office), at the Board's discretion.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 5. Nominations

- 5.1. Any member in good standing in accordance with Article 3 of Bylaw Number 1 of the Central Student Association is eligible to stand as a candidate for the office of any Executive member, or an at-large representative of their college, or to nominate another member as a candidate. Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CEO before the end of the nomination period. If such a desire is not communicated, the most recently received nomination is taken to be genuine, to the exclusion of any others submitted prior to it.
  - 5.2. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing as per Article 3 of Bylaw Number 1 in either of the previous two semesters.
  - 5.3. A nomination for any office or position must abide by the following rules of procedure:
    - 5.3.1. Candidates for an executive position require a nominator and a total of 75 signatures for each position. In the case of candidates for non-executive Board of Directors positions, one nominator and a total of 20 signatures are required for each position.
    - 5.3.2. The declaration must show the signature of concurrence of the nominee, and
    - 5.3.3. be transcribed on form EO-010 for Executive candidates, or EO-020 for At-large candidates.
    - 5.3.4. be submitted during the prescribed nomination period.
  - 5.4. The nomination form will also ask for a listing of all extra-curricular activities engaged in by the nominee, to allow the CEO to make appropriate decisions related to the abuse of other positions the nominee may hold.
    - 5.4.1. The must take place on form EO-006 (Extra Curricular Activities).
    - 5.4.2. This list will be kept until the results of the election have been ratified, at which point the forms will be destroyed. Ask for a short max 150 word statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate.
  - 5.5. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CEO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.
    - 5.5.1. In order to facilitate verification and eligibility, the C.E.O. will request a voters list from the registrars office. A nominator's signature as well as confirmation of CSA general membership will be considered verification.
  - 5.6. Each candidate for an executive position shall present a refundable deposit of \$50.00 in the form of cash, certified cheque or personal cheque along with the appropriate nomination forms by the closing date of nominations.
  - 5.7. Each candidate for a non-executive Director's position shall present a refundable deposit of \$25.00 in the form of cash, certified cheque or personal cheque along with the appropriate nomination forms by the closing date of nominations.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 6. Referenda

- 6.1. Referendum questions will be accepted by the Elections office from the first day of the semester until the last Friday prior to the commencement of the nomination period.
    - 6.1.1. Any student group, or member of the undergraduate student body, may submit Referendum Submission Form EO-030.
  - 6.2. A Standing Referendum Committee shall be formed no later than the first board meeting of the Fall semester. The Standing Committee will:
    - 6.2.1. Receive all submitted referendum questions from the Elections Office.
    - 6.2.2. Be comprised of the C.E.O. and at least two Board members who have been ratified by the Board of Directors.
    - 6.2.3. Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
    - 6.2.4. The Committee will also determine which fee schedule, paid to the CSA for hosting the referendum question is applicable to the group as per 6.2.4.1, 6.2.4.2, and 6.2.4.3.
      - 6.2.4.1. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.
      - 6.2.4.2. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.
      - 6.2.4.3. A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.
  - 6.3. Once a question has been approved by the Standing Referendum Committee, the referendum team shall begin to petition for signatures to allow the referendum question to be placed on the ballot.
    - 6.3.1. All signatures must be submitted on form EO-021.
    - 6.3.2. Any such petition must be signed by no less than 10% of the membership to which the proposed fee would apply.
    - 6.3.3. It is the responsibility of the C.E.O. to verify that authenticity of the petitioners, as directed by section 5.5.1 of this bylaw.
    - 6.3.4. It is the responsibility of the C.E.O. to ensure that the applicable forms are available within 10 business days of the fall semester.
    - 6.3.5. Petitioning for signatures shall not be considered campaigning.
  - 6.4. The final date of approval for referendum questions will be the last board meeting of the candidate nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary.
    - 6.4.1. The final date for approval will be well-advertised by the CEO at least two weeks in advance of the deadline set out in 6.1 of this bylaw.
    - 6.4.2. Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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- 6.4.3.** All referendum questions that are not operational CSA business (eg. U-Pass) must collect signatures from the membership to whom the fee applies.
- 6.4.4.** Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Commissioner, Director or Service Coordinator under the supervision of an Executive Commissioner acting in pursuance of their respective duties.
- 6.5.** Each group sponsoring a referendum question shall present a refundable deposit of \$50.00 in the form of cash or certified cheque before campaigning can begin.
- 6.6.** Campaigning for referenda may commence no earlier than 31 days prior to the first day of voting.
- 6.7. Referendum Campaign Expenses**
- 6.7.1.** Election fees and campaign expense limits for all referenda are outlined in Appendix I of the CSA Policy Manual.
- 6.7.2.** All organizations who put forth a referendum question shall be obligated to provide an accurate and comprehensive final campaign budget to the Elections Office.
- 6.8.** The Chief Electoral Officer is responsible for monitoring referenda campaigns, and ensuring that referenda campaigns strictly comply with this bylaw and Appendix I of the CSA Policy Manual. It is at the discretion of the Chief Electoral Officer to determine the boundaries between informing the undergraduate population of the referenda and active campaigning.
- 6.9.** Failure to comply with the relevant articles in Bylaw #2 and/or Appendix I of the CSA Policy Manual may result in the invalidation of the referendum, as determined by the Chief Electoral Officer, per the Electoral Policies Guidelines, as adopted by the Central Student Association Board of Directors.
- 6.10.** When the CEO is presented with any referenda which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CEO must notify said campus organization and via email within 24 hours of receiving the question.
- 6.10.1.** All signatures on such a petition must be verified by the CEO. 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 approve referendum team at the meeting. The Communications Commissioner is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the Communications & Corporate Affairs Commissioner is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.
- 6.11.** Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda.
- 6.11.1.** All approval criteria for questions concerning fees shall apply to this type of question, as outlined in By-law 2 (Electoral Bylaws).
- 6.12.** There shall be a moratorium on any referenda questions that has 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<sup>st</sup>, after which such questions are free to be posed to the membership again.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **7. Responsibilities of Candidates and Referendum Teams**

- 7.1. To read, understand and abide by all campaign rules set out by the CEO, and to direct any questions to the CEO.
  - 7.2. To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CEO. If access to email is not available, the CEO must be informed before the start of the campaign period.
  - 7.3. To be prepared to attend Board meetings during the course of elections.
  - 7.4. To attend the All-Candidates Meeting called by the CEO and to participate in All Candidates Forum(s) & Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in the CSA Policy Manual Appendix I.
  - 7.5. To submit all applicable information of forms prescribed and by the designated dates, and recognize that failure to do so may lead to disqualification at the discretion of the C.E.O.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **8. Campaign Rules**

- 8.1.** For the purpose of the bylaw, "Campaigning" will be defined as: "The promotion of a position with respect to a candidate or referendum question in the current electoral period."
- 8.2.** 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.
  - 8.2.1.** No candidate or referendum team may slander or provide misinformation about another candidate or referendum team. Slander and misinformation is not permitted as the CSA has a zero tolerance for slander.
- 8.3.** Rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found in Appendix I of the CSA Policy Manual.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 9. Penalties for Campaign Infractions

- 9.1. The CEO and AEOs are 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 bylaw.
  - 9.2. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CEO will make their decisions must be adopted by the CSA Board of Directors at the first board meeting of the semester during which the election will be held. For the purpose of the by-election, electoral policy guidelines and campaign infractions must be approved at the first meeting of the Fall semester. For the purpose of the general election, electoral policy guidelines and campaign infractions must be approved at the first meeting of the Winter semester. Infractions will be percentage based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.
  - 9.3. The CEO is responsible for distributing copies of relevant by-laws, policies, and University regulations to all candidates prior to campaign commencement. Failure to comply with the relevant articles in this bylaw could result in the invalidation of a candidacy, as determined by the CEO, per the Electoral Policy Guidelines, as adopted by the CSA Board of Directors.
  - 9.4. Any candidate or referendum team member may appeal any decision made by the CEO by submitting form EO-013 (CEO Appeal Form) to the Communications & Corporate Affairs Commissioner, within 24 hours of the decision being made. The process of appeals is outlined in section 10.0 of this document (Appeals for CEO Decisions).
  - 9.5. In cases of disqualification, the CEO must attempt to contact the candidate or referendum team by both email and phone.
    - 9.5.1. The CEO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the Communications & Corporate Affairs Commissioner to ensure that this statement is made available on the CSA website.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 10. Appeals for CEO Decisions

10.1. The process for appeals is as follows:

10.1.1. An attempt must be made to address the issue directly with the C.E.O.

10.1.2. If 9.1.1 fails, then the complainant is to submit and complete form EO-013 (C.E.O. Appeal Form).

10.1.3. The Elections Appeals Board (hereafter referred to as EAB) will then convene within 36 hours to review the complaint.

10.1.3.1. The EAB shall follow the procedures as outlined in Appendix J – Elections Appeals Board in the CSA Policy Manual.

10.1.4. The EAB shall be the final decision-making body in regards to elections. EAB decisions will be considered final and will not be subject to further review.

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **11. Voting Eligibility**

- 11.1.** All Members in good standing of the CSA as defined by Article 3 of Bylaw 1 are eligible to vote for the Executive candidates of their choice, approved referenda, and for two at-large representatives of their respective colleges.
  - 11.2.** Proxy voting is not permitted. The CSA has a zero tolerance policy for proxy voting. 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.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **12. Format of Ballots**

**12.1.** The position of each name on the ballots (or each option in the case of referenda) will be randomized through the full ballot population.

**12.2.** Each ballot will contain two additional options: "None of the Above" and "Decline", to represent the voter's rejection of the candidate pool or the election process respectively.

**12.2.1.** The CEO will post information explaining the additional options at each polling station.

**12.3.** Each referendum question and candidate race will appear on a separate ballot sheet.

### **12.4. Yes/No Ballots**

**12.4.1.** In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, must include a Yes/No question.

**12.4.2.** In the event of a yes/no ballot for a candidate or referendum question, 11.1 does not apply.

**12.4.3.** In the event of a yes/no ballot for a candidate or referendum question, 11.2 will be amended not to include the "None of the Above" option.

**12.5.** Names of Candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board.

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### 13. Announcements of the Results

- 13.1.** The Chief Electoral Officer 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.
- 13.2.** The result of the general elections must be ratified by the Board of Directors following the appropriate period of time for the counting and, if necessary recounting of ballots as outlined in Sections 12 and 13 of this bylaw.
- 13.2.1.** In the event that a None of the Above option records more votes than a winning candidate, a by-election will be called within one month. If the by-election again fails to select a candidate, the Board will follow the vacancy provisions of By-Law 1, Sections 6.8 and 8.3.
- 13.2.2.** In the event that a None of the Above option records more votes than a winning referendum option, that referendum is deemed to have failed.
- 13.2.3.** In the event that a Decline option records more votes than a winning candidate/option, that candidate/option 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 of Directors.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **14. Slates**

**14.1.** Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

**14.2.** Slate candidacy is not permitted.

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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **15. Technical Issues Complaint Form**

- 15.1.** When a candidate or undergraduate student feels the online election process has compromised the democratic electoral process, a Technical Issues Complaint Form must be filed and submitted to the CEO.
  - 15.2.** The Central Student Association Executive and CEO shall meet to discuss the formal complaint and must come to a decision within twenty-four (24) hours of receiving the complaint.
  - 15.3.** Quorum for the meeting is 4 Executive members and the CEO.
  - 15.4.** When a decision has been reached, the CEO is responsible for communicating the decision within twelve (12) hours to the individual making the complaint.
  - 15.5.** Any decision may be appealed to the Board of Directors.
  - 15.6.** If the Executive and CEO cannot reach a decision within twenty-four (24) hours, the complaint is then forwarded to the Board of Directors. See Bylaw 1 Section 11.
  - 15.7.** All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.
  - 15.8.** Upon completion of elections, the CEO shall issue a report to the Board of Directors on any formal complaints received.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **16. Online Elections Contingency Plan**

- 16.1.** 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 by-law.
- 16.2.** In the case that the online polling provider can no longer support CSA online elections for reasons including, but not limited to bankruptcy, hardware/software malfunction, legal matters, etc; CSA elections must move to the contingency plan outlined in this by-law.
- 16.3.** 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.
- 16.4.** The contingency plan:
- 16.4.1.** Voting will be conducted via paper balloting
  - 16.4.2.** The format of the ballots will be as outlined in Bylaw 2, section 11.
  - 16.4.3.** Counting of the ballots will be as outlined in By-law #2, section 20.0.
  - 16.4.4.** Recounting of the ballots will be as outlined in By-law #2, section 21.0.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **17. Contingency Plan Execution**

17.1. By-law #2, section 21.0 and by-law #2, section 22.0 only come into effect upon the enactment of the Online Elections Contingency Plan, outlined in section 19.0 of this By-law.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 2 – ELECTORAL BYLAWS

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### **18. Auditing/Recounting the Ballots**

- 18.1.** An audit is in reference 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 via e-mail, 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.
- 18.2.** 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 CEO.
- 18.3.** A recount is in reference to a review of the voting results in the case that appear ballots are used.
- 18.4.** An audit/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.
- 18.5.** There shall be a fifteen (15) day audit period following the release of the unofficial results.
- 18.5.1.** The CEO will accept appeals for an audit/recount for fifteen business days following the posting of the results.
- 18.5.1.1.** It is the decision of the Chief Electoral Officer to issue a recount of the ballots. However, a candidate may appeal any decision made by the Chief Electoral Officer by following the appeal procedure outlined in Article 10 of this bylaw (Appeals for CEO decisions).
- 18.5.1.2.** An appeal for an audit/recount of the ballots must be submitted in writing to the Chief Electoral Officer within the fifteen (15) day period. An appeal should state clearly the reasons behind such a request.
- 18.5.2.** The Board of Directors will hear appeals at the first board meeting after the close of the 15 day period. If no further recount is required, all paper ballots will be destroyed on the day following the board meeting
- 18.5.3.** Successful candidates will only be ratified after this fifteen (15) day period.
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# Bylaw 2 – Electoral Bylaws for General Elections

## 19. Third Parties

- 19.1. On-campus organizations, professors, or University administrators shall be permitted to endorse a candidate(s) or referendum question(s). The decision-making process shall be determined by that organization and candidates will be responsible for any material distributed by that group.
  - 19.2. These materials will count towards the budget of the candidate(s) or referendum team(s) being endorsed.
  - 19.3. Any material emanating from that group are to be considered campaign materials, if it can be reasonably demonstrated that the content of the materials qualifies as campaigning.
  - 19.4. In the event that a campus organization is found to be acting maliciously in any way to the fair conduct of the elections as a whole or the campaign of any candidate(s) or referendum team(s) in particular, it is the responsibility of the C.E.O. to report to the Elections Appeals Board, which will consider options for punitive actions.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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1. Execution
  2. Financial Year and Long Term Investment
  3. Cheques, Drafts, and Notes
  4. Deposit or Securities for Safekeeping
  5. Budgeting Process
  6. Budget Line Descriptions
  7. Expenditures
  8. Finance Committee
  9. Sources of Additional Revenue
  10. Transparency
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### 1. 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 Human Resources and Operations Commissioner and the Communications Commissioner, 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 Corporation by the Human Resources and Operations Commissioner and the Communications Commissioner.
- 1.3. The Human Resources and Operations Commissioner, 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 by-laws 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.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **2. 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 thirtieth (30) 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 an 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 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.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **3. 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.** Anyone 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.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **4. 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 there of.
  - 4.4. The CSA shall at all times 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.
-

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### 5. 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 Human Resources & Operations Commissioner will be responsible for the oversight and coordination of the budgeting process. The process shall include consultation with the Executive Committee, Program Coordinators, Business Manager 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 Human Resources & Operations Commissioner for review.
  - 5.1.5. A draft of the budget shall be presented to the Finance Committee by the Human Resources & Operations Commissioner 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 by the Human Resources & Operations Commissioner.
-

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **6. 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.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### 7. Expenditures

- 7.1. Purchase confirmation forms shall be used in the event that an Executive member or CSA staff is requesting 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 must be filled out and submitted to the business office in order for a payment to be processed. For auditing purposes, an invoice or receipt must be submitted to the business office with one's Purchase Confirmation.
    - 7.1.2. 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.
    - 7.1.3. 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. As per section 10 of By-Law 1, the Human Resources and Operations Commissioner can only overrule a particular expenditure, 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 Human Resources and Operations Commissioner 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 Human Resources and Operations Commissioner, the Executive Committee must meet to rule on his/her decision.
  - 7.3. In any and all cases where Human Resources and Operations Commissioner 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 expenditure shall exceed \$5000, 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 \$2000, the Committee shall act as the decision making body that may grant or refuse permission to do so.
  - 7.7. All requests over \$2000 will be forwarded to the Board of Directors with recommendations from the Finance committee.
  - 7.8. Should the requesting party feel 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.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **8. 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 terms of reference as defined in Appendix B, Section 4.2.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **9. 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 by-laws relating to finances, as well as relating the CSA in general, shall be adhered to when investigating possible revenue sources.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 3 – FINANCIAL BYLAWS

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### **10. 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 organizations 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

# CENTRAL STUDENT ASSOCIATION

## BYLAW 4 – MEMBERS' MEETINGS

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### Contents

1. Annual and Other Meetings of Members
2. Error or Omission in Notice

# CENTRAL STUDENT ASSOCIATION

## BYLAW 4 – MEMBERS’ MEETINGS

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### 1. Annual and Other Meetings of Members

- 1.1. The Annual General Meeting or another general meeting of the members 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.
  - 1.2. Thirty (30) days shall be the minimum period of notice preceding a meeting of members
  - 1.3. 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
  - 1.4. 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 members’ meeting. The Board of Directors may approve an agenda with additional items coming after “Business” on the agenda.
  - 1.5. The report of the Organization should include Board, Executive, and Service updates. The report will be initiated by the Policy and Transition Manager and compiled by the Communications and Corporate Affairs Commissioner with input from the Executive, Board and Staff.
  - 1.6. 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:
    - 1.6.1. Notice of such business must be served as information at a meeting of the Board of Directors, and
    - 1.6.2. Such a meeting of the Board of Directors must take place at least seven (7) days before the Members’ Meeting in question.
  - 1.7. The Communications and Corporate Affairs Commissioner 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.
  - 1.8. 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.
  - 1.9. Quorum for annual or any other general meeting of the members shall be set at 100 members, where membership is defined in Bylaw 1.
  - 1.10. Should the CSA fail to reach quorum at a general meeting twice consecutively, a special general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members. No additional business may be conducted at this meeting.
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 4 – MEMBERS' MEETINGS

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### **2. Error or Omission in Notice**

- 2.1. 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. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the e-mail address of any member, director or officer, shall be their last e-mail address recorded on the books of the Corporation.

# CENTRAL STUDENT ASSOCIATION

## BYLAW 5 – POLICY MANUAL

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1. Definition of Terms
  2. Policy Resolutions
  3. Simple Resolutions
  4. Policy Review
  5. Suspension of Policies
  6. Policy Manual
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# CENTRAL STUDENT ASSOCIATION

## BYLAW 5 – POLICY MANUAL

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### 1. Definition of Terms

- 1.1. There shall be two (2) classes of resolutions, policy resolutions and simple resolutions that are recognized by the CSA.

### 2. Policy Resolutions

- 2.1. 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.
- 2.2. Policy Resolutions require one meeting's Notice of Motion and must be passed by a two-thirds (2/3) vote at a subsequent Board of Director's Meeting. A Policy Resolution passed by a two-thirds (2/3) vote shall be considered an official Policy of the CSA.
- 2.3. The rescindment of a policy of the CSA shall require one board meeting's Notice of Rescindment and must be rescinded by a two-thirds (2/3) vote at a Board of Directors meeting.
- 2.4. Executive and Directors of the CSA are expected to be familiar and act in accordance with the current CSA policies as stated in the policy manual. If an Executive or Director feels that a policy should not be followed, they must petition the Board of Directors to suspend said policy until further review may take place.
- 2.5. If an Executive or Director is found willfully acting against CSA policies, this will be noted in the Executive or Director's file pursuant to Article 15 of Bylaw 1 (Accountability and Removal From Office).
- 2.6. Staff found willfully acting against CSA policies will be subject to the Positive Discipline policy in Appendix D (CSA Human Resources Policy).

### 3. Simple Resolutions

- 3.1. A Simple Resolution shall be a resolution, which is not defined by article 2 of this bylaw.

### 4. Policy Review

- 4.1. All policy of the CSA established by the Board of Directors shall be the official policy position that the Association will take, and they shall be reviewed after three years.
- 4.2. Policy of the CSA shall be reviewed annually in accordance with the Policy Review Policy. Any member of the CSA may put forward amendments to the Bylaws and/or Policy Manual. Members interested in reviewing policy must provide written notification to the Board of Directors at the next regularly scheduled meeting of the Directors.
- 4.3. Formal approval by the Board of Directors is not necessary to start the review process of a policy of the CSA.

### 5. Suspension of Policies

- 5.1. Policies as outlined in the CSA Policy Manual may only be suspended if the request is submitted in the board package for review prior to the board meeting. Verbal requests to suspend policy must be ruled out of order.
- 5.2. All suspensions require a two-thirds (2/3) majority vote of votes casted.

### 6. Policy Manual

- 6.1. All motions/resolutions which have been approved as CSA Policy will be compiled in a *Central Student Association Policy Manual*. The manual will be updated periodically and shall become an Appendix of By-Law Number 5.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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Board meetings are organized loosely around Robert's Rules of Order with the following exceptions and clarifications:

### **1. Quorum**

- 1.1. Quorum for board of directors meetings is a simple majority of Directors of the Board

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### **2. Speakers List**

- 2.1. Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### 3. 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 placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about; otherwise that business shall be omitted from the agenda. The Communications & Corporate Affairs Commissioner 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.
  - 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.
  - 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 10 minutes to present. Presentations that are not submitted in the board package will only be allotted a maximum of 5 minutes to present. This time may be extended by a motion of the Board of Directors requiring a 2/3rds majority.
    - 3.9.1. The length of a presentation may also be extended or shortened by a motion at a Board of Directors meetings prior to the presentation, as long as notice of that presentation is given time.
  - 3.10. Meetings will be no longer than five (5) hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a 2/3 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### **4. Meeting Accessibility**

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 Communications & Corporate Affairs Commissioner 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 Academic & University Affairs Commissioner will act as a resource and be responsible for liaising with the External Chair and Communications & Corporate Affairs Commissioner regarding all board meeting accessibility needs and concerns.
  - 4.4.** Individuals requiring accommodations not explicitly outlined in the above policy may contact the Academic & University Affairs Commissioner 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 are not disclosed at the Board level.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### **5. 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 Communications & Corporate Affairs Commissioner, 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 Communications & Corporate Affairs Commissioner 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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### 6. In-Camera Policy & Procedures

#### 6.1. Background

A motion to move in-camera is made when there are matters to discuss that can not 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 only be allowed to attend an in-camera session 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 Minutes

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

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

**6.2.2.1.** The Board Scribe and Policy & Transition Manager shall not be included in in-camera sessions where the topic of discussion pertains to any Staff, Director, or Executive human resources issue.

**6.2.3.** Any Director, including the Executive Committee, 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 Communications & Corporate Affairs Commissioner

**6.2.3.1.** The Board Chair shall also have access to in-camera minutes.

**6.2.3.2.** 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 (2/3) majority vote.

**6.2.4.** A hard copy of in-camera minutes shall be distributed in-camera at a subsequent board meeting to be approved by the board by a simple majority vote.

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

**6.2.6.** In-camera minutes will be stored electronically by the Communications & Corporate Affairs Commissioner.

#### 6.3. Procedures Following Accusations of a Breach of Confidentiality

**6.3.1.** All accusations of a breach of confidentiality must be made to the Chair of the board via email

**6.3.2.** 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.

**6.3.3.** 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

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX A – CSA RULES OF ORDER

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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.

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

### **6.4.** Order of Proceedings

**6.4.1.** The Chair of the committee shall make a brief introduction. First, they shall state that 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.

**6.4.2.** The person(s) charging a breach of confidence shall present all of 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.

**6.4.3.** 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.

**6.4.4.** 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 make a decision at the first regularly scheduled meeting after the committee has finished meeting.

**6.4.5.** 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 brought to light. 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 where the information has no merit or relevance.

**6.4.6.** 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 camera, at which time the decision shall be written and voted on in a formal motion.

### **6.5.** Suggested Penalties

#### **6.5.1.** Directors (in order of severity)(including executive)

- a written apology to those directly affected
- a written apology to the CSA and those affected to also be sent to the Ontario
- removal from the Board of Directors (which for an executive member would include impeachment procedures)

#### **6.5.2.** CSA Staff

- 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". (by-law 6.1)
  - all disciplinary action must be in accordance with CSA by-laws and the Human Resources Policy
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 1. Board of Directors

#### 1.1. Director and Executive Files

1.1.1. Files shall be created for each Director, as determined by the Board of Directors.

1.1.1.1. These files shall be kept separate from staff files

1.1.1.2. 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 (hereafter referred to as “the files”) shall be stored in a locked filing cabinet in the office of the Policy & Transition Manager

1.1.3.1. 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.

1.1.3.2. 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/Director’s term.

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### **2. Standing Committees**

#### 2.1. General Rules

2.1.1. All standing committees of the CSA shall take minutes at each one of its respective meetings.

2.1.2. All minutes shall be submitted to the Policy & Transition Manager and/or Communications & Corporate Affairs Commissioner for the purpose of archiving and making minutes available to the general membership via the CSA website.

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### 2.2. Accessibility Working Group (AWG)

#### 2.2.1. Preamble

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

#### 2.2.2. Mandate

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

- To act as a resource for accessibility within the organization
- To promote the development of critical disabilities assessment within the CSA
- To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers
- To explore and deconstruct all real and potential barriers within the CSA
- To promote the reduction of the stigma surrounding disabilities
- To promote broader understanding of the experiences of students with disabilities
- To promote an accessible environment for all members of the CSA
- To discuss the experiences of members with disabilities
- To ensure that all CSA bylaws and policies become, and continue to be, accessible for all members
- To make recommendations to the appropriate CSA Commissioners, Staff, Committees to reduce barriers within their areas of responsibility
- To uphold and promote the Declaration of the Rights of Students with Disabilities

#### 2.2.3. Membership

**2.2.3.1.** Membership is comprised of the CSA Academic & University Affairs Commissioner (Chair), Students, CSA Staff, and CSA Board Members.

**2.2.3.2.** Membership lists will not be made public outside of the AWG.

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

#### 2.2.4. Responsibilities of Members

##### 2.2.4.1. General Members

- To uphold the mandate of the AWG
- To maintain the confidentiality of the membership
- To appoint a Vice-Chair from the membership

##### 2.2.4.2. Chair

- Academic & University Affairs Commissioner will be the Chair
  - Responsible for meeting facilitation
  - Responsible for acting as a primary contact for the group
  - To act as a liaison to the greater CSA and university community
  - Responsible for executing the decisions made by the AWG
  - To act in the best interests of the group
  - To act as a moderator and uphold a safe space for meetings
  - Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored
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- To be aware of diverse abilities of students on campus/ educate yourself

### 2.2.4.3. Vice-Chair

- Act as an assistant to the chair
- In the absence of the chair take up the responsibilities of the group
- Be comfortable disclosing publicly that they are a member of the AWG

### 2.2.5. Removal of Members

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

#### 2.2.5.1. If a member feels that another member is creating an unsafe space they should speak to the chair or the vice chair.

- The chair and the vice chair will meet with the member in question.
- If the member fails to demonstrate a renewed commitment to the working group and its safe space, the chair and or vice chair will request that they withdraw their participation from the AWG.
- Members can be removed immediately by the Chair and Vice-Chair for violation of Section 8.4

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

### 2.2.6. Meetings

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

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

#### 2.2.6.3. The Chair will be responsible for compiling a summary of business transacted at meetings.

- Minutes of the AWG will be kept on file in the Academic & University Affairs Commissioner's Office and available by request.
- Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

#### 2.2.6.4. The AWG will work on a consensus based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The chair may vote.

#### 2.2.6.5. The AWG will strive to create and uphold a safe space for all participants

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

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

### 2.2.7. Reports

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

#### 2.2.7.2. The report must include:

- Overview of membership, without listing names of participants
- Timeline of activities
- Selected highlights of agenda items and group initiatives
- Future work for the next semester

#### 2.2.7.3. Reports must not include specific membership lists and will adhere to the confidentiality policies of the AWG.

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

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### 2.3. Awareness of Sexual Assault and Prevention (ASAP) Committee

#### 2.3.1. Definition of Sexual Violence

The term is broad. Many of us think that rape only happens to other people and that rape is the only manifestation of sexual violence. However, sexual violence not only affects individuals of all ages, backgrounds, genders, ethnicities and experiences, but also occurs in many different forms. Sexual violence can include but is not limited to sexual assault, sexual abuse, stalking, dating and domestic violence, and verbal and physical harassment.

#### 2.3.2. Purpose

- 2.3.2.1. To provide members of the University community and Guelph community with an empowering and comprehensible understanding of sexual violence.
- 2.3.2.2. To bring together stakeholders of the University community and Guelph community to foster greater awareness on campus of sexual violence.
- 2.3.2.3. To plan and implement annual, sustainable and contextual campaigns pertaining to the visions and goals of ASAP.
- 2.3.2.4. To organize appropriate and up-to-date annual events that address issues of sexual violence on and off campus.
- 2.3.2.5. To respond directly when an issue of sexual violence occurs in the community.
- 2.3.2.6. To organize from a pro-survivor, compassionate, inclusive and anti-oppressive framework.
- 2.3.2.7. To ensure that the committee's meetings, events, and campaigns are accessible physically, mentally and financially.
- 2.3.2.8. To ensure that the committee's meetings, events and campaigns are inclusive. This includes but is not limited to ensuring that the committee is dedicated to the rights of women, racialized people, queer people, trans people, people with disabilities, and aboriginal people. This also includes but is not limited to ensuring that the committee is dedicated to the rights of all peoples and how they identify in terms of creed, ethnic origin, place of origin, gender identity and citizenship.
- 2.3.2.9. To work to continually recognize the positive and negative affects of the events and campaigns it will run due to the lived experiences of willing or unwilling participants. This means that ASAP committee, meetings, events and campaigns must be sensitive to the needs of sexual violence survivors and ensure that there is support for these survivors.
- 2.3.2.10. To continue to improve appropriate supports on campus and off campus for sexual violence survivors and to advocate for the improvement of these supports and services.
- 2.3.2.11. To use awareness, action, and accountability in order to foster a safer campus and surrounding community.

2.3.3. ASAP Committee will form a subcommittee to “prepare an annual report to the SOP Committee on programs and activities offered, as well as recommendations for the subsequent year. This report will be made public on the CSA, GSA and Student Affairs Websites. Recommendations will also be presented to the Student Rights and Responsibilities Committee.” The CSA Local Affairs Commissioner must sit on this subcommittee and ensure the content gives a thorough overview of awareness activities and campaigns. The report will also review how all parties associated with the University of Guelph campus community have dealt with issues of sexual assault and gendered violence in a critical and analytical manner, including the CSA.

#### 2.3.4. Membership of the Committee

- 2.3.4.1. The ASAP Committee will be made up of representatives from the CSA (Local Affairs Commissioner and Central ASAP Committee Coordinator), the Wellness Centre (Committee Coordinator), The Human Rights and Equity Office (Committee Coordinator), Campus Police, the CSA Human Rights Office, the Guelph Resource Centre for Gender Empowerment and Diversity, the Graduate Students' Association, Off-Campus Living, Guelph Queer
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Equality, the Munford Centre, the Office of Intercultural Affairs, Residence Life, Interhall, Centre for Students with Disabilities/Counseling Services and Guelph-Wellington Women in Crisis.

- 2.3.4.2.** The ASAP Committee will make every effort to encourage the participation of the following groups: The CSA Accessibility Working Group, the Judicial Office, the Multi-Faith Resource Centre, CSA Safewalk, First Response, and Employee groups and bargaining units. Students and community members at large who can work within the terms of reference are welcome to join and must contact the central coordinator.
- 2.3.4.3.** Student representation is important to this committee and therefore every effort will be made by the ASAP committee members to encourage student participation from the groups stated above and the student body at large.

### **2.3.5. Meetings**

- 2.3.5.1.** Quorum for ASAP Committee meetings will be seven committee members. The group will make decisions by consensus.
- 2.3.5.2.** The CSA Local Affairs Commissioner and the representatives from the Wellness Centre and the Human Rights and Equity Office will rotate the duties of chairing and scribing the ASAP Committee meetings.
- 2.3.5.3.** The CSA Local Affairs Commissioner will book space and time for the ASAP Committee meetings and establish a listserv for ASAP Committee members.
- 2.3.5.4.** In order to operate, the ASAP Committee must be at least have representation from the CSA, the Wellness Centre, the Human Rights and Equity Office, the Guelph Resource Centre for Gender Empowerment and Diversity, Guelph-Wellington Women and Crisis, the Graduate Student Association and Residence Life.
- 2.3.5.5.** If the ASAP Committee fails to meet at least 3 (three) times per semester, the Local Affairs Commissioner will issue an apology letter to the board of directors, as well as all campus media, including the Peak and CFRU 93.3FM. This apology will also be issued to Women in Crisis via the Public Educator.

### **2.3.6. Sub-Committees and Working Groups**

- 2.3.6.1.** The ASAP Committee may strike subcommittees such as ASAP Campaigns and Programming or ASAP Policy and Education.
- 2.3.6.2.** The ASAP committee will create working groups to focus on issues of sexual violence that affect, but are not limited to, women, queer people, trans people, racialized people, aboriginal people, people with disabilities and international students.

### **2.3.7. Terms of Reference**

- 2.3.7.1.** The ASAP Committee Terms of Reference will be reviewed on an annual basis by the ASAP Committee membership.
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### 2.4. Bike Centre Committee

#### Terms of Reference

##### 2.4.1. Preamble

Bike Centre Committee will aid the Bike Centre Coordinators and the Local Affairs Commissioner in helping create, direct and review Bike Centre initiatives. The Bike Centre committee will continually look at ways to not only improve and increase the usership of the Bike Centre, but also look for ways to support student self-empowerment and sustainable transit through Centre activities. Bike Centre Committee members believe in cycling as a vital part of the solution in our battles with climate change. A commitment to oil-independent transit and safe, financially accessible cycling is an important paradigm to maintain on the Bike Centre Committee.

##### 2.4.2. Membership

**2.4.2.1.** Membership shall consist of the Bike Centre Coordinator, two duly appointed board members, the Local Affairs Commissioner, a Bike Centre volunteer and one additional member of the Executive Committee

**2.4.2.1.1.** The Bike Centre volunteer will be selected by the Bike Centre staff and volunteers by process of secret ballot vote at the beginning of each semester. It is the position of the CSA that the volunteers and staff know and understand the needs of the Bike Centre best and are best qualified to select their representative(s).

**2.4.2.2.** Quorum shall be set at four members, two of whom must be the Bike Centre Coordinator and the Local Affairs Commissioner.

##### 2.4.3. Meetings

**2.4.3.1.** Meeting times shall be set semesterly, taking into account the work and class schedules of its membership. The Local Affairs Commissioner shall be responsible for scheduling all committee meetings.

**2.4.3.2.** Facilitation of meetings shall rotate in order to afford committee members with chairing experience. Committee members may express their desire not to chair, in which case the next member will be selected as facilitator.

**2.4.3.3.** Consensus decision making will be used, though the methods to achieving consensus (of which there are a number of varieties) shall be left to each committee to determine themselves.

**2.4.3.4.** The Bike Centre Committee shall meet at minimum four times per semester, or at least once every 3 weeks. Every effort will be made to schedule meetings on a regular basis.

##### 2.4.4. Anti-Oppression Commitment

**2.4.4.1.** The Bike Centre committee shall operate with the anti-oppression mandate of the CSA at the fore of all initiatives undertaken, as well as in the operation and facilitation of the committee itself. This includes, but is not limited to the following provisions:

- The Local Affairs Commissioner will ensure that meetings will be held in physically accessible locations.
  - The Local Affairs Commissioner will remind the Committee every semester (and as needed) that meeting spaces are to be perfume/cologne/scent-free zones in order to ensure all members may participate as comfortably as possible.
  - Every effort will be made to accommodate working students' participation in the meeting and class schedules shall not be prioritized above work schedules. This is in recognition of the fact that attending classes in the first place necessitates taking on paid work outside of class for an ever-increasing number of students.
  - The Bike Centre Committee should strive for a diverse membership, encouraging board members, executives and volunteers who self-identify as members of oppressed/marginalized groups to join and have their voices heard.
  - Bike Centre initiatives, critiques and projects produced by the Bike Centre Committee shall be undertaken and/or applied through an anti-oppressive lens, acknowledging that our diversity and experiences with
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oppression cannot be removed from one another; that class, dis/ability, ethnicity, gender expression and sexual orientation are struggles deeply intertwined.

### 2.4.5. Purpose

- 2.4.5.1. To establish a Bike Centre operational mandate during the first two meetings of the Summer semester and conduct an annual review of the mandate.
- 2.4.5.2. To provide constructive critiques/feedback on current projects to give direction for future projects.
- 2.4.5.3. To structure, design and review systems for gathering usership data. Further, to review and analyze usership data and to include results to support recommendations under 4.2.

### 2.4.6. Reports

- 2.4.6.1. The Bike Centre Committee will report to the Board of Directors at minimum, once per semester.
  - 2.4.6.2. Reports will include a summary of Bike Centre activities, usership data results and a summary of projects completed or in progress
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### 2.5. Capacity, Analysis, and Planning Committee (CAPCOM)

#### 2.5.1. Purpose

The mandate of this committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of board members, executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

#### 2.5.2. Responsibilities

2.5.2.1. To review the final report created by the previous year's CAPCOM

2.5.2.2. To produce an initial report to be submitted to the Board of Directors by the first board meeting of the Fall semester.

This document will contain the following:

2.5.2.2.1. A list of goals addressing the identified core and perceived structural issues

2.5.2.2.2. A summary of the problem and the desirable outcomes

2.5.2.2.3. A timeline of progress and completion of dates

2.5.2.3. To make regular reports to the board on the committee's progress

2.5.2.4. To produce a final report to be submitted at the second to last board meeting of the Winter semester. This document will include the following:

2.5.2.4.1. A summary of goals, what has been achieved, and the progress made.

2.5.2.4.2. What did not work and what barriers are to blame

2.5.2.4.3. Reflection of committee effectiveness

2.5.2.4.4. Suggestions for next year's CAPCOM

2.5.2.5. At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

#### 2.5.3. Membership

2.5.3.1. Membership of the Committee shall be made up of a minimum of six members: two Executive members and four Board members. Additional members may be appointed by the committee from within the CSA membership and staff.

2.5.3.2. Members of the committee shall be appointed by the Board at the second meeting of the summer semester for a term ending no later than August 30<sup>th</sup>. Seats made vacant at the start of the Fall semester shall be appointed again no later than the second board meeting in that semester for a term ending April 30<sup>th</sup>.

#### 2.5.4. Meetings

2.5.4.1. The committee will be chaired by the Academic and University Affairs Commissioner. Within the first meeting, the committee will appoint a vice-chair from within the committee's membership. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

2.5.4.2. The committee will meet within two (2) weeks after its membership is appointed by the board of directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

2.5.4.3. Because of the significant importance of the committee's report to the future of the organization, quorum will be set at four committee members.

2.5.4.4. The committee will operate through a consensus decision-making model. Where this is not possible, decisions will be settled through a simple majority.

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### 2.6. Executive Evaluation

The Executive Commissioner positions are of great value to the CSA. Elected at-large by the general student body, the Executive Commissioners work full-time for a one-year term each reporting directly to the CSA Board of Directors. Each Commissioner has a specific portfolio with unique responsibilities and their performance is of critical importance to the CSA. It can be challenging for a Board of Directors, who generally meet biweekly, to provide supervision, guidance and feedback on the day-to-day performance of each Commissioner.

The Executive Evaluation policy is meant to increase the level of accountability and support between each Executive Commissioner and the CSA Board of Directors. This policy will support the explicit statement, management of progress towards, and accountability of the goals of the Executive Commissioners within their portfolios.

#### 2.6.1. Introduction

- 2.6.1.1. The Executive Evaluation process shall be managed by an “Executive Evaluation Committee” of the CSA Board of Directors
- 2.6.1.2. The Executive Commissioners shall be required to submit reports to the EEC four times throughout their term.
  - 2.6.1.2.1. The first report shall be a document outlining the explicit goals of each Commissioner within their position and portfolio
  - 2.6.1.2.2. The next two reports shall consist of a report of activity to date and progress towards their explicitly stated goals.
  - 2.6.1.2.3. The final report shall consist of a final report on the progress of their goals accompanied by a report on the successes and challenges faced by the commissioner in their role throughout their term noting any structural problems that have inhibited the commissioner’s ability to function to the best of their ability in their role.
- 2.6.1.3. The EEC shall submit the Commissioners’ reports to the CSA Board of Directors accompanied by commentary and any appropriate accompanying recommendations for action, following each evaluation cycle.
- 2.6.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee.

#### 2.6.2. Executive Evaluation Committee

- 2.6.2.1. The Executive Evaluation Committee (EEC) shall be struck at the first Board meeting of the Summer semester.
  - 2.6.2.2. The EEC shall consist of six members:
    - 2.6.2.2.1. Five (5) Board of Directors consisting of:
      - Two (2) College/At-Large Representatives
      - One (1) Student Organization Representative
      - Two (2) Non-Executive Committee Board Members
    - 2.6.2.2.2. The CSA Policy & Transition Manager (non voting)
    - 2.6.2.2.3. One of the five Directors shall be appointed Chair
      - 2.6.2.2.3.1. The Chair shall be responsible for scheduling and chairing meetings of the EEC. In the event that the Chair is not able to attend a meeting, the remaining EEC membership shall select a Chair for that meeting. The Chair is a non-voting position.
      - 2.6.2.2.3.2. The voting members will select from themselves a Vice-Chair to take on the duties of Chair when that individual is indisposed.
  - 2.6.2.3. EEC Membership should strive to serve for an entire year (12 months), but it may be necessary to re-evaluate the membership of this committee throughout the year, particularly at the beginning of the Fall semester.
  - 2.6.2.4. Quorum for meetings of the EEC shall be four members.
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**2.6.2.5.** The EEC shall strive for consensus in decision-making, but shall use a majority voting system when deemed appropriate by the Chair.

### **2.6.3. Evaluation & Reporting Process**

#### Overview

**2.6.3.1.** Each evaluation cycle shall review the following:

**2.6.3.1.1.** Approval and review of each Executive Commissioner's positional and portfolio goals taking into consideration all relevant CSA Bylaws and Policies

**2.6.3.1.2.** Hours worked of each Executive Commissioner

**2.6.3.1.3.** Any collected feedback on Executive job performance and conduct from Board members, staff and/or other Executive.

**2.6.3.1.3.1.** In order to preserve working relationships, the EEC shall ensure that the identity of an individual raising concerns is not revealed to anyone outside the EEC.

**2.6.3.2.** Each evaluation cycle shall consist of the following:

**2.6.3.2.1.** Solicitation and collection of constructive feedback on job performance and conduct from Directors, Staff, and Students.

**2.6.3.2.2.** Written submission to the EEC by each Executive Commissioner including any constructive criticism or praise for the other executive members' job performance or conduct.

**2.6.3.2.3.** EEC members' individual review of materials submitted

**2.6.3.2.4.** Meeting between each Executive Commissioner and the EEC

**2.6.3.2.5.** Final report for each Executive Commissioner prepared by the EEC to the CSA Board of Directors

**2.6.3.3.** The EEC is responsible for providing a fair evaluation of the performance of each Executive Commissioner working within the requirements and responsibilities outlined in the CSA Bylaws and Policies. It is important the EEC members do not evaluate based on their personal or political opinions, but use the CSA Bylaws and Policies as their guiding documents.

#### Timeline

**2.6.3.4.** The Executive Commissioners reporting deadlines for each round are as follows:

- First Round: First board meeting of the year
- Second Round: Week before the second last board meeting of the Summer semester
- Third Round: Week before the second last board meeting of the Fall semester
- Fourth Round: Second last board meeting of the year

**2.6.3.5.** Meetings between each Executive Commissioner and the EEC shall be scheduled in advance of their reporting deadlines by the EEC Chair to ensure that an appropriate amount of time is available for discussion.

**2.6.3.6.** The EEC shall have at least two weeks following Executive submission deadlines to complete a report with any recommendations to the Board

- First Round: Second board meeting of the year
- Second Round: Last board meeting of the Summer semester
- Third Round: Last board meeting of the Winter semester
- Fourth Round: Last board meeting of the year

#### Template

**2.6.3.7.** The EEC shall produce templates for the last three reporting periods for the Executive Commissioners so that reports are consistent, easy to evaluate and easy to write.

**2.6.3.8.** The EEC may use templates from previous years if they are still considered to be appropriate.

**2.6.3.9.** The Template for each reporting period shall be provided to the Commissioners a month before the reporting deadline

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### First Round

- 2.6.3.10.** Executive Commissioners will be required to draft a statement of their explicit goals within their position and portfolios. These goals should be measureable and realistically achievable by the end of their term.
- 2.6.3.11.** The EEC shall review the goals submitted against the CSA Bylaw Job Description and other applicable bylaws and policies. The EEC should ensure that no areas of responsibility are unaddressed and that goals are appropriate.
- 2.6.3.12.** Prior to submitting the goals to the Board of Directors, any relevant recommendations from the EEC shall be given to the Executive Commissioners allowing them to make appropriate changes to their goals.
- 2.6.3.13.** The reviewed goals shall be provided to the CSA Board of Directors for approval, with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation.

### Second and Third Rounds

- 2.6.3.14.** Executive Commissioner will be required to report on the progress towards their previously reported and approved explicit goals within their position and portfolios using the reporting templates provided by the Executive Evaluation Committee
- 2.6.3.15.** Executive Commissioners will be required to submit a report of their activity to date (maximum two pages) including a report on their hours worked to date in the form of a daily hours log with brief notes to explain any unusual hours worked.
- 2.6.3.16.** The EEC shall review the documents submitted and after meeting with each Executive Commissioner shall prepare a report to the CSA Board of Directors with any appropriate comments from other Directors, Staff and Students as well as any recommendations from the Executive Evaluation Committee
- 2.6.3.17.** The EEC may choose to make any of the following recommendations, or any other recommendation that is inline with CSA Bylaws and Policies:
- to CSA Board of Directors to revise their Job Description (CSA Bylaw 1 Section 9.0)
  - to CSA Board of Directors to recommend Removal from Office or Reprimand under the provisions provided in CSA Bylaw 1 Section 12.0
  - to Executive Committee to support a new Associate Commissioner position
  - to Finance Committee to revise a budget or budget lines
  - to encourage the hiring of temporary help
  - to encourage taking time-in-lieu or vacation time
  - any outcome as outlined in the Human Resources policy (should be done in-camera)\

### Final Round

- 2.6.3.18.** Executive Commissioners will be required to reflect on tasks they have worked on throughout the year, structural issues they may have faced, as well as the final status of their goals
- 2.6.3.19.** The EEC shall review the reflections with each of the Executive Commissioners before preparing a report to be submitted to the board and the incoming Executive Commissioners
- 2.6.3.20.** After reviewing the reflections the EEC shall submit a report to the CSA Board of Directors and incoming Executive Commissioners, with any appropriate comments from other Directors, Staff and Students as well as any recommendations from the Executive Evaluation Committee
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### 2.7. Finance Committee Terms of Reference

The Finance Committee (hereafter referred to as “the Committee”) is a standing Committee of the CSA Board of Directors that is responsible for monitoring the CSA’s finances and providing input into the budgeting process.

#### 2.7.1. Purpose

- 2.7.1.1. To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- 2.7.1.2. To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- 2.7.1.3. To provide input in to the budgetary process before it is presented to the Board of Directors.
- 2.7.1.4. To be the hearing Committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

#### 2.7.2. Membership of the Committee

- 2.7.2.1. The Committee shall be made up of six members: the Human Resources & Operations Commissioner, a second member of the Executive Committee and three members from the Board of Directors, and the Business Manager.
- 2.7.2.2. Members of the Committee shall be appointed by the end of the second board meeting in the summer semester for a term no later than April 30th of the following year.
- 2.7.2.3. Should a member be absent for two or more meetings per semester the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times the composition of the committee 4.2.3.1 shall be maintained.

#### 2.7.3. Responsibilities of the Committee Members

- 2.7.3.1. To at all times act in the best financial interests of the students and all levels of the CSA.
- 2.7.3.2. To adhere to all sections set forth in CSA By-Law 3
- 2.7.3.3. The Human Resources & Operations Commissioner shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the board, preparing semesterly reports, and presenting financial reports. In addition, the chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.
- 2.7.3.4. The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling \$5000 and over.

#### 2.7.4. Meetings

- 2.7.4.1. The committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.
  - 2.7.4.2. Quorum for meetings shall be reached when those in attendance include the Business Manager, the Human Resources & Operations Commissioner, and one voting member the Board of Directors.
  - 2.7.4.3. Decision-making shall be conducted in a consensus based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.7.5. Reporting

2.7.5.1. The committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation's financial health in addition to the following:

- Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
  - Fall Semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
  - Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### **2.8. FoodBank Committee**

#### **2.8.1. Purpose**

- 2.8.1.1.** The CSA FoodBank Committee (hereafter “the committee”) is in place to act as a resource to the CSA FoodBank staff and volunteers, and to oversee the operations of the FoodBank.
- 2.8.1.2.** The committee is the formal link between the CSA main office and the CSA FoodBank.
- 2.8.1.3.** The committee shall act as an advisory body to any subcommittees of this committee.

#### **2.8.2. Membership**

- 2.8.2.1.** Membership shall include the CSA Local Affairs Commissioner, the FoodBank Coordinator, a minimum of one member appointed by the CSA Board of Directors, a representative from the GSA, at least one food bank volunteer and at least one student. The student position will first be offered to FoodBank clientele and then if necessary the general student population. This position can be held anonymously.
- 2.8.2.2.** Individuals seeking membership will notify either the Local Affairs Commissioner or FoodBank Coordinator. They will be ratified as members of the FoodBank Committee by the Committee at the beginning of the second consecutive meeting which they attend.
- 2.8.2.3.** Above members shall be considered active members of the committee until such time that they are absent for two consecutive regular scheduled meetings, at which point the committee shall recommend the removal and replacement of the member by the Board.
- 2.8.2.4.** The CSA Business Manager and Human Resources and Operations Commissioner will be considered active members during the summer and will hold ex-officio seats during the fall and winter. They will be called upon by the committee to attend when the committee is addressing issues to do with finances or health and safety.
- 2.8.2.5.** Quorum for meetings shall be met when those in attendance include the Local Affairs Commissioner, the FoodBank Coordinator and at least one other committee member

#### **2.8.3. Subcommittees**

A subcommittee shall be struck each time the committee deems it necessary.

#### **2.8.4. Responsibilities**

- 2.8.4.1.** The Local Affairs Commissioner and FoodBank Coordinator shall be responsible for scheduling meetings, preparing agendas, acting as the facilitator, representing the committee outside of meetings and for assigning the duty of minute taker.
- 2.8.4.2.** The Business Manager, in consultation with FoodBank staff, shall be responsible for keeping record of all finances and contracts, and for preparing a report for the auditor.
- 2.8.4.3.** The Human Resources and Operations Commissioner, in consultation with the FoodBank staff, shall be responsible for the Health and Safety of the service.
- 2.8.4.4.** All members are responsible for participating in meetings and for seeking information and feedback from their respective constituency groups.

#### **2.8.5. Meetings**

- 2.8.5.1.** Decisions must be made on a consensus model of active members
  - 2.8.5.2.** There shall be a minimum of two (2) meetings per semester, as scheduled by the Local Affairs Commissioner and the FoodBank Coordinator.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 2.9. Petitions Delegations and Representations (PDR) Policy

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

#### 2.9.2. Petitions, Delegations and Representations Committee

The PDR Committee (hereafter referred to as “the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decision regarding PDR requests. These requests have previously been entertained by the Board of Directors itself.

#### 2.9.3. Purpose

2.9.3.1. To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

2.9.3.2. To maintain a standardized PDR request form or method.

2.9.3.3. To make recommendations to Finance Committee for annual funding for all PDR lines.

2.9.3.4. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

#### 2.9.4. Membership of the Committee

2.9.4.1. The committee shall consist of a maximum of 6 members.

2.9.4.2. The Communications & Corporate Affairs Commissioner shall be a member of this committee.

2.9.4.3. One seat on this committee shall be reserved for At-Large or College representatives.

2.9.4.4. One seat on this committee shall be reserved for Student Organization representatives.

2.9.4.5. One seat on this committee shall be reserved for an additional member of the Executive Committee.

2.9.4.6. The remaining seats may be filled by any member of the CSA Board of Directors.

2.9.4.7. The membership of this committee shall be selected by the Board of Directors.

#### 2.9.5. Responsibilities of the Committee Members

2.9.5.1. The Communications & Corporate Affairs Commissioner shall be the Chair of the Committee.

2.9.5.2. The Vice-Chair shall be selected by the membership of the Committee.

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

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

2.9.5.5. Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

2.9.5.6. The following are the responsibilities for the said roles:

##### 2.9.5.6.1. Chair

- Facilitate meetings
- Ensure that proper minutes are being taken for every meeting
- Book meeting locations
- Compile semesterly reports for the board
- Manage all communications to and from the committee

##### 2.9.5.6.2. Vice-Chair

- Assist the Chair in their duties
  - Assume the responsibilities of the Chair in their absence
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### 2.9.6. Meetings

- 2.9.6.1. Meetings shall be held no longer than 3 weeks apart. These meetings are intended to occur on weeks opposite of Board of Directors meetings.
- 2.9.6.2. The schedule of meetings shall be at the discretion of the committee
- 2.9.6.3. Quorum for meetings shall be set at a simple majority of members.
- 2.9.6.4. If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.
- 2.9.6.5. During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

### 2.9.7. Reports

- 2.9.7.1. Reports shall be compiled by the Chair and the Vice-Chair of the committee.
- 2.9.7.2. A report shall be submitted to the Board of Directors following each semester. These reports shall include:
  - A list of all PDR's entertained by the Committee (Whether the PDR was successful or not).
  - The amounts granted for each PDR request, and which line that grant was taken from.
- 2.9.7.3. A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the committee wishes to see to the amount of money allocated to the specific PDR lines.

### 2.9.8. PDR Application Process and Requirements

- 2.9.8.1. Funds from the Petitions Delegations and Representations (hereafter referred to as "PDR") line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget shall be intended for events where the CSA is not considered a co-sponsor.
  - 2.9.8.2. Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.
  - 2.9.8.3. Each semester the CSA will budget funds to be made available by request to qualifying groups.
  - 2.9.8.4. Qualifying groups shall be defined as groups that operate outside of the CSA and have not had funds allocated to them under the CSA operating budget.
  - 2.9.8.5. Qualifying groups must submit a completed PDR form to the Committee through the CSA Communications & Corporate Affairs Commissioner.
  - 2.9.8.6. All parties must also disclose as to whether their organization/group collects student fees.
  - 2.9.8.7. Individuals applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the University of Guelph and surrounding community.
  - 2.9.8.8. Written reports indicating the usage of monies granted will be required by the Committee and may be necessary for future funding.
  - 2.9.8.9. Given that qualifying groups meet the criteria outlined above, the Committee may also decide to grant funds from the "Cultural Events" line item, to groups that meet the following criteria:
    - That the group presenting the PDR request is considered "on campus"
    - That the event or program that the PDR request is being presented for is a cultural event.
    - That the event or program that the PDR request is being presented anticipates the attendance of over 100 students
    - That the event or program that the PDR request is being presented for is open to all students.
  - 2.9.8.10. The PDR Committee may also decide to grant funds from the "Solidarity Work for Non-UofG Groups" line item, to groups that are not on campus.
  - 2.9.8.11. In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year.
  - 2.9.8.12. The Communications & Corporate Affairs Commissioner will notify organizations within 72 hours of a PDR Committee decision.
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- 2.9.8.13.** Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.
- 2.9.8.14.** Should a party requesting funding consciously, or unconsciously, omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be resubmitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant altogether.

### **2.9.9. Appeals Process**

- 2.9.9.1.** Any party has the right to appeal any decisions made by the Committee on any of the following grounds:
- The Committee violated any CSA Bylaws or Policies.
  - A member of the PDR committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.
- 2.9.9.2.** Any party wishing to file an appeal must do so in writing to the Communications & Corporate Affairs Commissioner within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.
- 2.9.9.3.** Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.
- 2.9.9.4.** Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.
- 2.9.9.5.** The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.
- 2.9.9.6.** Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.
- 2.9.9.7.** The chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
- A motion to deny the appeal and uphold the Committee's decision
  - A motion to grant the appeal and make any changes necessary to the PDR committee in order to ensure a fair hearing
  - A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question

### **2.9.10. Amendments**

- 2.9.10.1.** The committee shall review the PDR policy in accordance with the Policy & Bylaw Review Policy, unless determined necessary by the PDR Committee.
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## APPENDIX B – INTERNAL CSA POLICY

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### 2.10. Policy and Bylaw Review Committee (PBRC)

#### 2.10.1. Responsibilities

- 2.10.1.1. To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- 2.10.1.2. To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- 2.10.1.3. To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- 2.10.1.4. To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- 2.10.1.5. To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

#### 2.10.2. Membership

- 2.10.2.1. Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- 2.10.2.2. Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.
- 2.10.2.3. Members who miss two meetings without regrets will be de-ratified from the committee.
- 2.10.2.4. The Communications and Corporate Affairs Commissioner and the Policy & Transition Manager will be a ratified members of PBRC as per their job duties.
- 2.10.2.5. At any time a member may resign from PBRC by notifying the Policy & Transition Manager

#### 2.10.3. Structure

- 2.10.3.1. The committee Chairperson will be the Policy & Transition Manager. The PBRC will select a Vice-Chairperson to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester. The Policy & Transition Manager is responsible for coordinating the collection of agenda items to be discussed.
- 2.10.3.2. The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
- 2.10.3.3. Quorum shall be three ratified members, one of which must be a Director of the CSA.

#### 2.10.4. Decision Making

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

#### 2.10.5. Reporting

- 2.10.5.1. The PBRC will report to the CSA Board of Directors at least twice a semester; it is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.
- 2.10.5.2. Reports of the PBRC may include where relevant, but are not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

#### 2.10.6. Conflict of Interest

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- 2.10.6.1.** Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.
- 2.10.6.2.** Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.
- 2.10.6.3.** In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 18 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

### **2.10.7. Working Groups**

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

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

#### 2.11.1. Purpose

The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last board meeting of the winter semester. This document will contain the following:

- A summary of findings from its consultative review.
- A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
- An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

#### 2.11.2. Membership

**2.11.2.1.** Membership of the Committee shall be made up of a minimum of six (6) members: the Academic & University Affairs Commissioner, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.

**2.11.2.2.** The Board shall appoint three (3) of its members to the committee before September 30<sup>th</sup> of each year, for a term ending April 30<sup>th</sup>.

**2.11.2.3.** The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

#### 2.11.3. Meetings

**2.11.3.1.** The committee will be chaired by the Academic & University Affairs Commissioner. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

**2.11.3.2.** The committee will meet within two (2) weeks after its membership is appointed by the board of directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

**2.11.3.3.** Because of the significant importance of the committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.

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### 3. Confidentiality and Conflict of Interest Agreement

- 3.1. All staff, Executive, and Directors shall have to sign a *Confidentiality and Conflict of Interest Agreement* upon ratification by the Board of Directors. The *Confidentiality and Conflict of Interest Agreement* may only be changed by the Executive on an annual basis in the winter semester.
- 3.2. Signing the *Confidentiality and Conflict of Interest Agreement* is a condition of both employment for staff, and ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Human Resources & Operations Commissioner and shall expire on the 30th of April of each year.
- 3.3. It is the responsibility of the Human Resources & Operations Commissioner to ensure that all staff and Executive sign the agreement. It is the responsibility of the Communications & Corporate Affairs Commissioner to ensure that all Board members sign the agreement.
  - 3.3.1. If a matter arises where confidentiality has been breached by a staff, Director, or Executive who has not signed the agreement, the above responsible executive member may be held financially liable for any losses the CSA may occur as a result of the breach in confidentiality. Ensuring the signing of agreements will waive such responsibility.

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### 4. Protection of Privacy and Access to Information

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 Academic & University Affairs, Local Affairs and Human Resources & Operations Commissioner shall be familiar with the current rules/regulations regarding privacy and information.

#### 4.1. 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.

#### 4.2. 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.

#### 4.3. Public Access to Information

The CSA upholds that all information in its possession is open to the public, unless information relates to:

- 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.
- Ongoing economic interests - Any information regarding plans, proposals, or other information that may jeopardize current contract or other negotiations with outside groups
- Confidential information - Any personal or other information that was given to the CSA with implicit or explicit confidence
- Conflict resolution/Law enforcement - Any information regarding internal or external conflict resolution or information regarding ongoing or confidential legal matters
- Deliberative processes - Information expressed in confidence during a decision-making process, such as an in-camera discussion of the board of directors
- 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

#### 4.4. 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:

- If the person requesting the information is not the individual to whom it pertains, the executive member shall not permit access.
- 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.

#### 4.5. Collection

The CSA will collect individuals’ information only with their explicit or implicit consent except when information pertains to

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- An award such as, but not limited to, the Tenant of the Year Award or the Teaching Excellence Award
- Performance evaluation of a staff or volunteer member

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.

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### 5. Special Projects

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:

- The project should be designed to serve the students of the University of Guelph.
  - Financial support must be viable and available. The CSA should investigate the possibility of external funding partners.
  - 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).
  - The CSA should consider the evolutionary step of making projects self-administrative after it is demonstrated that the project is sustainable. (January 1994)
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# CENTRAL STUDENT ASSOCIATION

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### 6. University Centre Board

#### 6.1. 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 facilitate meetings of the University Centre Board Student Caucus (UCBSC). The collective interests of students will be considered by the UCBSC, including but not limited to issues of student space, student control over advertising and sales, and the general operations of the University Centre.

#### 6.2. Appointments

- 6.2.1. To ensure a broad-based cross section of student representation to the University Centre (UC) Board, the Communications and Corporate Affairs Commissioner 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.
- 6.2.2. The CSA Executive Committee 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.
- 6.2.3. The criteria for selecting candidates shall be as follows; understanding of issues of student space, understanding of their role as a CSA and 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.
- 6.2.4. 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.

#### 6.3. University Centre Board Student Caucus

- 6.3.1. Issues of student concern, as identified by the UCBSC or the CSA Board of Directors, shall be discussed and debated at UCBSC meetings. After debate, caucus shall aim for a consensus decision on the issue.
- 6.3.2. UCBSC shall be used to ensure that the student majority present on the University Centre Board of Directors vote as a block on issues concerning students.
- 6.3.3. The first meeting of the UCBSC shall meet before every University Centre Board of Directors meeting.
- 6.3.4. The UCBSC shall be expected to make regular report to the CSA Board of Directors.
- 6.3.5. The Communications & Corporate Affairs Commissioner shall chair the UCBSC.
- 6.3.6. Quorum for UCBSC meetings will be a simple majority.
- 6.3.7. Members are expected to attend all UCBSC meetings, and UC board and sub-committee meetings.

#### 6.4. CSA Position on the University Centre Board

- 6.4.1. The Communications & Corporate Affairs Commissioner, 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:
    - To recognize that the student members of the University Centre Board of Directors are representatives of the CSA and by extension undergraduate students
    - 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
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- The University Centre Board of Directors allow the CSA to appoint student representatives and alternatives at any point if there is a vacancy
- 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.

### 6.5. CSA Board of Directors Directives

**6.5.1.** The CSA Board of Directors, as the appointing body, has the ability to give directives to the UCBSC. Directives can be given for the following reasons:

- UCBSC is undecided about an issue and asks the CSA Board of Directors for a directive
- The CSA Board of Directors deems the issues to be of significant importance to student interest
- The CSA Board of Directors wishes to make its views known publicly

**6.5.2.** The USBSC will meet to discuss and implement any directives of the CSA Board of Directors

### 6.6. Reserved Rights of the CSA Board of Directors

- The CSA Board of Directors reserves the right to:
- Appoint members to the University Centre Board of Directors seats that it controls, without consultation with the University Centre Board of Directors
- Expect UCBSC members to represent student interest and uphold CSA Policies at the University Centre Board of Directors
- Expect regular reports from the UCBSC
- Expect UCBSC members to give at least 24 hours notice prior to a missed meeting.
- Expect all University Centre Board of Directors student members, both voting and alternate, to attend all UCBSC meetings and to resign from the University Centre Board of Directors if they are no longer available to fulfill the requirements of the position.
- 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.
- Expect UCBSC members to bring issues they define as significant to the CSA Board of Directors for discussion and feedback.
- Expect alternate members to check with voting members at least 24 hours prior to a University Centre Board of Directors meeting to ensure alternate representatives are not required.

### 6.7. Recall of UCBSC Members

**6.7.1.** A decision of the CSA Board of Directors to recall an appointed member of the UCBSC may be initiated one of two ways:

- A petition from two-thirds (2/3) of the members of the UCBSC requesting the recall of a member
- A two-thirds (2/3) majority vote of the CSA Board of Directors after presentations from the member in question and, if desired, the UCBSC

**6.7.2.** 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.

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### **7. Dietary Policy**

- 7.1. 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.
  - 7.2. 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.
    - 7.2.1. One or more of the options may be removed if the people being served agree unanimously.
    - 7.2.2. An adequate amount of options may be served to ensure that people of all dietary preferences receive sufficient portions.
    - 7.2.3. 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.
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# CENTRAL STUDENT ASSOCIATION

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### 8. E-mail Policy

- 8.1.** 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.
- 8.2.** Because the Universities “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.
- 8.3.** The set-up and maintenance of these services, should the CSA choose to use them, shall be the responsibility of the Communications & Corporate Affairs Commissioner.
- 8.4.** There are three (3) forms of mass e-mail available to the CSA, provided by the University of Guelph.
- 8.4.1. 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.
- 8.4.2. 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.
- 8.4.3. Listserv**  
This mode of communication is opt-in only and is therefore not effective when attempting to communicate with all undergraduate students. This mode is however very effective for small groups, committees, or clubs who wish to have discourse or communication with their members.
- 8.5.** All forms of electronic forms of mass communication will abide by CSA and University policy including, but not limited to, the CSAs By-Laws and Policy Manual, the University of Guelph’s Human Right Policy and Mass E-mail Policy.
- 8.6.** Each mode of communication has different set-up, maintenance responsibilities, and guidelines.
- 8.6.1. Mass E-mail**
- 8.6.1.1. Set-Up**
- 8.6.1.1.1.** To send a Mass E-mail, the Communications & Corporate Affairs Commissioner will send the e-mail to the Office of Student Affairs.
- 8.6.1.1.2.** The Office of Student Affairs and CCS guarantee that the email will then be passed on to the target body within 5 working days.
- 8.6.1.1.3.** 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 Communications & Corporate Affairs Commissioner with concerns to be addressed.
- 8.6.1.2. Maintenance**
- 8.6.1.2.1.** There are no maintenance requirements for this mode of communication.
- 8.6.1.3. Guidelines**
- 8.6.1.3.1.** The mass e-mails will abide by all policies outlined in this policy.
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### **8.6.1.4. High Volume E-mail (hereafter referred to as (HVM))**

#### **8.6.1.4.1. Set-Up (beginning as early as May 1st)**

**8.6.1.4.1.1.** The Communications & Corporate Affairs Commissioner will ensure that the organizational account is set up specifically for the purpose of the high volume mail.

**8.6.1.4.1.2.** The Communications & Corporate Affairs Commissioner will place a request for a HVM list to the Office of Student Affairs, who will pass the request to CCS.

**8.6.1.4.1.3.** 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.

#### **8.6.1.4.2. Maintenance**

**8.6.1.4.2.1.** April 31st of each school year, CCS will delete the entire list.

**8.6.1.4.2.2.** Sometime after the numbers for the fall semester are available (mid-August) the Communications & Corporate Affairs Commissioner will ensure that the list is refreshed by placing a(nother) request for a HVM list.

#### **8.6.1.4.3. Guidelines**

**8.6.1.4.3.1.** The Executive Committee will provide all items for the HVM announcement to the Communications & Corporate Affairs Commissioner twenty-four (24) hours before the e-mail is sent out.

**8.6.1.4.3.2.** The Executive Committee will ensure that the content of all emails abides by the policies outlined in this policy.

**8.6.1.4.3.3.** The Communications & Corporate Affairs Commissioner will ensure that the HVM is sent out and confirmed.

**8.6.1.4.3.4.** Only one HVM can be sent out in a one (1) week period (every one hundred sixty eight (168) hours).

**8.6.1.4.3.5.** HVM can only be sent out after six (6) pm, so as to avoid webMail's high traffic times.

**8.6.1.4.3.6.** The Communications & Corporate Affairs Commissioner will ensure that a link is available on every email sent out that allows a concerned student to remove themselves from the list.

### **8.6.1.5. Listserv**

#### **8.6.1.5.1. Set-Up**

**8.6.1.5.1.1.** The group who wishes to set up a listserv, must download the correct form from the CCS website and complete the required information.

**8.6.1.5.1.2.** The form must then be signed by the Communications & Corporate Affairs Commissioner and faxed to CCS.

#### **8.6.1.5.2. Maintenance**

**8.6.1.5.2.1.** The group who requested the listserv is responsible for the maintenance of the listserv.

#### **8.6.1.5.3. Guidelines**

**8.6.1.5.3.1.** All listservs will abide by all policies outlined in this policy.

### **8.6.1.6. Mass E-mail Endorsement Policy**

**8.6.1.6.1.** 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.

**8.6.1.6.2.** The Communications & Corporate Affairs Commissioner 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 any of the candidate's names.

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- 8.6.1.6.2.1.** Advertisements for College Government elections may only be included for information in the mass e-mail and posted on the CSA website if dates for the elections of all seven (7) colleges have been provided.
  - 8.6.1.6.3.** The Communications & Corporate Affairs Commissioner must make information about the Senate, Board of Governors, CSA available on the CSA website.
  - 8.6.1.6.4.** 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.
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## APPENDIX B – INTERNAL CSA POLICY

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### 9. Ethical Purchasing

#### 9.1. Preamble

The CSA (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.

#### 9.2. Definitions

**9.2.1. Services:** Meal Exchange, Food Bank, SafeWalk, Bike Centre, Student Help and Advocacy Centre

**9.2.2. Clubs:** any group or organization accredited through the CSA that is not considered a CSA service.

**9.2.3. Purchaser:** the club, service, or commissioner that made the purchase in question.

**9.2.4. Apparel:** any item that can be worn on the body (i.e., hats, clothes, bags).

#### 9.3. Scope

This policy applies to all CSA purchases (including purchases made by services, clubs and organizations accredited through the CSA) from suppliers and immediate subcontractors 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.

#### 9.4. 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 Subcontractors in Relation to Working Conditions and Employment Standards, as well as it's 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.

#### 9.5. Ethical Purchasing Committee

**9.5.1. Purpose:** to review purchases made on behalf of the CSA, a CSA service, or a club or organization accredited through the CSA.

**9.5.2. Timeline:** to meet at minimum once a semester

**9.5.3. Membership:** External Affairs Commissioner (Chair), one Coordinator from each service, Clubs Coordinator, Communications & Corporate Affairs Commissioner, Promotional Services & Graphic Designer

**9.5.4. Quorum:** 5 members, one of which must be the External Affairs Commissioner.

**9.5.5. Responsibilities of the Chair:** The Chair is responsible for the following duties:

- Calling the meetings
  - Ensuring that a scribe is present
  - Working with the Clubs Coordinator at the beginning of the Fall Semester to organize annual Ethical Purchasing training for the Clubs
  - 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 Townhalls.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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- Facilitating the creation and maintenance of the CSA's List of Ethical Suppliers in collaboration with the Communications & Corporate Affairs Commissioner and the Promotional Services & Graphic Designer.

**9.5.6. 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:

- **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.
- **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.
- **Formal Warning—Level 2:** Notice of Hearing. Recommendations made from a hearing, must be submitted to the board of directors within 3 weeks after the hearing date. Any action beyond written warnings on files must be put forward to the Board of Directors as a recommendation.

### **9.5.7. Choosing a Supplier**

- 9.5.7.1.** A supplier can be chosen from the University of Toronto's list of suppliers.
- 9.5.7.2.** The committee will research and provide recommendations to the Board of Directors of suppliers for the purpose of creating and updating the CSA's List of Ethical Suppliers.
- 9.5.7.3.** 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 External Affairs Commissioner will facilitate this process by creating a list of questions.

### **9.5.8. Reporting**

- 9.5.8.1.** 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.
- 9.5.8.2.** 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.
- 9.5.8.3.** Transparency: the report will be included in the CSA board package, and will be posted on the CSA website.

### **9.6. Engaging the Membership**

- 9.6.1.** The External Affairs Commissioner 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.
- 9.6.2.** The External Affairs Commissioner may hold additional meetings, or create an ad-hoc committee as needed.

### **9.7. Revision**

- 9.7.1.** This policy will be reviewed in the 2013/2014 year.
  - 9.7.2.** This policy will be reviewed once every 3 years.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 10. Accessible Services Provision

#### 10.1. 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 AODA Customer Service Standard and to articulate what people may expect from the CSA in regard to this standard.

#### 10.2. 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:

##### 10.2.1. 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.

##### 10.2.2. 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.

##### 10.2.3. 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.

##### 10.2.4. 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.

#### 10.3. 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.

#### 10.4. 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.

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# CENTRAL STUDENT ASSOCIATION

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### 10.5. 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:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the users of our services service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- What to do if a person with a disability is having difficulty in accessing the CSA's goods and services
- The CSA's policies, practices and procedures relating to the service standard.
- 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.

### 10.6. 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](http://www.csaonline.ca). Alternatively, feedback could be brought directly to the Academic and University Affairs Commissioner. Users of our services can expect to hear back within two business days.

### 10.7. 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.

### 10.8. 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 Academic and University Affairs Commissioner.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 11. Co-Curricular Transcript Policy

#### 11.1. Preamble

The University of Guelph's Co-Curricular Transcript (hereafter referred to as "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.

This policy outlines the CSA's minimum requirements for validation of a Director of the CSA.

#### 11.2. Validation Requirements

**11.2.1.** Attend at minimum 70% of the total number of board meetings scheduled throughout the duration of their term. Terms begin May 1<sup>st</sup> of each year for Directors elected during the CSA General Elections and from the date of ratification for all other Directors.

**11.2.2.** Attend and complete all mandatory training. Training can include, but is not limited to: anti-oppression, accessible services provision, board governance, CSA Board of Directors specific training, and health and safety.

**11.2.3.** Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

**11.2.4.** Attend the Annual General Meeting and any subsequent General Members' Meetings held by the organization.

**11.3.** 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:

- A letter addressed to the Board of Directors outlining the specific validation requirement that the Director is petitioning the board to waive;
- Optional: a written explanation of the circumstances that hindered the ability to fulfill the requirement in question;
- Optional: any documentation demonstrating an attempt to fulfill one's duties (i.e., an e-mail sending regrets to the chair of a committee)

**11.4.** Petitions may only be heard after the completion of the Director's term.

**11.5.** 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.

**11.6.** All motions to waive requirements for validation must include the following information:

- the name of the Director that the petition is for; and
- the academic year that they were ratified as a Director

**11.7.** Any discussion on waiving the requirements for validation for the purpose of granting a petition request shall be in-camera.

**11.8.** All petitions to waive the validation requirements must be heard on a case by case basis.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX B – INTERNAL CSA POLICY

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### 12. Policy Review Policy

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. 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. A review of a particular CSA Bylaw or Policy may find no change is needed, however the review date shall always still be noted. Year 1 is noted as academic year 2011-2012, Year 2 is noted as academic year 2012-2013 and so on.

Annually in Summer

Bylaw 2.0 - Elections Bylaws

Bi-Annually (every 2 years) in Fall

Bylaw 4.0 – Members meetings (year 2)

Bi-Annually (every two years) in Winter

Appendix B – Internal CSA Policy (year 2) – with Standing Committee consultation for review of 4.0

Appendix H – Student Services Fee Protocol (year 3)

Bylaw 1.0 (year 2)

Tri-Annually (every three years) in Summer

Appendix G – Clubs Handbook (year 3) – in consultation with Clubs Coordinator

Bylaw 3.0 Financial Procedures (year 2)

Appendix I & J – Elections Policies (year 1)

Appendix L – Standing Resolutions (year 3)

Tri-Annually (every three years) in Fall

Appendix K – Second Floor Space Acceptable Use Policy (year 2)

Appendix D – CSA Human Resources Policy (year 1)

Appendix E – Bullring Human Resources Policy (year 1)

Bylaw 5.0 Policy Manual (year 2)

Tri-Annually (every three years) in Winter

Appendix C – CSA Services Policy (year 3)

Appendix F – Issues and Organizational Policy – in consultation with External Affairs Commissioner (year 1)

Appendix A – CSA Rules of Order (year 2)

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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### Content

1. Bullring Policy
2. theCannon.ca Policy
3. Bus Pass Policy

# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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### 1. 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 it should be controlled by students. The space, above all else, should be accessible to and suitable for students. The Bullring is fundamentally a coffee shop/student lounge, where activities, events, menus, catering and the like are centered 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 are 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 move toward financial self-sufficiency. 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 on a monthly basis, by the Bullring Committee. Decisions regarding hourly staff wage increases, acceptable profit margins, operational improvements, capital expenditures, and other financially related matters will be made at The Bullring Committee, modeled after CSA values, in accordance with Bullring Committee Policy and Terms of Reference while maintaining independent fiscal responsibility. Revenues 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.

#### 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 more 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, gluten-free and wheat-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 utensil wherever possible and will implement a substantial incentive/penalty 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 by-laws, 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. Any major financial or political decisions made regarding the Bullring, or decisions made that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Committee. Operational decisions will be made at the Bullring Committee level. A Bullring Committee will be struck every year to monitor the detailed operations of the Bullring and to provide direction, in accordance with the Bullring Committee Terms of Reference. This committee will keep public minutes which will

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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include information presented and decisions made. At a minimum, the Bullring 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

All programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be made by the Bullring General Manager in consultation with the Committee, when necessary. The Committee will conduct an annual review of the programming goals for the year during an early committee meeting, to ensure the values of the space are being maintained. Decisions regarding split-licensing for events at the Bullring will be made by the Bullring General Manager, to ensure the goals and purpose of this operation as described in 1.1 and 1.2. 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 opportunity to book this venue for functions based on previous event concerns. At the discretion of the Committee, event planning privileges by a specific group can be revoked at any time. This temporary ban will be for a period of time as deemed necessary by the Committee with a written and explicit start and end time.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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### 2. 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 Communications & Corporate Affairs Commissioner and Human Resources & Operations Commissioner 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 Communications & Corporate Affairs Commissioner, Human Resources & Operations Commissioner 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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### 3. 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 Local Affairs Commissioner 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 Local Affairs Committee shall meet 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:
    - 3.2.8.1. 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
    - 3.2.8.2. 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).
    - 3.2.8.3. Applicant must live more than one (1) kilometer from the university or their place of work.
    - 3.2.8.4. Applicant must not be residing outside of Guelph for more than four (4) consecutive weeks out of the summer.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX C – CSA SERVICES POLICY

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**3.2.9.** Where a group of applicants are considered equal, the committee shall conduct a random draw of students who will opt in to 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**

**3.3.1.1.** 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.

**3.3.1.2.** 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**

**3.3.2.1.** 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.

**3.3.2.2.** 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.

**3.3.2.3.** 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.

#### **3.3.3. Fees**

**3.3.3.1.** 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.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 1. 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, aboriginal people, queer people, persons with disabilities and international students.
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### **2. Relationships**

- 2.1.** The board of directors of the Central Student Association (from herein to be 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 contradict this policy, the contract will be seen as overriding this policy.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 3. 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 and Associate Commissioners, 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 Communications & Corporate Affairs Commissioner, the Academic & University Affairs Commissioner, the External Affairs Commissioner, the Local Affairs Commissioner, and the Human Resources & Operations Commissioner. 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 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 Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the Food Bank Coordinators, the Meal Exchange Coordinators, Poster Runners, the Safe Walk Coordinators, the Student Help & Advocacy Centre Coordinators, and the Technical Assistant.
  - 3.5. The Academic & University Affairs Commissioner is to be responsible for supervising the Student Help & Advocacy Centre Coordinators.
  - 3.6. The Communications & Corporate Affairs Commissioner is responsible for supervising the Assistant Electoral Office, the External Chair, the Board Scribe, the Committee Scribe, and Poster Runners. The Communications & Corporate Affairs shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the Human Resources & Operations Commissioner.
  - 3.7. The External Affairs Commissioner is responsible for supervising the Meal Exchange Coordinators.
  - 3.8. The Human Resources & Operations Commissioner is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Clubs Coordinator, the Clubs Administrative Coordinator, the Front Office Manager, the Programmer, the Safe Walk Coordinators, and the Technical Assistant. The Human Resources & Operations Commissioner shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the Communications & Corporate Affairs Commissioner.
  - 3.9. The Local Affairs Commissioner is responsible for supervising the Bike Centre Coordinators, and the Food Bank Coordinators.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 4. 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:

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

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

- Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date
- The striking of a hiring committee at the last board meeting prior to the close of the job posting period. The hiring committee shall consist of the Human Resources & Operations Commissioner and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a CSA staff member (preferably the outgoing position holder or staff supervisor). If felt appropriate by a Hiring Committee Chairperson, individuals outside of the Board, Staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring committee is struck, additional Board members may be appointed at the discretion of the Hiring Committee Chairperson.
- Budgetary funds must be available to cover the salary for the position.
- A job description must be completed, approved by the CSA Board and be available to applicants. This is to 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.
- The Hiring Committee Chairperson will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chairperson the Human Resources & Operations Commissioner will be the chairperson.
- The Human Resources & Operations Commissioner 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.
- The Hiring Committee Chairperson will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, booking interview room space, meeting with the committee to appropriately short-list candidates, drafting interview questions, replying to successful candidates, and preparing the Hiring Committee report to submitted as per 4.4, ultimately for the consideration of the Board of Directors.
- It remains the responsibility of the Human Resources & Operations Commissioner to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.
- The Human Resources & Operations Commissioner will be a resource to all hiring committee members, including committee chairpersons, 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 information on relevant policies and by-laws, providing information regarding the processes of other hiring committees, providing information regarding appropriate human resources practices, providing all materials pertaining to relevant policies and bylaws.

**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:

- Job descriptions must be posted on the 3rd floor job board, the CSA job board, the CSA website and thecannon.ca when the application period opens.
  - During the Winter Semester, the Communications Commissioner and the Finance and Human Resources Commissioner will have a CSA Job Information table set up in the UC Courtyard for two days during the week preceding the application period opening and during the application period.
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## APPENDIX D – CSA HUMAN RESOURCES POLICY

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- During the Winter Semester, a mass e-mail will be sent 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.
  - 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 Aboriginal Students' Association, CJ Munford Centre, JSO, ISA, WISA, MSA, ISO, 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.
  - Throughout the year, the Clubs Coordinator and the Human Resources & Operations Commissioner shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations especially those described in 4.3 d) above. 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 described in d) above. Presentations to clubs and organizations must outline the CSA's hiring process, and advertise both 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.
  - 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 Human Resources & Operations Commissioner which includes the person recommended for the position, the number of applicants interviewed and the type and length of advertising, at the conclusion of their duties. 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 do short-listing within one week after the close of the posting period, and complete interviews within 2 weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these 2 weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the 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, however, 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 30th and another position that starts September 1st. 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, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities. The CSA will determine the effectiveness of its outreach efforts and use the applicant tracking to enhance the diversity of applicants on the short list. The following is an outline of the steps we will take in this process:
- Advertisement for these positions shall be carried out in accordance with Appendix D, Section 4.3.
  - All applicants are encouraged to complete an electronic or paper version Employment Equity Form and submit it to the CSA Front Office Manager.
  - The CSA Front Office Manager will remove the Employment Equity Forms from files prepared for hiring committees. Data will be prepared and provided to the chair of the hiring committee. Forms will be kept on file by the Front Office Manager.
  - 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 Appendix D, Section 4.4.
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- At the end of the hiring cycle, aggregate data drawn from the pool of successful applicants will be reviewed to examine the efficacy of the CSA's outreach strategy. The results of this analysis shall be reported to the CSA Board.
  - 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 must contact the Academic & University Affairs Commissioner and the Accessibility Working Group 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, or 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, he/she 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 Human Resources & Operations Commissioner within 7 days of receipt of notification that he/she was not hired.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 5. 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 & Operations Commissioner, 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 & Operations Commissioner, shall keep close watch of the new employee during the initial weeks of employment.
  - 5.3. It is the responsibility of the new staff members immediate supervisor, and whenever possible the Human Resources & Operations Commissioner, to monitor the new staff members progress and to provide feedback to him/her within the first three weeks of employment.
  - 5.4. The Human Resources & Operations Commissioner shall ensure that a Manual of Operations for each area under the supervision of the Executive is prepared and updated regularly. The Executive Committee, under the leadership of the Human Resources & Operations Commissioner 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.
  - 5.5. The Human Resources & Operations Commissioner 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.
  - 5.6. The Finance Human Resources Commissioner 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. Reimbursement for job-related seminars or courses shall be approved in advance by the CSA Human Resources & Operations Commissioner; shall be contingent on funding availability and budgetary allocations, as well as by the successful (as determined by the F & HR Commissioner) completion of the seminar or course.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 6. Probation Period

6.1. The first three months of employment shall be considered a probation period. Before expiry of the three months, a job performance review is to be conducted by the CSA Human Resources & Operations Commissioner and/or immediate supervisor. Each job performance review shall contain one of the following recommendations:

- That the employment be continued and that consideration be given to any wage increase in accordance with any agreement made at the time of hiring, or in accordance with any usual wage practice.
  - That the probation period be extended for a maximum of three months and another review be conducted at that time. After six months of consecutive probation, employment must be either terminated or continued without probation.
  - That employment be terminated.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 7. Positive Discipline

- 7.1. The CSA's policy on disciplining employees is that disciplinary action be corrective and progressive and not punitive in nature. It is based on the belief that in most cases employees are willing and able to change their behaviour if they are made aware that their behaviour is unacceptable or may be causing problems in the workplace. Disciplinary action may be taken if an employee contravenes C.S.A. policies, By-laws, their own job description or if their behaviour has demonstrably harmed or hindered the activities and interests of co-workers and/or the C.S.A.
- 7.2. Cause for a disciplinary action is to be brought to the attention of the CSA Human Resources & Operations Commissioner, who will investigate the matter, and if appropriate initiate the CSA Complaint Resolution and Grievance Procedure, and then inform the Executive Committee in confidence of the problem and recommended course of action.
- 7.3. Board members will never discipline employees directly.
- 7.4. At the recommendation of the Executive Committee, the following actions may be taken:
- Verbal warning
  - Written warning
  - Re-establishment of a probation period up to three months' duration
  - Suspension with pay
  - Suspension with pay up to ten working days
  - Termination
- All disciplinary actions are to be recorded and dated, with one copy placed in the employee's file and the other to be given to the employee. These two copies are to be signed by both the Human Resources & Operations Commissioner and the employee to acknowledge receipt. At this time the employee may choose to respond to the disciplinary action(s) taken to address their behavior as outlined in Section 12.0.
- 7.5. Use of one action does not preclude the application of another one at a later time for the same infraction, as long as the later penalty is applied within ten working days of the infraction.
- 7.6. A probation period may be re-established at any time of employment past the original three-month probation, if the Executive Committee, in consultation with the immediate supervisor and the employee in question, feels that it is warranted. The employee shall be informed in writing of the dates of the new term of probation, as well as the reason(s) for its re-establishment. Re-establishment of probation shall be regarded as one of the disciplinary actions that can be taken and shall not be used for any reason other than for identified problems.
- 7.7. When a serious matter is under investigation, suspension may be applied.
- 7.8. Causes for any disciplinary action may include but not be limited to:
- Failure to meet expectations or duties outlined in the job description.
  - Insubordination, i.e. refusal to comply with the reasonable job-related requests of an individual or organization to which the employee is accountable.
  - Violation of provisions contained within this policy, the CSA by-laws and constitution or the stated aims and objectives of the CSA.
  - Failure to properly address previously identified problems.
- 7.9. Disciplinary termination should be regarded as a last resort. Causes for immediate termination may include but not be limited to the following:
- Theft or any other illegal action committed against the CSA
  - Practice or toleration of discrimination or harassment as detailed in CSA policies.
  - Willful misconduct, i.e. serious misconduct damaging to the CSA
  - Willful neglect of duty, such neglect not being condoned by the CSA
  - Breach of confidentiality.
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In the case of immediate termination, severance pay, if any, shall conform to the requirements of provincial law.

- 7.10.** Disciplinary termination should normally take place after the following steps have been taken by the Executive Committee:
- The relevant facts including a detailed record of discussions, oral and written warnings and other disciplinary actions have been well documented.
  - Ways of overcoming difficulties have been sought.
  - The employee has been given adequate time during a probationary period to demonstrate an improvement in performance.
  - An oral and written notice has been given, indicating the dissatisfactions with the employee and reasons for such. The written notice shall be given to the employee personally or by registered mail only.
  - Except in cases where the law makes exception, notice of termination shall be given to any employee who has been employed for three months or more according to the Employment Standards Act, Section X11, 40.1 At the discretion of the Executive Committee the employee may be paid the appropriate salary in lieu of notice.
  - In cases of disciplinary termination of an employee, it is strongly recommended that legal counsel be sought prior to termination, to ensure that termination is justified and that all necessary steps have been taken.
- 7.11.** Inquiries into the job performance of a staff member by a member of the board must be submitted to the staff member's supervisor or the Human Resources & Operations Commissioner. The supervisor shall set up a meeting between the board member, supervisor, HR&O and staff representative.
- 7.11.1.** This meeting shall occur no later than one week after the complaint was brought forth.
- 7.11.2.** All proceedings shall remain confidential.
- 7.12.** If an employee feels that a board member has disciplined him/her, she/he may refer to the Complaint Resolution and Grievance Procedure policy.
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### **8. End of Employment**

- 8.1.** Resignation of full or part-time employees must be submitted in writing to the CSA Human Resources & Operations Commissioner at least two weeks in advance of the termination date. Two weeks pay in lieu of notice may be given at the discretion of the Executive Committee.
- 8.2.** When a salaried staff position becomes vacant, normal hiring procedures are to be followed. At this point the CSA Board should evaluate the position, its job description, any recommendations the outgoing employee may have, and the budgetary funding available for that position.
- 8.3.** At the expiry of a contract staff member's or honorarium position's term of employment, the staff member may re-apply for the position pursuant to the hiring policy in Section 3. The staff member may only re-apply for the same position or group of positions (such as a CSA program) once.

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### **9. Contracts and Personal Records**

- 9.1.** 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 & Operations Commissioner. 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 & Operations Commissioner or confidentially by members of specially appointed Board of Directors Committees. Files shall be kept in a secure place and updated when necessary.
  - 9.2.** 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.
  - 9.3.** 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.
  - 9.4.** Employees' personal records shall be kept confidentially by the CSA for a term of five years after the employment ends, and then destroyed.
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### **10. Amendments to Staff Contracts**

The CSA may find from time to time, the need to amend a staff's 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.

**10.1.** Amendments to a staff contract must be handled via the following procedure:

**10.1.1.** 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.

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

**10.1.3.** The Human Resources & Operations Commissioner 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.

**10.1.4.** At such a time where an agreement is met by all parties involved, an amended job contract will be drafted, and signed by the Finance & Human Resources Commissioner, the staff and their supervisor, at which point the changes become binding.

**10.2.** 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 Human Resources & Operations Commissioner. If these funds are not available, the matter shall be referred to the Finance Committee, and if necessary, the Board of Directors.

**10.3.** 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 & Operations Commissioner

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### 11. Staff Communications

- 11.1. The CSA encourages open and regular communication between staff, Executive and Board members, and welcomes requests for information and suggestions on how communication can be improved on an ongoing basis.
- 11.2. 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 Human Resources & Operations Commissioner shall be responsible for making the determination and notifying the above noted staff members.
- 11.3. 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.
- 11.4. 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.
- 11.5. 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.
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### 12. Staff Representation – Contract Staff

- 12.1.** To maintain continuous staff representation, the year is divided into two terms referred to as the Fall/Winter term and the Spring term. The Fall/Winter term commences October 16th and concludes April 15th. Two staff representatives shall be elected for the Fall Term. The Spring term commences April 16th and concludes October 15th. One staff representative shall be elected for the Spring term. Each election must take place prior to the final week of each term and will be the responsibility of the outgoing representative(s) to organize, facilitate and oversee.
- 12.2.** The contract staff of the CSA shall elect among themselves to two Fall/Winter Staff Representatives. However, only those contract staff employed over the Spring/Summer semester may vote for the Spring Staff Representative. The Human Resources & Operations Commissioner will provide a full staff list for each term.
- 12.3.** Nominations will be received by the outgoing Staff Representative. Should the outgoing staff representative be nominated and choose to have their name stand, the staff will select among themselves an individual to facilitate the staff representation voting. Once a staff member has been nominated twice, the Staff Representative must confirm the nominee's desire to have their name stand. All official candidates must provide a written or oral presentation outlining their goals and experience relating to the position. Voting will be by sealed ballot and counted using the Preferential Voting method (ranking system). The candidate with the highest ranking will be notified and may choose to accept the position. Upon acceptance, the staff should be notified of their new staff representative.
- 12.4.** Each Staff Representative shall be paid an honorarium of \$350.00 per term. Remuneration shall be divided into two payments with 50% to be paid at the mid-point of the term and the final installment to be received after all duties have been complete.
- 12.5.** Upon the election of the Staff Representative(s), the Human Resources & Operations Commissioner shall meet with the Representative(s) to acknowledge and review their role and responsibilities. In addition, monthly meetings will be scheduled for the remainder of the term and contact information given regarding labour, health and safety standards. It is the responsibility of the Human Resources & Operations Commissioner to at all times be proactive in bringing staff issues or discussions forward and to maintain clear communication between the Executive, board and staff representative.
- 12.6.** The Staff Representative will be expected to participate in Executive and Board meetings where agenda items relate to staff issues. In addition, the Staff Representative will be encouraged to attend board meetings where she or he will bring any unresolved general staff issues to the attention of the Board.
- 12.7.** The CSA staff shall be required to step out of Board or Executive meetings when aspects of their job performance are discussed.
- 12.8.** The Staff Representative(s) shall report back to the staff any issues brought up at Board and Executive meetings and shall be circulated to staff members. The Staff Representative is the primary link between the CSA Board, the Executive Committee and the CSA Staff and as such, must maintain regular communication with the staff.
- 12.9.** The Staff Representative must be available to serve on any review or ad-hoc committee(s) related to human resources issues, including but not limited to human resources policy, health, and safety. At the committee level the Staff Representative nominated will do his or her best to ensure that staff interests are properly served.
- 12.10.** The Staff Representative, in consultation with the staff, will organize one social event early in their term to help develop a sense of camaraderie and teamwork as well as establish a level of interaction that might better facilitate future communication. Funding for such an event is to be discussed with the Human Resources & Operations Commissioner and expensed from the Administration Staff Benefits budget line.
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### 13. Staff Representation – Permanent Staff

- 13.1. In recognizing that the needs of the Permanent Staff of the CSA (Bookkeeper, Business Manager, Front Office Manager and Programmer) and the Bullring Manager are different than those of contract staff, these five employees (hereafter referred to as “Permanent Staff”) shall have their own independent system of Staff Representation.
- 13.2. The Permanent Staff shall appoint amongst themselves one Representative who shall act as the primary liaison between the Permanent Staff and the Human Resources & Operations Commissioner, Executive Committee and Board of Directors.
- 13.2.1. Appointment of the Permanent Staff Representative shall happen no later than July 1st and shall stand for one full year.
- 13.2.1.1. Appointment of the Permanent Staff Representative shall, where possible, be by consensus.
- 13.3. The Permanent Staff shall hold at least one meeting per semester and it will be the responsibility of the appointed Representative to bring forward any pertinent information to the Human Resources & Operations Commissioner.
- 13.3.1. Should the Representative not feel comfortable approaching the Human Resources & Operations Commissioner about a Permanent Staff issue, the Permanent Staff shall appoint another individual to act as a representative.
- 13.4. The Permanent Staff Representative shall make every effort to ensure that at least one member of the Permanent Staff attend any Board or Executive meetings where issues pertaining to Permanent Staff are being discussed.
- 13.4.1. Any information discussed at a Board or Executive Meeting shall be disseminated to all Permanent Staff in a timely manner.
- 13.5. The Permanent Staff Representative must be available to serve on any review or ad-hoc committee(s) related to human resources issues, including but not limited to: human resources policy, health, and safety. At the committee level the Permanent Staff Representative appointed will do their best to ensure that Permanent Staff interests are properly served.
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### 14. Complaint Resolution and Grievance Procedure

It is the desire of the C.S.A. to have a harmonious relationship with all employees. Any executive member, staff member, volunteer or job applicant who feels they have just cause for a complaint is encouraged to seek resolution under this policy at the earliest possible time. The Complaint Resolution and Grievance Procedure is intended to provide a fair and equitable means of addressing problems or disputes that may occur between employer and employee, between employees, between hiring committee and job applicant, between supervisor and volunteers, between volunteers, between executives members, between an executive/staff member and the CSA Board of Directors, and between the CSA Board of Directors. At any and all stages of this process, the grievor(s)/grieve(s) are entitled to be represented by a CSA staff representative and/or a representative of their choosing. At any stages of this process, the management are entitled to seek expert advice external to the CSA.

#### 14.1. Definitions

- “Days” means working days on which the CSA Office is open for regular business hours. Statutory holidays are not included in this definition. Any documents delivered to or by the CSA after the close of the CSA Front Office will be considered to be delivered the following day. Where there exists a requirement to act within a number of days, the deadline to act is by the close of the CSA Office starting the following day (for example a one day deadline is due the end of the day following submission).
- Management: The management is comprised of both CSA Board of Directors (hereafter “the Board”) and executive members of the CSA.
- Grievance: A grievance is defined as a complaint against an allegedly unjust or unfair act/policy.
- Judicial Board of Trustees: Hereafter ‘the trustees’: The role of trustees is to hear and deliberate upon grievances in both a fair and impartial manner.
- Harassment is defined as any direct or indirect attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.

#### 14.2. Judicial Board of Trustees

- 14.2.1. Scope:** to act as the arbitrator with respect to human resource and policy issues that have not been resolved at the initial resolution stage(s) and have been referred to the final stage by either of the parties involved in the grievance
- 14.2.2. Membership:** The trustees are to be comprised of nine (9) Primary Student Organizations and two (2) elected seats for up to eleven (11) members of the CSA in good standing to the exclusion of current staff, volunteers, Board of Directors, and executives. The minimum number of trustees to meet to discuss a grievance is 3 voting members. To ensure decisions of the board of trustees are made with complete information, should a trustee miss a meeting they cannot attend subsequent meetings or influence the final decision in any way.
- 14.2.3. Selection and Appointment:** The trustees are to be elected from the general membership of the CSA during the election period. If there are not enough members, then the CSA will run another election. The HR&O will request each Primary Student Organization (PSO) to appoint from their board of directors one (1) trustee for a term of one (1) year. An additional two (2) trustees are to be appointed by general election for a term of one (1) year. Vacant seats may be filled during CSA election periods. No person can serve more than two (2) year terms.
- 14.2.4. Unable to meet quorum –** in the event where there are fewer than three (3) members of trustees able to meet to discuss a grievance at the time of a referral, the function of the Judicial Board of Trustees will be handled by an external arbitrator.
- 14.2.5. Training –** trustees are to receive training in anti-oppression, investigatory processes, conflict resolution training, consensus based decision making.
- 14.2.6. External Professional Legal Advice –** At any stage of the grievance process, the trustees may submit a request for fiscal approval from the finance committee to consult the CSA’s legal counsel.
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**14.2.7.** Due diligence – Trustees are to perform their duties with diligence. Every effort should be made to ascertain the necessary information from pertinent sources prior to making a decision. Refer to the CSA Guidelines for further information.

**14.2.8.** Conflict of Interest: A trustee cannot vote on a grievance decision where he or she is in a conflict of interest, as outlined in Bylaw 1, section 16.0.

**14.2.9.** The Executive Committee will appoint a permanent/contract renewable staff member to be the board secretary to act as an administrative resource for the board. The secretary will provide assistance in the following areas; hold, collect or file documents; attend all introduction meetings and other meetings at the request of the trustees, complete organizational communications requested by trustees. The secretary will keep all documents for trustees confidential and must leave meetings where a grievance is being discussed.

### **14.2.10.** Judicial Board of Trustees Terms of Reference

**14.2.10.1.** In the event a particular trustee steps down from this Judicial Board, the Human Resources and Operations Commissioner will contact that Primary Student Organization in writing to request the vacancy be filled within 10 days.

**14.2.10.2.** All decision-making that occurs at meetings of the Judicial Board will be made through vote and will require a simple majority to pass.

**14.2.10.3.** Facilitation of meetings of the Judicial Board of Trustees will be a role assigned to two individual members of the Board. At the first meeting, nominations will be taken for Facilitator and Co-Facilitator. At this time Board members present (or by proxy) will vote for these positions. In the event the Facilitator is not able to attend a meeting, the Co-Facilitator will chair the meeting. In the event both the Facilitator and Co-Facilitator are not able to meet, members present will nominate and vote to elect a Facilitator for that particular meeting only

**14.2.10.4.** Duties of the Trustees include, but are not limited to the following:

- Attend Judicial Board meetings when available and requested
- Come prepared to participate actively in every meeting of the Judicial Board of Trustees
- Adhere to strict confidentiality and sign waivers of confidentiality at start of term on the Judicial Board of Trustees

**14.2.10.5.** Documentation of activities of the Judicial Board of Trustees and minutes from all meetings will be maintained and kept confidential by the Board Secretary. At the start of each meeting a scribe will be selected through a simple election process. The Trustee selected as Scribe for that meeting, will take minutes at all future meetings (in the event of multiple meetings being required) that concern the same grievance. A new scribe will be elected at the start of a new grievance.

**14.3.** Types of Grievances: There are 3 types of grievances; A, B and C Type grievances.

**14.3.1.** Type A: General Grievance: There are 3 stages for type A grievances. Type A grievances are those grievances where:

- an employee or volunteer wishes to grieve the actions of an employer, staff supervisor, executive and/or board member.
- a job applicant wishes to grieve their hiring committee.
- an executive member wishes to grieve a one or more members of the CSA board of directors
- An employee or volunteer wishes to grieve the actions of an employee or volunteer.
- An executive member wishes to grieve the actions of another executive member.

#### **14.3.1.1.** Stage 1:

The grievor and the Finance and Human Resources Commissioner (hereafter “HR&O”) meet to discuss the grievance. The HR&O has up to 10 days to respond to the grievor’s concerns. The response shall include any CSA policies that affect the basis of the grievance and the appropriate appeal mechanisms for the HR&O’s decision. The HR&O may choose to expedite the process to stage 2. Throughout this process the HR&O shall

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maintain detailed records of all communications. If the HR&O has a conflict of interest, then another executive shall assume his/her duties for the grievance process. Failing the satisfaction of both parties, the grievance may proceed to stage 2.

### **14.3.1.2. Stage 2:**

In stage 2 the griever is to present a written grievance to the HR&O within 10 days of stage 1. The HR&O will then schedule a meeting between the griever and grievéd and make the contents of the letter available to the grievéd at least 1 day prior to the meeting. At the meeting the griever and the grievéd will discuss the grievance in an attempt to resolve it. A delegatetrustee determined by the board of trustees is to attend this meeting as both a mediator and recorder of the discussion. Records of the discussion are confidential and are only intended for decision-making purposes in the case that the grievance precedes beyond stage 2. Failing the satisfaction of both parties, the grievance may proceed to stage 3.

### **14.3.1.3. Stage 3:**

The griever has 5 days to inform the HR&O that he/she wants to proceed to stage 3. The trustees must then meet within 10 days of the HR&O being informed. All proceedings are to take place in confidentiality, and anything said at these proceedings is not to be held against the parties involved. The trustees are responsible for ensuring that any decisions made shall not contravene CSA by-laws and policies.

The trustees are to meet with the griever(s) and the grievéd. The trustees may determine if they wish to speak to any other parties with relevant information. The trustees will then deliberate on both the validity of the grievance and what action should or should not be taken. The trustees may only deliberate on matters set out within the initial grievance.

The trustees are free to contact whomever they choose for information, but may not release any information about the grievance without the written permission of the employee(s) lodging it. In all cases, proceedings are to be held in confidence.

Within 10 days of their first meeting, the trustees shall reach a decision. The decision shall be put in writing on the Complaint and Grievance Procedure Form and returned to the griever who submitted the complaint, with a copy also given to any other individual who is affected by the decision.

The decisions of the trustees shall be considered final and will not be subject to further review.

### **14.3.2. Type B: Human Rights/Assault Grievance:** These are grievances regarding alleged actions that fall within the scope of the Ontario Human Rights Code.

#### **14.3.2.1. Stage 1:**

The griever is to notify the HR&O of the grievance in writing. The HR&O shall refer the grievance to the appropriate 3rd party within 10 days. Possible 3rd parties are the Guelph Campus Police, the University of Guelph Human Rights and Equity Office, the Students Rights and Responsibilities Committee, the University of Guelph Judicial Committee, or the Ontario Human Rights Tribunal. The grievance proceedings will be held in advance till all involved, aforementioned groups come to a decision.

#### **14.3.2.2. Stage 2:**

The trustees must then meet within 10 days of stage 1. All proceedings are to take place in confidentiality, and anything said at these proceedings is not to be held against the parties involved. The trustees are responsible for ensuring that any decisions made shall not contravene CSA by-laws and policies.

The trustees are to review any final reports or decisions made by any 3rd parties. The trustees may meet with the griever(s), the grievéd, and any other parties who may hold information relevant to the grievance. The trustees will then deliberate on both the validity of the grievance and what action should or should not be taken. The trustees may only deliberate on matters set out within the initial grievance.

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The trustees are free to contact whomever they choose for information, but may not release any information about the grievance without the written permission of the employee(s) lodging it. In all cases, proceedings are to be held in confidence.

Within 14 days of their first meeting, the trustees shall reach a decision. The decision shall be put in writing on the Complaint and Grievance Procedure Form and returned to the griever who submitted the complaint, with a copy also given to any other individual who is affected by the decision.

The decisions of the trustees shall be considered final and will not be subject to further review.

**14.3.3. Type C: Policy Grievance:** Only policies that directly affect the griever's current or future job performance, or the current or future job performance of other staff or executive members may be grieved under this policy. This type of grievance acknowledges that policies that inhibits ones employment are important to be addressed promptly and with care. Once a policy has been referred to the board, the policy grievance is complete.

**14.3.3.1. Stage 1:**

The griever notifies the HR&O in writing of the grievance and has the option to propose changes to policy or request the policy or bylaws be reviewed by an internal body. The HR&O has 10 days to respond, exclusive of any time spent at committee. After responding, the HR&O has 5 days to refer the proposed policy change(s), to committee or the Board. If the HR&O Commissioner chooses not to refer the grieved policy anywhere they must inform the grieving party who may proceed directly to stage 2. If the grievance is referred to committee, the committee must respond within 20 days of the HR&O's referral. After the committee refers their response to the HR&O, the HR&O will have 5 days to either refer it to the Board or to dismiss the grievance. If the grievance is dismissed and the grieving party has not been satisfied, then they may proceed to stage 2.

**14.3.3.2. Stage 2:**

The griever notifies the HR&O in writing of the grievance and has the option to propose changes to policy or request the policy or bylaws be reviewed by an internal body. The HR&O has 5 days to forward the grievance to the board of trustees who must meet within 5 days of receiving a grievance and respond to the grieving party acknowledging their involvement. After acknowledging their involvement, the trustees have 5 days to either reject the changes or refer the proposed policy change(s), to a CSA standing committee of the Board. If the trustees refer to committee, the committee must respond to the trustees within 20 days of the referral. After the committee refers their response to the trustees, the trustees will have 5 days to either refer it to the Board or to dismiss the grievance.

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### 15. Salary and Benefits

- 15.1. Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.
- 15.2. The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year's budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.
- 15.3. Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee's performance demonstrably merits such action. It is the employee's immediate supervisor's responsibility to make a recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee's performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.
- 15.4. Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.
- 15.5. Salary payment will be made bi-weekly with appropriate tax, EI and CPP deductions.
- 15.6. Permanent full-time permanent part-time, full-time contract employees, as well as the elected Commissioners are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:
- 1-2 Years of service – 3%
  - 3-4 Years of service – 4%
  - 5-6 Years of service – 5%
  - 7-8 Years of service – 6%
  - 9-10 Years of service – 7%
  - 11-12 Years of service – 8%
  - 13-14 Years of service – 9%
  - 15+ Years of service – 10%
- 15.7. In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.
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### 16. Vacations and Leave of Absences

**16.1.** Part-time salaried employees will normally receive 4% of their regular rate of pay as vacation pay, which shall be received on designated pay days.

**16.2.** Full-time employees will accumulate vacation days according to the following schedule for completed years of service:

- 1 year of service 10 working days or 4% vacation pay
- 3 years of service 11 working days or 4.4% vacation pay
- 5 years of service 12 working days or 4.8% vacation pay
- 7 years of service 13 working days or 5.2% vacation pay
- 9 years of service 14 working days or 5.6% vacation pay
- 11 years of service 15 working days or 6% vacation pay
- 13 years of service 16 working days or 6.4% vacation pay
- 15 years of service 17 working days or 6.8% vacation pay
- 17 years of service 18 working days or 7.2% vacation pay
- 19 years of service 19 working days or 7.6% vacation pay
- 20+ years of service 20 working days or 8% vacation pay

These vacation days must be taken during the twelve month period or they will be forfeited. Vacation periods are not cumulative from year to year. If vacation days are not taken then accrued vacation pay will be paid on the last pay cheque of the fiscal year.

**16.3.** When a salaried 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 10 working days.

**16.4.** Notification of vacations to be taken by employees must be received two weeks in advance in order to ensure that CSA operations are maintained.

**16.5.** Any additional vacation periods shall be taken at the discretion of the Executive Committee and shall be unpaid.

**16.6.** Paid sick days and compassionate leaves of absence are available to full time employees at the rate of one day per month to a maximum of 10 paid working days. Additional leaves of absence due to sickness or compassionate reasons will be unpaid. Sick days/compassionate leave days are not cumulative from year to year.

**16.7.** The following days are considered paid holidays: Public holidays: Victoria Day (May 24), Canada Day, August Civic Holiday (first Monday in August), Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday. At the discretion of the Executive Committee, additional time off (e.g. at Christmas) may be provided. Additional paid holidays may also be determined by the Executive Committee which may include religious holidays of obligation.

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### **17. Staff Evaluations**

- 17.1.** The focus of the staff evaluation's 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.
- 17.2.** During the first two weeks of employment, the Human Resources & Operations Commissioner will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Operations Commissioner. The Human Resources & Operations Commissioner will ensure that all staff evaluations are completed within the three-month probationary period.
- 17.3.** Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Operations Commissioner, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit.
- 17.4.** Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee's Personal Record.
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### 18. Layoffs

- 18.1. From time to time due to financial reasons it may become necessary to lay off staff from the CSA. Temporary layoffs shall be negotiated between the Executive Committee and the designated Staff Representative. Input from other staff members is also recommended. A minimum of three months notice must be given before any temporary layoff occurs.
- 18.2. Layoffs shall take place in the following order: part-time contract staff, part-time permanent staff, full-time permanent staff. At any point where financial reasons warrant, the CSA shall refrain from employing temporary staff; and temporary staff shall at no time be used to replace temporarily laid off permanent or contract staff.
- 18.3. Permanent staff layoffs may occur due to financial considerations, or if a position is deemed not essential, or if the job description changes drastically, or if two positions are amalgamated. All such permanent layoffs must be approved by the CSA Board of Directors. One month's notice must be given in the case of a permanent layoff.

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## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 19. Overtime

- 19.1. Overtime taken by employees shall be compensated for by equivalent time off.
  - 19.2. Any overtime hours exceeding seven (7) hours in one pay period must receive prior approval from the Human Resources & Operations Commissioner, and should only occur in exceptional situations.
  - 19.3. A staff member wishing to work less than seven (7) hours overtime, must receive prior approval from their Executive supervisor.
  - 19.4. 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
  - 19.5. Consideration for time in lieu, or time off, to compensate for overtime must be made by the staff member and the Human Resources & Operations Commissioner in order that sufficient notice may be given to appropriate personnel.
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### 20. Interpretations and Amendments

- 20.1.** This policy shall be treated as all other CSA policy per CSA bylaws. Any changes to this policy shall be made following relevant bylaw and policy amendment procedures.
- 20.2.** This policy shall be updated and renewed at a minimum yearly by the CSA Board of Directors in the Fall semester of each year. Bylaw policy and staff changes affecting this policy shall be routinely recorded by the Board Scribe and shall take force upon Board approval.
- 20.3.** Notwithstanding the policy contained in this document, in the event of contradictions between this document and CSA bylaws, general policy, the latter documents shall prevail.
- 20.4.** Interpretation of this policy shall ultimately rest with the CSA Board. Statements that are prescriptive are those that require conformity and which are characterized by "will", "shall", "must", or "may not". Statements that are characterized by words such as "may", "should" or "ought" indicate that while certain actions or situations are desirable, they are not required in all circumstances.
- 20.5.** It is recommended that in any area that may be ambiguous or that conflict over interpretation occurs, the CSA Board amend this policy to provide more suitable and specific language.
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### 21. Joint Health & Safety Committee

- 21.1.** The C.S.A. 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.
- 21.2.** The committee has four principal functions: to identify potential hazards, to evaluate these potential hazards, to recommend corrective action and to follow up on implemented recommendations. To carry out its functions, the committee is required to hold meetings and carry out regular inspections of the workplace.
- 21.3.** The committee shall be made up of five (5) members. Two (2) members representing management: the Human Resources and Operations Commissioner, and the Bullring General Manager and three (3) members representing workers: the Bullring Staff representative, the CSA Permanent/Renewable Contract Staff representative and the CSA Contract Health & Safety Staff representative.
- 21.4.** The Committee is to be co-chaired by the Human Resources & Operations Commissioner and a Staff representative. Quorum for meetings shall be reached when those in attendance include the Bullring Staff representative, a CSA Staff representative and a either the Bullring General Manager or the Human Resources and Operations Commissioner.
- 21.5.** The committee shall meet at minimum every three months. Minutes shall be signed by the co-chairs and posted in the CSA Office and Bullring within one week of the meeting. Minutes of each meeting will be made available to all CSA staff, CSA members and Ontario Ministry of Labour Occupational Health & Safety Inspectors.
- 21.6.** Members are entitled to take time to attend committee meetings, inspections and investigations, as well as to accompany ministry inspectors investigating an accident, potential hazard or a work refusal. Members will be paid at either their regular rate or, where applicable (i.e., when duties take them beyond their usual hours of work), their premium rate of pay. Each member will be paid for one hour of preparation time before every committee meeting. If it becomes apparent that one hour is not sufficient, the committee can decide that more paid preparation time is required.
- 21.7.** At all times, at least one committee member representing management and one committee member representing workers shall be certified.
- 21.8.** The members of the committee who represent workers shall designate a member representing workers to inspect the physical condition of the CSA and the Bullring at least once a month. If possible, this person should be a certified member. The member shall inform the committee of situations that may be a source of danger or hazard to workers. Recommendations are to be submitted to the Human Resources & Operations Commissioner and/or the Bullring General Manager.
- 21.9.** The Bullring General Manager and/or Human Resources & Operations Commissioner must provide a written response to recommendations within twenty one (21) calendar days. If the recommendations are accepted, a timetable for action must be outlined and provided to the committee. If recommendations are rejected, a written response must be provided to the committee. If a health and safety issue is not resolved by the Bullring General Manager or the Human Resources & Operations Commissioner, the matter will be brought to the attention of the Executive Committee.
- 21.10.** Committee members' 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 Human Resources and Operations Commissioner to update and maintain this list.
- 21.11.** 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. This policy shall be reviewed annually.
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## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 22. Workplace Violence

- 22.1.** The CSA is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.
- 22.2.** Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the workplace. Everyone is expected to uphold this policy and to work together to prevent workplace violence.
- 22.3.** Workplace violence is defined as:
- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
  - An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
  - A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- 22.4.** A person who has a personal relationship with a worker - such as a spouse or former spouse, current or former intimate partner or a family member - may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.
- 22.5.** A worker can refuse to work or do particular work where they have reason to believe that:
- any equipment, machine, device or thing they will operate is likely to endanger themselves or another worker
  - the physical condition of the workplace or part thereof in which they work or will work is likely to endanger themselves.
- 22.6.** Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's supervisor and the Human Resources & Operations Commissioner who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of:
- a committee member who represents workers, if any;
  - a health and safety representative, if any; or
  - a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to present them who shall be made available and who shall attend without delay. Until the investigation is completed, the worker shall remain in a safe place near his or her work station.
- 22.7.** When an incident of workplace violence occurs, Campus Police and Emergency services are to be contacted immediately. Incidence reports must be submitted to the supervisor and the Human Resources & Operations Commissioner immediately.
- 22.8.** In addition if a workplace violence incident results in a person being killed or critically injured the Human Resources & Operations Commissioner must:
- immediately notify, by direct means such as telephone, a ministry of Labour inspector, the joint health and safety committee or health and safety representative and union, if any; and
  - within 48 hours notify, in writing, a director of the Ministry of Labour, giving the circumstances of the incident and any information that may be prescribed.
- 22.9.** Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.
- 22.10.** The CSA as the employer, specifically the Human Resources and Operations Commissioner, will ensure that this policy and a supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the
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# CENTRAL STUDENT ASSOCIATION

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supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.

- 22.11.** This policy will be implemented and annually reviewed by the Human Resources and Operations Commissioner in collaboration with the Health & Safety Committee, Policy Bylaw and Review committee and staff representatives.

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## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 23. Workplace Harassment

- 23.1.** The CSA is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.
- 23.2.** Workplace harassment is defined 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. Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
- 23.3.** Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. This may include harassment related to race, national or ethnic origin, citizenship, colour, religion (creed), age, ancestry, sex (including pregnancy and gender identity), sexual orientation, marital status, family status, disability, receipt of public assistance and pardoned conviction.
- 23.4.** This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the CSA workplace. Everyone is expected to uphold this policy and to work together to prevent workplace harassment.
- 23.5.** This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.
- 23.6.** Situations that do NOT constitute harassment can include, but not limited to:
- Appropriate direction of the work force (job assignments) or appropriate disciplinary action.
  - Assessment or appropriate criticism of any employee's work efforts, even if they are adverse or if the employee does not agree.
  - individual incidences of rudeness unless extreme
- 23.7.** Staff, executive, volunteers and board members are encouraged to report any incidents of workplace harassment. *The Complaint Resolution and Grievance Procedure*, as outlined in the CSA Human Resources Policy, should be the first step and primary mechanism. The Human Resources & Operations Commissioner, or another executive if a conflict of interest exists, will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.
- 23.8.** Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.
- 23.9.** Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace harassment and to report any incidences to the Human Resources & Operations Commissioner. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.
- 23.10.** The CSA as the employer, specifically the Human Resources and Operations Commissioner, will ensure that this policy and a supporting program are implemented, maintained and that all workers and supervisors have the appropriate information and instruction to protect them from harassment in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.
- 23.11.** This policy will be implemented and annually reviewed by the Human Resources and Operations Commissioner in collaboration with the Policy Bylaw and Review committee and staff representatives.
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### **24. Respect in the Workplace**

- 24.1.** The C.S.A. 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 a normal part of life. Central to this commitment is the belief that it is the right of each C.S.A. staff member or volunteer to work in an environment free from harassment and discrimination and where each individual is treated with respect.
- 24.2.** C.S.A. Staff members or volunteers have equal access to the rights and protections provided under this policy, as well as, under the Human Rights Policy for the University of Guelph.

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## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### **25. Temporary Help Policy**

At numerous points throughout the year the CSA hires temporary help to assist in day-to-day operations. This help is used in numerous facets of CSA operations, including, but not limited to, dental opt-out, Imaginus Poster sales, etc. . .

- 25.1.** At the beginning of each semester the CSA will post a call-out for students interested in temporary help in accordance with section 3.3 of the Human Resources Policy.
  - 25.2.** Interested students shall apply at the CSA Front Office and have their names added to the Temporary Help List. Applications shall not be limited to the beginning of each semester, but may be accepted at any time.
  - 25.3.** When temporary work becomes available persons on the Temporary Help List shall be contacted in the order in which they appear on the list.
  - 25.4.** If individuals on the list decline a temporary help position twice, their names shall be removed from the list.
  - 25.5.** The Temporary Help List shall be maintained on an annual basis, starting fresh at the beginning of each Spring semester.
  - 25.6.** In cases where relevant experience is an asset to a temporary help position, the Temporary Help list does not have to be used.
  - 25.7.** In emergency cases, where help is needed immediately, the Temporary Help List does not need to be used.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 26. Policy on Associate Commissioners

#### Preamble

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 Commissioners may at times require additional support to fully perform within their portfolios. As such, this policy allows for the creation of temporary Associate Commissioner positions within the Central Student Association to assist with specific tasks or sections of portfolios.

#### 26.1. Associate Commissioner Positions:

**26.1.1.** An Associate Commissioner may be created to complete any set of duties.

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

**26.1.2.** The Associate Commissioner shall be directly supervised by at least one Commissioner. The position may have shared supervisory duties between multiple Commissioners when appropriate.

**26.1.3.** Associate Commissioner positions may be created for a maximum of up to twelve months (minimum of one month).

**26.1.4.** Associate Commissioners are intended to be unpaid positions.

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

**26.1.4.2.** This honorarium will be funded through the CSA Council Budget, with an annual maximum approved in the budget cycle each year, and must be approved by the Executive Council.

**26.1.4.3.** The Executive Committee will strive to provide equitable honorariums across the various Associate Commissioner positions in relation to the expected workload.

#### 26.2. Approval of Position

**26.2.1.** Selection procedure for Associate Commissioners shall follow the CSA Hiring Policy (Appendix D 4.0), including Employment Equity provisions, with the following amendments outlined within this policy.

**26.2.2.** The Executive Committee shall strive to ensure an equitable distribution of Associate Commissioner between the Executive Committee

**26.2.3.** To establish an Associate Commissioner position, a proposal that includes the following information must be submitted to the Executive Council for approval

- Position Title (Example: Associate Commissioner of Sustainability)
- Supervising Commissioner(s)
- Position Term (start and end dates)
- Honorarium amount (the per semester rate)
- Job description (including required duties and qualifications)
- Rationale for the position

#### 26.3. Selection of Associate Commissioners

**26.3.1.** Once an Associate Commissioner position is approved:

**26.3.2.** A selection committee must then be selected by the Executive Council. It will normally comprise of two Commissioners, including the supervising Commissioner(s)

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**26.3.3.** The position submission will be forwarded to the CSA Board of Directors for Information. The Board may reverse the decision of the Executive Council to approve the Associate Commissioner position

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

**26.3.5.** The selection committee will interview a shortlist of candidates.

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

**26.3.7.** 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.

### **26.4.** Removal of Associate Commissioners:

**26.4.1.** An individual filling the position of Associate Commissioner may be removed from office.

**26.4.1.1.** The supervising Commissioner(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

**26.4.1.2.** The individual may be removed from their position by a two-thirds majority vote of the Executive Council.

**26.4.1.2.1.** This action will be reported for information to the CSA Board of Directors.

**26.4.1.2.2.** The selection process outlined above shall be used to select a replacement for the position as soon as possible.

**26.4.2.** A position of Associate Commissioner may also be terminated early upon the recommendation of a Commissioner to the Executive Council.

**26.4.2.1.** The supervising Commissioner(s) should submit a recommendation to terminate the position outlining the rationale for termination of the position

**26.4.2.2.** The position may be terminated by a two-thirds majority vote of the Executive Council. This action will be report for information to the CSA Board of Directors.

**26.4.2.2.1.** If there is an individual currently serving in an Associate Commissioner position that is terminated, they will be released of all duties and removed from the position.

**26.5.** Review: This policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX D – CSA HUMAN RESOURCES POLICY

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### 27. Volunteer Policy

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

- 27.1. Only personelle authorized by the CSA Executive, Board of Directors or staff members shall engage persons to serve as volunteers of the CSA.
  - 27.2. Appropriate orientation, training, and supervision shall be provided for all volunteers at the commencement of their service work. Training for Safewalk, Legal Resource Room, Food Bank and Bike Centre volunteers should include anti-oppression or crisis support training.
  - 27.3. There must always be at least two volunteers present when volunteers are working within an isolated area.
  - 27.4. Volunteers recruited by Safewalk, the Legal Resource Room, the Food Bank and the Bike Centre must go through an application process, which may include participation in an interview process, a criminal record check, etc. This process will be set-out in each programs' operating manual.
  - 27.5. Volunteers working under Safewalk, the Legal Resource Room and the Food Bank must sign confidentiality forms.
  - 27.6. 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.
  - 27.7. 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:
    - Breach of confidentiality
    - Gross negligence of responsibilities
    - Conflict of interest which cannot be mitigated
    - Threatening the safety of any individual or group
  - 27.8. 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.
  - 27.9. All volunteers will be given letters of reference, if requested.
  - 27.10. Should a volunteer feel that they have just cause for a complaint, section 12.0 of the policy will apply.
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# Appendix D – CSA Human Resources Policy

## 28. Honourarium Policy

- 28.1.** This policy is to apply for all individuals who are paid for services rendered on an honourarium 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.
- 28.2.** Honourarium 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.
- 28.3.** 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.
- 28.4.** Any honourarium requests outside of the schedule listed above will require a contract, to be notarized and approved by Human Resources & Operations Commissioner, unless otherwise stated in any other policies of the CSA
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## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### 1. Preamble

- 1.1. The Bullring is a service owned and operated by the Central Student Association. As a not-for-profit business, the Bullring shall employ staff to provide quality student-centered services. It is the CSA's desire that the Bullring manage its own day-to-day activities independently of the CSA, provided it does not contravene CSA by-laws and policies. Therefore, the Bullring management shall implement and uphold this Human Resources Policy provided here in the CSA policy manual. The Bullring Human Resources policy shall take precedence over the CSA overall Human Resources Policy, except where explicitly stated herein.
  - 1.2. All staff that fall under this policy shall be considered Bullring Staff and not CSA Staff, even though they are employed by the corporation of the CSA. Bullring staff are any employees of the corporation whose wages are paid by the Bullring annual budget approved by the CSA Board of Directors. The exception to this is the Bullring General Manager, who shall be paid through the Bullring budget however s/he will be considered as a staff member of the CSA and shall fall under the CSA overall Human Resources Policy. No voting member of the CSA Board of Directors, including CSA Executive, may be a staff member of the Bullring.
  - 1.3. The Bullring General Manager, in consultation with the Bullring sub-Committee of the CSA Board of Directors and the Bullring Operations Manual, shall determine the number of employees that shall work for the Bullring. At a minimum the Bullring staff shall consist of the Bullring General Manager, an assistant manager, and servers. All Bullring staff, except for the Bullring General Manager shall be part-time contract staff.
  - 1.4. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all individuals associated with the Bullring. It outlines the mutual responsibilities and rights of employer and employees. This policy shall abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation. Federal and provincial employment legislation shall take priority over this appendix in the event of any contradictions within this policy.
  - 1.5. In keeping with the CSA's stated policy against discrimination as well as with the Ontario Human Rights Code, the Bullring will neither practice nor tolerate to be practiced 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.
  - 1.6. This policy shall form part of the contract of employment of each person employed by the Bullring. It shall be provided to each person employed by or associated with the Bullring.
  - 1.7. The Bullring shall at all times use an Employment Equity Hiring Policy whenever staff are hired. 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: racialized person, woman, queer, aboriginal or a person with a disability.
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## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### 2. Hiring

Hiring of all Bullring staff, excluding the Bullring General Manager shall take place in accordance to the following guidelines:

- 2.1. Priority for the hiring of employees of the Bullring to be as follows:
    - full or part time undergraduate students
    - graduate students
  - 2.2. The following are the minimum requirements for hiring a vacancy or new position:
    - The Bullring General Manager shall notify the Bullring Committee that a vacancy or new position shall be opening.
    - Budgetary funds within the Bullring budget must be available to cover the wages for the position.
    - An employment vacancy for an assistant manager shall be advertised at the minimum, on the job boards on the 2nd and 3rd floors of the UC, in the Bullring, Munford Center, the FACS Lounge and on the CSA Website and thecannon.ca for one week before being filled.
    - Any types of Bullring staff, other than managers shall be advertised at the minimum in the Bullring and may be filled as soon as possible at the discretion of the Bullring General Manager.
  - 2.3. All job descriptions for above employment vacancies shall be developed by the Bullring General Manager in consultation with the Bullring Committee. Any job description shall include the job title; qualifications required and sought; description of duties; the hourly wage rate; the hours to be worked on a weekly basis; the terms of the employment contract including start and finishing dates; a location where the candidate may access this hiring policy; and the Employment Equity hiring policy.
  - 2.4. All above employment vacancies are to be filled by the Bullring General Manager. The CSA Human Resources & Operations Commissioner shall participate in the hiring of an assistant manager if so desired by the Bullring Committee. If felt appropriate by the Committee, other CSA members or non-CSA professionals from related fields may also be appointed to the hiring process for particular positions. The Bullring Committee shall ratify all new Bullring staff. The Bullring Committee may ratify staff positions omnibus where appropriate. The Bullring Committee shall not ratify any new staff where there has been a grievance filed in connection with the hiring process.
  - 2.5. In hiring new employees, the Bullring General Manager shall develop criteria for selecting candidates in accordance with the Bullring Operations Manual, this Human Resources policy as well as any Federal and Provincial policies governing hiring. Any hiring decisions shall adhere to the Employment Equity Policy as set out under section 1.7 above. When hiring an assistant manager, the emphasis should be to view the position as one in which specific experience can be gained. The following attributes are preferable: Applicants have proficiency at the components of the job description; overall ability to fit into the Bullring's work environment; and understanding of the CSA's vision for the Bullring as it is written in this policy manual.
  - 2.6. Internal Bullring applicants will be considered for renewal without reposting of their contract in April of each year, if so desired by the applicant and the Bullring General Manager. An assistant manager may only apply for renewal of her/his contract twice and if s/he desires to apply for a fourth contract, then external applicants will take priority if both applicants appear to be equal in qualifications.
  - 2.7. The names of and discussions with or about any candidates shall remain strictly confidential. It is the intent of the Bullring to fill vacancies in a timely manner, to that end the Bullring General Manager shall complete the hiring process promptly pursuant to 2.9 of this policy.
  - 2.8. All candidates who are offered a position, shall confirm their acceptance by signing a document that includes the job title, the hourly wage rate, and the terms of employment including the start and finish dates of the contract. If that candidate refuses the job offer, selection shall devolve to the second choice, or in the case of a second choice being unavailable or unacceptable, the hiring process shall be re-initiated.
  - 2.9. If an applicant has an issue with the hiring process under this policy, he/she may appeal a decision or file a complaint under policy 6.0 Decision Appeals and Complaint Resolution of this appendix. Any grievance filed by an unsuccessful candidate must
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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be submitted to the Human Resources & Operations Commissioner in the Central Student Association within 7 days of receipt of notification that he/she was not hired.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### **3. Orientation and Training**

- 3.1.** The Bullring General Manager shall add new Bullring staff to payroll and provide each employee with a package which shall contain at a minimum a copy of the entire Bullring Human Resources Policy, any relevant parts of the Bullring Operations Manual, a copy of the employee's contract and the employee's job description. This shall occur within one week of the employee commencing employment.
- 3.2.** The Bullring General Manager will be responsible for ensuring that new Bullring staff receive proper training. This includes making sure all new Bullring staff attend compulsory Core training and compulsory on-going training as required by the Bullring Committee or the Bullring General Manager. An assistant manager should participate in anti-oppression training and other skill building training where possible.
- 3.3.** The Bullring General Manager will be responsible for ensuring that all Bullring staff are properly welcomed to the Bullring working environment and are informed of the CSA's role with the Bullring, and respond to any concerns that may arise from the initial package each new staff member receives.

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## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### 4. Terms of Employment

The following are the minimum terms of employment for all Bullring staff that fall under the Bullring Human Resources policy.

- 4.1. All employment contracts expire on April 30th of each year. Upon request by the employee, any contract may be renewed for a maximum of one year. The Bullring General Manager shall not unreasonably deny a contract renewal, unless poor performance has been well documented over the course of the employee's term. An assistant manager may only apply for a contract renewal once, otherwise the employee must reapply through the hiring policy 2.0.
  - 4.2. All Bullring staff shall be paid at an hourly rate. Wages and benefits shall be determined by the Bullring General Manager in consultation with the Bullring Committee.
  - 4.3. The first three months of working at the Bullring, shall be considered a probation period. Before expiry of the three months, a job performance review is to be conducted by the Bullring General Manager and if time permits in partnership with the CSA Human Resources & Operations Commissioner. At the most convenient Bullring Committee meeting after the review, the Bullring General Manager shall bring forward one of the following recommendations to be ratified by the Bullring Committee:
    - That the employment be continued and that consideration be given to any wage increase in accordance with any agreement made at the time of hiring, or in accordance with any usual wage practice.
    - That the probation period be extended for a maximum of three months and another review be conducted at that time. After six months of consecutive probation, employment must be either terminated or continued without probation.
    - That employment be terminated.
  - 4.3.1. Recommendations from each performance review may be served omnibus to the Bullring Committee.
  - 4.4. Performance reviews shall be developed by the Bullring General Manager in consultation with the CSA Human Resources & Operations Commissioner. Performance reviews shall be conducted at a minimum every January or three months after the most recent performance review, whichever is later. Either the Bullring General Manager or an individual staff member may request an exit interview or an additional performance review towards the end of a contract. Any recommendations that derive from a performance review which change the terms of employment for an individual staff member shall be ratified by the Bullring Committee. A copy of every performance review shall be given to both the Bullring General Manager and the individual staff member.
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## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### 5. Employment Development

#### 5.1. Staff Communications

The Bullring encourages open and regular communication between staff, assistant managers, the Bullring General Manager and the Bullring Committee, and welcomes requests for information and suggestions on how communication can be improved on an ongoing basis. The Bullring General Manager shall organize regular staff meetings to discuss the activities and operations of the Bullring; to maintain the lines of communication between the staff and Bullring management; to bring to the attention of the staff any issues that affect the Bullring as a whole; to bring to the attention of the Bullring management and/or other staff any general staff issues that should be discussed. All Bullring staff, except for the Bullring General Manager shall be paid at their regular hourly rate for any staff meetings.

#### 5.2. Positive Discipline

The Bullring General Manager shall develop, in consultation with the CSA Human Resources & Operations Commissioner, positive discipline measures which shall be outlined in the Bullring Operations Manual. The Bullring General Manager shall implement positive discipline measures with staff as needed, and any actions may be appealed by the individual staff member under 6.0 of this policy. The Bullring General Manager shall prepare a report for the Bullring Committee at the end of each semester outlining any positive discipline measures that were undertaken since the previous semester.

#### 5.3. Record Keeping

The Bullring General Manager shall keep a confidential file for each Bullring staff member containing a copy of their contract, copies of any performance reviews or written copies of any formal communication with the staff member. Any staff member may request to have any incident documented and placed on their file. Staff members shall be notified anytime documentation is going in their file.

#### 5.4. Overtime

Any Bullring staff member that works over 44 hours in one week shall be paid time and a half for each additional hour worked. Overtime must be approved by the Bullring General Manager.

#### 5.5. End of Employment

End of Employment may occur three ways:

- by End of Contract
- by Layoff
- by Resignation
- by Termination

##### 5.5.1. End of Contract

If a staff member does not wish to continue working for the Bullring, they may choose to not request renewal of their contract, towards the end of their term. This does not need to be submitted in writing.

##### 5.5.2. Layoff

Permanent or temporary layoffs may occur from time to time due to financial reasons. In such cases the Bullring General Manager shall consult with the Bullring Committee and if necessary the CSA Board of Directors to pursue a decision which minimizes any financial or legal exposure to the CSA. In selecting staff to layoff priority shall be to keep staff with the greatest seniority. Assistant managers shall be considered independently of other Bullring staff.

##### 5.5.3. Resignation

Resignation during the term of a contract must be submitted in writing to the Bullring General Manager at least two weeks in advance of the termination date. Two weeks pay in lieu of notice may be given at the discretion of the Bullring Committee, but this is to be reserved for cases when it may not be beneficial to the Bullring to have that employee continue.

##### 5.5.4. Termination

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Termination of employment may occur due to unsatisfactory performance during probation, for reasons outlined in 6.8 of the CSA overall Human Resources policy or when documented disciplinary actions, as outlined under 5.2 of this policy have not resulted in improved behaviour or performance. Legal counsel should be sought in such cases.

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## APPENDIX E – BULLRING HUMAN RESOURCES POLICY

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### 6. Decision Appeals and Complaint Resolution

Any decisions or actions that occur associated with the Bullring and its working environment may be appealed. Any complaints or disagreements between students and the Bullring or between Bullring staff members, including the Bullring General Manager shall fall under this policy. Any Bullring staff member who wishes to appeal a decision made by the Bullring General Manager or the Bullring Committee shall fall under this policy.

- 6.1. Any problems or concerns that a staff member or student identifies should first be brought forward to the Bullring General Manager. The Bullring General Manager shall discuss the matter with the individual and if no resolution is reached, then the individual shall proceed to 6.2. In cases where the individual is not comfortable speaking directly with the Bullring General Manager, s/he shall come to the Central Student Association office and request a meeting with the CSA Staff Representative. If the CSA Staff Representative is not available then the individual shall request a meeting with the CSA Human Resources & Operations Commissioner or another CSA executive member if the Human Resources & Operations Commissioner is directly involved in the matter. The CSA representative that is selected shall speak to the Bullring General Manager on behalf of the individual with the concern.
  - 6.2. If the matter has not, or can not be resolved with the Bullring General Manager the individual shall bring the matter forward to the Bullring sub-Committee of the CSA Board of Directors. The Bullring General Manager shall collect any documentation regarding the matter up to the present. The individual shall notify the CSA Human Resources & Operations Commissioner of his/her intentions and s/he shall be notified of the most convenient meeting of the Bullring Committee.
  - 6.3. The Bullring Committee shall meet to discuss the matter with the individual. All discussions pertaining to the performance or actions of any staff members shall be held in-camera with or without the individual who is bringing forward the matter. If necessary, the Bullring Committee shall elect from its active membership an ad hoc committee to investigate the matter further. All decisions shall be recorded by the CSA Human Resources & Operations Commissioner.
  - 6.4. The Bullring Committee shall reach a decision no later than 14 days after meeting with the individual with concerns. The decision of the committee stands subject to the appeal process in 6.6.
  - 6.5. All communications shall be held in strict confidentiality. Where needed, legal and professional counsel shall be sought by the CSA Human Resources & Operations Commissioner. All agreements shall be made in writing.
  - 6.6. If an individual who is directly affected by the decision of the Bullring Committee related to the matter in question is unsatisfied with the decision, s/he may appeal the decision at the next most convenient CSA Board of Directors meeting. This appeal shall be discussed in-camera and it is recommended that a spokesperson for the Bullring Committee be in attendance. The CSA Board of Directors may rule on the decision of the Bullring Committee or initiate the CSA Complaint Resolution and Grievance Procedure pursuant to 14.0 of the CSA Human Resources Policy if necessary.
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### **7. Amendments to Bullring Policies**

- 7.1. This policy shall be treated as all other CSA policy per CSA bylaws. Any changes to this policy shall be made following relevant bylaw and policy amendment procedures.
  - 7.2. Any amendments to this policy shall be first presented to the Bullring sub-Committee for consultation. If possible, any amendments shall be approved by the Bullring Committee before being brought to the CSA Board of Directors.
  - 7.3. Any amendments to the Bullring Operations Manual must be approved by the Bullring General Manager in consultation with the Bullring Committee.
  - 7.4. Any amendments to any other CSA Bullring policies in the CSA Policy Manual should be first presented to the Bullring sub-Committee for consultation. If possible, any amendments shall be approved by the Bullring Committee before being brought to the CSA Board of Directors.
  - 7.5. The CSA Board of Directors may refer any amendments to any CSA Bullring policies to the Bullring Committee if they have not been consulted on the matter beforehand.
  - 7.6. This Human Resources policy shall be reviewed at a minimum annually by the Bullring Committee in March or April of every year, to ensure constant renewal as human resources matters become identified.
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4. Environmental Policy
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### 1. Policy on the University of Guelph

#### 1.1. Decision-Making Bodies

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.

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.

##### 1.1.1. 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 link with the elected Board of Governors student representatives in order to both provide input and receive information on Board of Governors activities.

##### 1.1.2. 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.

##### 1.1.3. Other University of Guelph 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.

#### 1.2. Fees

##### 1.2.1. Tuition Fees

The CSA believes that tuition fees are a regressive form of taxation for education that combined with other factors limits students' right to education. The University of Guelph Board of Governors must not approve any tuition fee increases,

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX F – ISSUES AND ORGANIZATIONAL POLICY

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whether within Ontario government guidelines or otherwise. The Board of Governors should instead freeze 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.

### 1.2.2. Ancillary Fees

The CSA believes that ancillary fees levied by the University of Guelph to pay for certain programs and services are a regressive form of university funding. The CSA believes that it is the university's responsibility to fund programs and services that are controlled by the university administration.

The CSA endorses the University of Guelph's agreement concerning the regulation and management of compulsory ancillary fee revenues, as an interim measure to the elimination of student compulsory ancillary fees, as contained in the "Compulsory Non-Tuition Fee Agreement". (January 1994)

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.

### 1.2.3. International Student Fees

The CSA believes that differential fees for international students is a discriminatory policy. The CSA believes that the University of Guelph Board of Governors must eliminate differential fees for international students.

The CSA supports the University of Guelph's Cohort Fee system for international students.

The CSA demands the following from the University of Guelph Board of Governors:

- The elimination of differential fees for international students.
- The end to University of Guelph profiteering from differential fees from international students.

The CSA calls for support of the right of international students to work in Canada, and that they be eligible for all forms of educational, health and legal assistance provided in Canada at no additional cost to the student.

### 1.3. Academics and Course Structure

The CSA believes that academic courses offered at the University of Guelph should be of high quality, and should offer students an opportunity to fulfill the mission and Learning Objectives of the University of Guelph. Academic courses should be designed to promote learning, creativity, and original thought.

The CSA believes that as students are the users of the academic course structure at the University of Guelph, they should have significant input in the decisions on the structure and content of courses offered, through such bodies as Senate, college committees and departmental committees.

The CSA calls on the University of Guelph to offer courses that reflect the diversity of the student body, and offer students the opportunity to explore, among others, social, cultural, political and historical areas that have been traditionally marginalized by the broader socio-economic context of Canada.

### 1.4. Human Rights Issues at the University of Guelph

The CSA believes that it is the duty of the University of Guelph to provide full-time, professional, quality counseling and resources around issues of human rights on campus.

The CSA endorses the Human Rights at the University of Guelph document and calls on all members of the University of Guelph community to be aware of the problem of human rights issues on campus, to take responsibility for not promulgating human rights abuses, and to provide understanding and support to victims, and to proactively work towards a culture on campus where human rights are respected.

The CSA recognizes the importance of the work of the Human Rights and Equity Office at the University of Guelph as an autonomous organization that seeks to eliminate human rights violations.

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### 1.5. Admissions Policy

The CSA recognizes that a variety of social, economic and cultural factors may affect the academic performance in secondary school of those applying to the University of Guelph; The CSA recognizes that in order to promote a diverse, involved student body that is reflective of society, criteria for admissions must take into account the diversity of the applicants and their backgrounds; therefore, the CSA calls on the University of Guelph to implement an admissions policy that does not depend on secondary school academics as the sole and primary criterion for admission; that takes into account social, economic and cultural variances among those applying for admission; and that encourages those who have done significant extra-curricular work to apply and be accepted into the University of Guelph.

### 1.6. The Administration of the University of Guelph

The CSA recognizes that in order to facilitate the furtherance of student issues, it must interact with the administration of the University of Guelph. The CSA also recognizes that the administration and the students may have similar interests in some areas.

The CSA supports:

- The treatment of students as equal partners in the University;
- The recognition of students' diverse experiences and skills, and the acknowledgement that students are mature, responsible and capable of making informed, well thought out decisions;
- That in order for the administration to gain the respect of students, it must respect the voice of students who raise issues of concern to them;
- In areas in which students and administration fundamentally disagree, the students' right to voice their opinion, and to have it respected and heard.

The CSA opposes:

- The interference of the administration in the CSA or any other student organization's financial or operational affairs or democratic processes, including meetings, elections, and referenda.
- Any University process or policy that interferes with or restricts any student's or student-run organization's ability to organize

### 1.7. Graduate Student Issues

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.

### 1.8. 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.

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# CENTRAL STUDENT ASSOCIATION

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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.

### 1.9. Stakeholder Organizations

**1.9.1.** 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)
- Communications, Energy, and Paperworkers Union (CEP) Local 2003
- Exempt Group
- 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

**1.9.2.** This will include the establishment of Stakeholders meetings, if necessary organized by the External Affairs Commissioner, at the beginning of each school year. The Stakeholders 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.

### 1.10. Policy on Campus Labour Issues

The CSA recognizes the important role that it plays in supporting workers on campus. In addition, we recognize that the CSA and on-campus labour share a number of common interests and struggles such as issues pertaining to quality of education, increasing public funding to post-secondary education, accessibility, health and safety, and working/living/learning conditions on-campus.

Given the close link between labour and student issues on-campus the CSA believes that every effort should be taken to support workers concerns as they pertain to this university. In particular, the CSA recognizes the need for support during labour disruptions. In the event that a bargaining unit decides to strike the CSA shall take the followings steps:

- The CSA shall make public their support for workers during labour disruptions. This may include letters to the Ontario, motions of support from the board, and petitions/tabling in the University Centre.
  - The CSA board shall appoint a strike support committee comprised of at least one executive and at least one board member. It shall be the job of this committee to liaise with on-campus labour in order to develop strategies for support and solidarity.
  - The CSA shall undertake necessary actions to ensure that undergraduate students are supported and aware of any changes to campus life during a labour disruption.
  - To respect and support picket lines where it is possible.
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### 2. CSA Interaction with other Organizations

#### 2.1. Canadian Federation of Students

The CSA recognizes that in order to overcome legislated or social barriers to the provision of a quality post-secondary education, it must link 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. The CSA shall do everything within its power to link with, to 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, 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.

#### 2.2. 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 link with provincial student representation. The CSA recognizes the Canadian Federation of Students-Ontario as our students' provincial representation. The CSA shall do everything within its power to link with, to 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, including but not limited to fee increases beyond the cost of living, becoming members, and withdrawing membership.

#### 2.3. City of Guelph

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 citizenship of this city. The CSA undertakes 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.

The CSA demands that the City of Guelph implement a fair public transportation system that takes into account the needs of University of Guelph students. These needs include 7-day service, late night service, adequate geographical coverage of the city, an affordable bus pass, and reasonable fares.

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.

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### 3. Post Secondary Education Policy

#### 3.1. 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.

#### 3.2. Accessibility to Post Secondary Education

##### 3.2.1. 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 Centre for Students with Disabilities). 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.

##### 3.2.2. 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

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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 eighteen.

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.

### **3.2.3. 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.

### **3.2.4. 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.

### **3.3. 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 through 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.

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# CENTRAL STUDENT ASSOCIATION

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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.

The CSA thus 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 Canadianisation 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.

### **3.4. 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.

### **3.5. 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.

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### 4. Students Rights Issues

#### 4.1. 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.

##### 4.1.1. 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.
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- 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.
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### 4.2. 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX F – ISSUES AND ORGANIZATIONAL POLICY

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### 4.3. 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX F – ISSUES AND ORGANIZATIONAL POLICY

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### **4.4. 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.
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### 4.5. 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)
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### 4.6. Declaration of Right of Aboriginal Students

The CSA endorses and will work to enact the following Declaration of Rights of Aboriginal Students:

- The CSA recognizes and supports Aboriginal 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 Aboriginal students.
  - The right to programs of study and courses dealing with issues pertaining to Aboriginal 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 Aboriginal languages, traditional Aboriginal knowledge and Aboriginal experiences as valid forms of educational qualifications for post-secondary education.
  - The right to concrete programs for entry and or re-entry of Aboriginal people into post-secondary education. The purpose of said programs being to aid Aboriginal 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 Aboriginal issues on campuses.
  - The right to academic counseling that informs Aboriginal students of all educational and employment opportunities available in order to actively combat streaming of Aboriginal people in traditional fields.
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### 4.7. 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
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

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### Contents

1. Preamble
  2. Student Organizational Policy
  3. CSA Student Organization Registration
  4. CSA Clubs Conduct Tribunal
  5. Financial Operation
  6. Access to Facilities
  7. Operations
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

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### 1. Preamble

This CSA Clubs handbook has several purposes:

- To inform participants of the essential criteria regulating CSA Clubs and their continued status.
- To be a guide for any new clubs interested in attaining CSA Club status.
- To provide CSA clubs with information regarding financial management, facility access and clubs operations so that they may operate easily and effectively over the course of the semester.

These regulations must be followed diligently by all CSA Clubs. If they are not followed, the club may lose CSA club status, as well as all rights and privileges associated with being a CSA club. Any questions and/or concerns regarding this handbook and its policies should be directed to the CSA Clubs Coordinator and/or the Human Resources & Operations Commissioner.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

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### **2. Student Organization Policy**

The Student Organization Policy, known as the "SOP policy", 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 CSA clubs.

The CSA is considered to be the sponsoring organization for every CSA club. The CSA is accountable for the actions of all CSA clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration and to any other group on campus that demands accountability. Thus, the CSA will regulate financial issues, events, risk management, and other actions of every CSA club.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

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### 3. CSA Student Organization Registration

#### 3.1. Club Status

##### 3.1.1. Full accreditation

A fully accredited club is allowed to operate as an integral part of the University Community.

Privileges include:

- Use of space on campus subject to CSA and University Policy,
- Eligibility for financial assistance from the CSA Board of Directors,
- Access to the CSA photocopier and fax,
- Mailbox in CSA Main Office, in accordance with Section 7.1 Mailboxes,
- Possible use of office space, subject to availability and Section 6.1 Access to Facilities,
- Coverage of events under the Student Risk Management (SRM) insurance policy
- Ability to initiate a referendum question in accordance with Election Bylaws and Policies

Requirements:

- A club must comply fully with the CSA SOP policy, or be granted exception by appeal to the CSA Board of Directors,
- A club must remain in full compliance with the CSA Clubs Handbook and all other CSA policies,
- A club must promptly inform the CSA of any changes in its ASO information.

##### 3.1.2. Limited Accreditation

With just cause, the Clubs Coordinator will refer issues that may result in the revocation of any club privileges to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix G, section 4.0 CSA Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation – see section 3.2 Punitive Action.

A club which has had a privilege revoked will be referred to as a limited status club. Details surrounding that change in status (including cause, privilege loss, length of time) will be documented by the Clubs Coordinator.

##### 3.1.3. Suspension

At times the misconduct of a club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within university community, the University, physical space or the SRM insurance policy. With just cause, the Clubs Coordinator may place a club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix G, section 4.0 CSA Clubs Conduct Tribunal.

During that time the club deposit and any other monies in possession of the CSA on behalf of the club will not be remitted to the student group but held in trust by the CSA. The club loses its CSA accreditation and the rights and privileges associated with it. All rooms booked by the club will be cancelled, and events will not be approved through the SRM process.

#### 3.2. Punitive Action

Upon the misconduct of a CSA Club or club members, including infractions as outlined in Appendix K, section 2.0: Space Infractions, the course of punitive action to be taken will be determined by the Clubs Coordinator with reference to the following scale:

**3.2.1.** A minor infraction will result in a letter from the Clubs Coordinator to the club in question including a course of action in response to the problem.

**3.2.2.** A major infraction will result in a letter from the Clubs Coordinator to the club in question. The letter will inform the club that their case is to be referred to and reviewed by the Clubs Conduct Tribunal as outlined in Appendix G, section 4.0. The Human Resources & Operations Commissioner is responsible for referring the issue to the Clubs Conduct Tribunal for review.

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**3.2.2.1.** 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. This may be reached through the accumulation of minor infractions as given by the Clubs Coordinator, any major infraction in direct opposition to the Human Rights at the University of Guelph document, or any action in opposition to CSA Policy

**3.2.2.2.** Additional examples of major infractions include:

- A lack of financial accountability or management not only in regards to the CSA but also in regards to the community at large
- A breach of constitutional responsibility to its membership
- A lack of officers (elected or acclaimed) to take responsibility of group's activities

### **3.3. CSA SOP Policy**

The CSA is the representative for all full and part-time undergraduate students at the University of Guelph. The CSA SOP policy ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the Student Organization Policy.

**3.3.1.** ASO status is granted on a per semester basis. Clubs that received accreditation in the Fall Semester must apply for continued accreditation in the Winter Semester to remain active.

**3.3.2.** Clubs wishing to remain active in the Spring/Summer Semester must notify the Clubs Coordinator of their intent in the form of a letter to the Clubs Coordinator by the first day of classes. If such a notification is not received by the Clubs Coordinator by the first day of classes, clubs would be automatically placed on limited accreditation, until the clubs complete the ASO applications for the following semester. This also applies for any breaks lasting for more than ten (10) consecutive days in between semesters.

**3.3.2.1.** Clubs wishing to remain active in the Spring/Summer semester for the sole purpose of participating in Orientation Week must notify the Clubs Coordinator of their intent in the form of a letter by the first day of classes of the Spring/Summer semester. This level of accreditation requires the club to participate fully in the Orientation Week planning process, and regular communication be maintained with the Clubs Coordinator.

**3.3.3.** 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.

**3.3.4.** Club membership must be open to all members of the University of Guelph community; all undergraduates, all graduate students, faculty, employees of the university and alumni.

**3.3.5.** A minimum of twenty-five members is required to receive accreditation under the CSA SOP policy.

**3.3.6.** At least one representative from each club must attend both Semester General Meetings, or the club will be automatically placed on limited accreditation. If the club does not arrange for an alternate meeting with the Clubs Coordinator within five working days after the General Meeting, the club will lose its status. The General Meeting will be chaired by the Clubs Coordinator, and advance notice of at least one week will be given. Purposes of the meeting will include:

- To familiarize all CSA club executives with the SOP procedures.
- To fully explain the expectations of the CSA for every CSA club, so there will be no misunderstandings as the year progresses.
- To allow CSA clubs to pose questions regarding the CSA and how CSA clubs should operate.
- In collaboration with the External Affairs Commissioner, to familiarize all CSA clubs and their executives about CSA's ethical purchasing policy

**3.3.7.** A minimum of one representative from each club must attend a yearly CSA Anti-Oppression Training held in the fall semester.

**3.3.8.** A minimum of one representative from each club must attend Student Risk Management (SRM) Training organized by the SRM Coordinator.

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## APPENDIX G – CLUBS HANDBOOK

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- 3.3.9.** All clubs are encouraged to participate in both days of Club Days. This applies to both the Winter and Fall Semesters.
- 3.3.10.** All clubs must have a constitution complying expressly with what is outlined by the Clubs Coordinator, and CSA policy. Clubs' constitutions must be updated at least every five years.
- 3.3.11.** To ensure that the CSA will be able to contact a club representative at all times every club shall supply names, addresses, student ID numbers, and home phone numbers, and sample signatures of their executive. If the club is operating as a collective, a minimum of four members wishing to be responsible to the CSA will be considered adequate. As well, two of the above persons and their email addresses shall be indicated for release to the general populace as contact persons for the club.
- 3.3.12.** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar
- 3.3.13.** Failure to contact the Clubs Coordinator before a deadline about an extension will be considered a breach of the SOP procedure and will be sufficient to deny ASO status.
- 3.3.14.** Clubs must agree with, complete and sign the CSA Anti-Agravation contract as a mandatory part of their ASO application process in the Fall Semester Clubs that do not complete this process shall not be processed for accreditation. Clubs that violate the terms and conditions outlined in the contract shall be placed on limited accreditation and referred to the Clubs Conduct Tribunal.
- 3.3.15.** All clubs are responsible for their finances and accounting. Clubs must abide by the policies outlined in Section 5.0 Financial Operations.
- 3.3.16.** A minimum twenty-five dollars (\$25) per club must be in a CSA Account. Additionally, clubs with shared phones must arrange an additional fifty dollars (\$50) deposit for a total minimum amount of seventy-five dollars (\$75) per club. Both deposits will be kept in a CSA Club Account in the club's name and are refundable at the end of the ASO period.
- 3.3.17.** 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 future possible sources of income.
- 3.3.18.** All persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, ID numbers, addresses, phone numbers, and sample signatures.
- 3.3.19.** Clubs must inform the CSA and any contracts that they enter.
- 3.3.20.** The CSA Clubs Conduct Tribunal, and ultimately the CSA Board of Directors, reserves 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 SOP policy.
- 3.3.21.** When a club can no longer remain active for any reason whatsoever, the CSA gains control of any money and all physical assets of the club, except for furniture and equipment in Club Offices, for which action is outlined in Appendix K, section 7.0: CSA Club Offices. If a club will only be inactive for up to three semesters or less, money and property may be placed in trust on their behalf. This requires written notification by the former executive of the inactive club to the Human Resources & Operations Commissioner. If this notification is not received, or if after three semesters a club is still no longer active, all assets will be absorbed into the CSA PDR budget.
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## APPENDIX G – CLUBS HANDBOOK

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### 4. CSA Clubs Conduct Tribunal

#### 4.1. Mandate

4.1.1. The Tribunal will be responsible for reviewing accreditation status of a CSA Club to deem whether a student club's accreditation status or club 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 G, Section 3.2: Punitive Action, and Appendix K, Section 2.0: Space Infractions.

4.1.2. Should a Club's actions endanger their accreditation status as outlined in Appendix G, Section 3.2: Punitive Action, the Clubs Coordinator will be responsible for informing the subject club by e-mail and a written letter delivered to the club's mailbox. The CSA Club Conduct Tribunal policy will be referenced in the aforementioned e-mail and letter.

4.1.2.1. A major infraction is defined in Appendix G, Section 3.2: Punitive Action.

4.1.3. The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. In the case of an appeal to the Board of Directors, its decision will be final.

4.1.4. The Tribunal will meet on an as-needed basis at the request of the Clubs Coordinator.

#### 4.2. Definitions

4.2.1. "Days" means weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Any documents delivered to or by the CSA after the close of the CSA Front Office will be considered to be delivered on the following day.

4.2.2. "Semester" includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

4.2.3. "Subject Club" means the student club that is the subject of the inquiry into accreditation status.

#### 4.3. Creation of a Tribunal

4.3.1. The CSA Clubs Tribunal, hereafter referred to as the Tribunal, will be struck by the first Board meeting of each semester.

4.3.2. The Tribunal will be composed of the Human Resources & Operations Commissioner and two Board members to be selected by the Board of Directors.

#### 4.4. Clubs Seeking Accreditation

4.4.1. By the end of the second month of each semester, the Tribunal will be responsible for awarding Club status to those who qualify under CSA Policy as outlined in Section 3.0 CSA SOP Policy.

#### 4.5. Clubs Subject to Limiting or Losing Accreditation

4.5.1. The Clubs Coordinator will document any complaints or minor infractions filed against a club for up to four (4) semesters, which are to be taken into consideration upon the necessary renewal of club status each semester or review of club status.

4.5.2. A club will be subject to review by the Tribunal to be either demoted to limited accreditation or have club status revoked, upon the Clubs Coordinator documented third infraction or a documented major infraction as defined in Section 3.2 Punitive Action.

4.5.3. The Clubs Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of any CSA clubs.

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4.5.4. Within two (2) days of notice to the Tribunal, any subject club will be given notice in writing from the Human Resources & Operations Commissioner of any and all issues referred to the Tribunal. Such notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, potential loss of privileges, and will be sufficiently particularized so as to allow the subject club to make a detailed response to and all allegations of misconduct and/or failure to comply with applicable policies.

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

4.5.6. The hearing before the Tribunal will be restricted to those matters set out within the initial complaint.

### 4.6. Notice of Hearing

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

4.6.2. 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.

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

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

### 4.7. Submissions to the Tribunal

4.7.1. All organizations that are given notice of the hearing by the Tribunal will have the option of preparing written submissions to the Tribunal.

4.7.2. Written submission to the Tribunal are not to exceed ten (10) pages double-spaced.

4.7.3. All written submissions are to be handed into the CSA Front Office no later than the day before the hearing.

4.7.4. 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.

4.7.5. 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.

4.7.6. 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.

4.7.7. Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

### 4.8. Decisions of the Tribunal

4.8.1. 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.

4.8.2. Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors

4.8.3. Human Resources & Operations Commissioner will be responsible for presenting the rationale of the Tribunal's decision to the Board.

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# CENTRAL STUDENT ASSOCIATION

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**4.8.4.** The board has the ability to uphold, overturn or amend the Tribunal's decision. The decision of the Board is final.

### **4.9.** Procedure

**4.9.1.** The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.

**4.9.2.** The Tribunal may extend any time line established by these rules where in the view of the Tribunal such an extension would be in the interest of fairness.

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### 5. Financial Operation

#### 5.1. 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 needs to monitor the financial well-being of its organization, the CSA requires each club to include detailed financial statements in their Accreditation Application. The Clubs Coordinator or the Human Resources & Operations Commissioner will be able to provide some ideas about fund-raising.

#### 5.2. Financial Regulations

Clubs are responsible for their debts. The regulations on financial issues are based upon these considerations.

##### 5.2.1. CSA Accounts

- Clubs may elect to place more funds in the account and use the account for general financial use.
- Funds may be accessed by signing officers through the use of a CSA purchase confirmation forms obtained from the Clubs Coordinator or Business Office
- All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures

##### 5.2.2. Banking

- If a club possesses any sort of outside financial account, the following items must be released to the CSA:
  - Name of financial institution and the branch address
  - Branch transit number and the account number
  - Type of account
- All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".
- All accounts shall require a minimum of two signatures. Any expenses deemed large in comparison with club assets should be made in consultation with the Clubs Coordinator.
- All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

##### 5.2.3. Financial Disclosure

- All clubs shall maintain up-to-date financial records for any financial accounts, including Petty Cash every semester.
- These records shall be made available to any member of the University of Guelph Community during regular office hours.
- All clubs shall submit reports of any revenue or expenses over \$1000 in a month in the form of a financial statement. Failure to do so will be considered financial mismanagement and grounds for revoking the club's ASO status.
- The Clubs Coordinator will maintain records of clubs' financial information, budgets and expense records for up to four (4) semesters
- At the discretion of the CSA, any club must provide a photocopy of any account statements
- If a club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, the Clubs Coordinator must be informed. The CSA reserved the right to refuse permission to accept funding from any outside source.

##### 5.2.4. Referendum Questions and Club Student Fees

- The Clubs coordinator shall maintain an archive of all CSA clubs collecting student fees via a referendum question. The archive will include the name of the club, original and modified versions of the referendum questions, preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections and submitted to the Human Resources & Operations Commissioner, CEO and Business Manager.
  - Clubs may initiate a referendum question process to secure funding for their club or a specific initiative by contacting the CSA Chief Electoral Officer (CEO), as per Bylaw 2 Electoral Bylaws for General Elections. The Clubs Coordinator will provide a financial and accreditation history of the interested club to both the club and the CEO.
  - The CSA will collect the student fees on behalf of the club and remit them on a semester basis
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- Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the original/modified question and the mandate of the club. Deviation from the mandate without approval from the CSA or mismanagement of the finances (including failure to disclose financial information) could result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

### **5.2.5. Defunct Club Accounts and the Clubs PDR Policy**

- Any club inactive for three semesters is considered a defunct club at the beginning of the fourth semester of inactivity. The money in the CSA Club account at the beginning of the inactive period is held in trust by the CSA. When the club becomes defunct, the money is absorbed into the CSA PDR budget.
  - In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.
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### 6. Access to Facilities

#### 6.1. Office Space and Security

##### 6.1.1. Office Space

- Office space for CSA clubs is intended for club activities and club related purposes only. All clubs must maintain a respectful office environment. Clubs must have a minimum of five office hours per week, Monday to Friday. Clubs shall be required to submit their office hours by the deadline set by the Clubs Coordinator. Inability to do so, or not observing set office hours, or misuse of office space might result in lose loss of office space.
- Office space is shared between two or more clubs. No club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see Section 6.3 Exceptions to Sharing of Office Space.
- The office space, office furniture and any other preexisting equipment in the office is the property of the CSA. It may not be removed or altered without the consent of the Clubs Coordinator. The organization is responsible for any damages to CSA property or the office space. Organizations 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.

##### 6.1.2. Office Security and Lock Boxes

- The CSA maintains a series of key locker boxes beside the second floor elevator. Each office will be assigned a box in which to keep the office key. The box and the key are the responsibility of the clubs occupying the office space. In all circumstances, the key must always be in the lock box when the door is locked, regardless of whether club members are behind the locked door or not. The combination must be given to the Clubs Coordinator. The combination should only be released to the executive of the Clubs occupying the office space.
- The cost for a replacement key is fifty dollars (\$50). Repeat offenses will result in the loss of office privilege.
- 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 CSA Front Office Manager and Human Resources & Operations Commissioner. The only people for whom the office will be opened are the executive of the clubs occupying the office. There are no exceptions.
- Office security is a matter of cooperation between clubs. If no one is in the office, then the door must be locked!
- Lock boxes are the property of the CSA, and the responsibility of the CSA Clubs Coordinator. Boxes may be granted to non-CSA groups by the Clubs Coordinator, on the understanding that the CSA reserves the right to reassign boxes of all groups. After one week's written notice, the Clubs Coordinator has the right to remove any locks of groups who have not provided combinations.
- The office cannot be used late at night by individual people. Offices are not to be used after 0230 hours without the permission of the UC Building Manager and the CSA.
- Money must be kept secure. Neither the CSA nor the UC is responsible for any losses incurred through theft.
- Any vandalism must be reported immediately to the Clubs Coordinator. The Clubs Coordinator will note the situation for the CSA and involve the University Police.

#### 6.2. Applying for Office Space

##### 6.2.1. Letter of Application

Any group interested in attaining office space must send a letter of application, and any letters of support, reference, or any other materials to the Clubs Coordinator. The letter should explain the reasons why office space is required. The letter should include how the office space would be used and how it would benefit the club's overall purpose.

##### 6.2.2. Office Space Selection

The Clubs Coordinator is responsible for administering club office space. Decisions will be based mainly on availability of space. Also taken into consideration are the size, needs, and requirements of individual clubs. Allocation of office space will be determined by the Clubs Coordinator after taking into consideration the decision of previous persons who have held the position. Appeals of the Club Coordinator's decisions should be discussed with the Human Resources & Operations Commissioner. If the matter cannot be resolved, it will be taken 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.

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### 6.3. Exceptions to Sharing of Space

Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the club with the Clubs Coordinator. If there are grounds for granting the request, a written proposal is to be 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.

# CENTRAL STUDENT ASSOCIATION

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### 7. Operations

#### 7.1. Mailboxes

Accredited clubs will be assigned a mailbox in the CSA office. All mail addressed to clubs, including memos, will be delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that a club is not maintaining its office hours, which could result in the loss of office space.

#### 7.2. Meeting Rooms and UC Courtyard Space

The UC provides rooms and courtyard space free of charge to fully accredited clubs. However, many of the rooms available to clubs have significant booking fees and/or cancellation fees associated with them. Bookings are made through UC Administration or the CSA Office Manager. Clubs should book rooms and courtyard space well ahead of the intended date.

- To book rooms or courtyard space in the University Center contact the UC Bookings; any sales must be brought to the attention of the UC administration.
- To book any other venues, contact the Clubs Coordinator for assistance.

#### 7.3. Bottled Water

CSA Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. Contact the Clubs Coordinator for further assistance.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX H – COMPULSORY NON-TUITION FEES PROTOCOL

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1. Preamble
  2. Compulsory Fees Committee Terms and Conditions
  3. Definition of Student Approval
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX H – COMPULSORY NON-TUITION FEES PROTOCOL

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### 1. Preamble

The University of Guelph Administration, Central Student Association (CSA), and Graduate Students' Association (GSA), agree that the following elements will constitute as the University of Guelph protocol for University compulsory non-tuition related ancillary fees (hereafter referred to as compulsory fees). The Compulsory Fees Committee (hereafter referred to as the Committee) has the responsibility to ensure that the protocol is adhered to within the scope of all University student compulsory fees. The Terms and Conditions for the Committee are attached in Appendix 1.

- 1.1. For the purposes of this protocol, compulsory fees are defined as "those fees charged by the University, the revenue from which is not applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma, or certificate, but is applied to the cost of services which enhance the cultural/social/recreational environment of students or provide other non-academic services to students."
- 1.2. Ancillary fees are approved and collected in support of particular programs. There may be specific understandings on a) the intended proportion of expense to be funded by ancillary fees for particular programs and b) the nature of student involvement in policy formulation, resource allocation and service assessment for each program that receives fee support. Information adequate to permit this determination will be made available by the University administration to student governments and interested parties. The Student Services Fees Committee is responsible for this determination which may include the requirement of appropriate annual reports from units or from other advisory bodies related to specific units or programs.
- 1.3. SSF Advisory Committees are struck annually to provide recommendations to the Committee on resource allocation and service assessment for each program that receives financial support from the Student Services Fee (SSF). The Terms and Conditions for these SSF Advisory Committees are in Appendix 2.
- 1.4. No new compulsory fees will be recommended to the Board of Governors unless approved by students (Appendix 3). The committee will be responsible for recommending such fees to the Board of Governors.
- 1.5. Annual increases in existing compulsory fees will be limited to the Statistics Canada consumer price index annual average for Ontario, and in exceptional circumstances, up to a further 3% at the discretion of the Committee. A fee larger than this must first be approved as per the Student Approval process before recommendation to the Board of Governors as outlined in Appendix 3. Students will be informed if the Committee approves a fee increase greater than the cost of living.
- 1.6. The University reserves the right to decrease operating budget support for any program based on changes in institution revenue or priorities. Whenever there is the possibility of a significant change in University funding for a program or function supported by compulsory fees, discussions will be held in advance with the Committee and the relevant SSF Advisory Committee. In the event of a significant decrease in University funding of a compulsory fee supported program, discussion and consultation may produce agreement on a reduction in the fee level or an appropriate reallocation of the fee revenue.
- 1.7. Non-compulsory ancillary fees and user fees may be implemented or continue to be charged by the administration. Any new user fee or increase beyond the consumer price index for existing user fees must be approved by the Committee for those programs or functions already supported by compulsory fees. University administration will provide data on such fees to the Committee upon request.

This protocol will be reviewed by the Board of Governors at least every five years. Revisions to the protocol that are supported by the signing parties will be considered by the Board on the basis of recommendations from the Student Services Fee Committee.

This protocol will be reviewed by the Board of Governors at least once every five years. Revisions to the protocol that are supported by all the signing parties will be considered by the Board of Governors on the basis of recommendations from the Committee.

Signed on April 25, 2012

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX H – COMPULSORY NON-TUITION FEES PROTOCOL

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### 2. Compulsory Fees Committee Terms and Conditions

#### 2.1. Membership

6 Students:

- 2 GSA Nominees
- 2 CSA Nominees
- 1 Student Senator
- 1 Student Member of the Board of Governors

5 Faculty or Staff:

- Appointed by the Associate Vice-President: (Student Affairs)

Associate Vice-President: (Student Affairs) or Designate:

- Convener (non-voting and does not count towards quorum)

Alternates:

- May be named by members to ensure quorum; however, alternates will not have voting privileges.

The Committee may invite resource personnel to join its meetings for the purpose of providing information on the usage and associated costs of services supported by student services fees. At its first meeting in the fall, the Committee will elect the chair, who will have voting privileges.

#### 2.2. Quorum

Quorum shall be six members, including a minimum of two students and two faculty or staff.

#### 2.3. Mandate

**2.3.1.** Review membership and mandate of SSF Advisory Committees (see Appendix 2) on an annual basis

**2.3.2.** Provide advice to the University Administration regarding student services and associated policies, utilization, costs, funding, delivery arrangements, performance and accountability.

**2.3.3.** Provide an annual review to ensure compliance to the original terms of the SSF level as mandated; that is no more than 50% of the cost of the programs and services provided by the fee.

**2.3.4.** Drawing from the reports of the SSF Advisory Committees and other information sources made available to the Committee, review the usage, effectiveness, and associated costs of student services supported by student services fees and forward recommendations to the university administration, as appropriate.

**2.3.5.** Propose to university administration any revisions in the allocation of student services fees to student services and programs receiving support from such fees, having consideration for user fees in effect.

**2.3.6.** Propose changes in the level of established compulsory fees to the Board of Governors. Ensure that any proposal for new compulsory fees, whether originated by university administration or the Committee itself, goes through the appropriate advisory and approval process.

**2.3.7.** Recommend any new University compulsory fees approved by students (see Appendix 3) to the Board of Governors.

**2.3.8.** Review all referendum questions for proposed new University compulsory fees or for proposed changes in fee levels (i.e. those which necessitate referendum endorsement) to ensure that the referendum question is clear and without bias and is targeted to the appropriate voting group (e.g., CSA membership, GSA membership or both). (See Appendix 3).

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX H – COMPULSORY NON-TUITION FEES PROTOCOL

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**2.3.9.** Inform University students annually regarding the programs and services receiving support from compulsory fees.

**2.3.10.** Review Student Life Enhancement Fund (SLEF) applications and final reports annually. The Committee is responsible for allocating funds as outlined in the terms and conditions of the SLEF.

### **2.4.** Conflict of Interest

**2.4.1.** The Committee is committed to maintaining a high standard of professional integrity and transparency in the collection and distribution of funds generated by compulsory fees.

**2.4.2.** It is essential that both the Committee members and the University of Guelph community are confident in the Committee. Thus, even the appearance of a conflict of interest should be avoided. As such, members will disclose any potential conflict as outlined below:

**2.4.2.1.** Committee member(s) will declare a conflict of interest if they or the group they represent are connected to any proposal discussed, or on any proposition to increase fees for the Unit they represent

**2.4.2.2.** Committee member(s) with a declared conflict of interest will leave the meeting room during the discussion and vote on the proposal.

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# CENTRAL STUDENT ASSOCIATION

## APPENDIX H – COMPULSORY NON-TUITION FEES PROTOCOL

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### 3. Definition of Student Approval

This approval procedure is for referendum process that is required to increase or introduce a University compulsory non-tuition related fee (compulsory fee). New or changes to compulsory fees that are being introduced by student groups must go through the appropriate student government fee process.

- 3.1. Any request for a new or increased University ancillary fee must be submitted to the Compulsory Fees Committee, who will determine the target group for the question (i.e., graduate students, undergraduate students, or both).
  - 3.2. The request must be accompanied by a petition with at least 1,000 signatures of students who support the question going to referendum.
  - 3.3. The question will be sent to the Executives of the respective student governments for comments on the question.
  - 3.4. The Compulsory Fees Committee will devise the referendum question and the preamble to the question, taking into consideration the original request, as well as the comments from the student governments. The question will include the following information: the fee level and how often it will be collected; if the fee will or will not increase by the cost of living; whether there will be a different fee for part-time students, if the fee can be opted out of, and whether there will be an end point for the fee.
  - 3.5. A student referendum will be administered separately for graduate students and undergraduate students and will normally run at the same time as their General Elections.
  - 3.6. Both the Central Student Association (CSA) and the Graduate Students' Association (GSA) will present identical referendum questions to their respective constituents, although the dollar amount asked of each group may be different reflecting different usages or payment schedules.
  - 3.7. Ballots for graduate and undergraduate students are combined for the purposes of counting; however, quorum for each student group must be reached independently in accordance to the CSA and GSA quorum by-laws. The sum of the number of graduate students who voted and the number of undergraduate students who voted will determine the voting population for those questions where the funding to support programs, services, or facilities cannot be directed specifically to a particular group.
  - 3.8. Provided that quorum is satisfied at both the undergraduate and graduate level, student approval will require a majority (50%+1) of the total valid votes cast.
  - 3.9. The Compulsory Fees Committee will strike an Election Committee with the membership consisting of 3 members of the Compulsory Fees Committee: one undergraduate student; one graduate student; and one faculty or staff member, where the unit or program does not directly benefit from a successful referendum result. The duty of this Committee will be to oversee the referendum process. Voting will normally be held in conjunction with the scheduled CSA and GSA or referendum elections.
  - 3.10. Results of the voting will not be made public until CSA and GSA referendums are complete. The report of the voting will identify the count separately at the undergraduate and graduate student levels. Recommended new fees and/or fee increases must be approved by the Board of Governors.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX I – CAMPAIGN POLICIES AND PENALTIES

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1. Campaign Regulations
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX I – CAMPAIGN POLICIES AND PENALTIES

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### 1. Campaign Regulations

- 1.1. 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 CEO and the AEO. Such materials and services will be assessed at standard market rates.
  - 1.2. 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.
    - 1.2.1. Candidates and referendum teams must submit receipts with a statement of projected total expenses on the Final Budget Expenditure Form (EO-005) 48 hours after the close of the polls (weekends and statutory holidays included).
  - 1.3. With regard to the practice of campaigning:
    - 1.3.1. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.
    - 1.3.2. Stickers are banned from use for the reason of expensive clean up and repainting of structures.
    - 1.3.3. All campaigning must be done in accordance with relevant University solicitation regulations.
    - 1.3.4. All campaign material must be authorized by signature of the CEO or AEO before material can be printed or used. At minimum 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 they are a candidate for, and the elections logo provided by the CSA Elections Office.
    - 1.3.5. 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.
    - 1.3.6. 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.
    - 1.3.7. Collecting signatures in pursuance of By-law 2, Sections 4 (Nominations) and 5 (Referenda) will not be considered campaigning, and may continue until the applicable forms (EO-303, EO-006) are received by the elections office, at which point, soliciting further signatures will be considered campaigning.
    - 1.3.8. Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.
  - 1.4. With regard to termination to campaigning: 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. There is strictly no campaigning permitted outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX I – CAMPAIGN POLICIES AND PENALTIES

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### 2. List-Serves

- 2.1. For the purpose of 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. For the purposes of 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, sent by a candidate or by an individual or organization on a candidate's behalf.
  - 2.2. Candidates 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.
  - 2.3. 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.
  - 2.4. 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 C.E.O. prior to the email being sent-out.
  - 2.5. All campaign emails are subject to C.E.O. approval before being sent.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX I – CAMPAIGN POLICIES AND PENALTIES

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### **3. Campaign Expense Limits**

- 3.1. The campaign expense limit for Executive candidates is \$200.
- 3.2. The campaign expense limit for Board of Director candidates is \$75.
- 3.3. The campaign expense limit for Referendum teams is \$300. Only if determined to be an Internal Body, as outlined in Bylaw 5.2.4.1 to be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.
- 3.4. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX J – ELECTIONS APPEALS BOARD

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1. Mandate of the Board
2. Formation of the Board
3. Membership of the Board
4. Meetings of the Board

# CENTRAL STUDENT ASSOCIATION

## APPENDIX J – ELECTIONS APPEALS BOARD

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### 1. Mandate of the Board

- 1.1. The Elections Appeals Board (hereafter known as the EAB) will meet on an as-needed basis to preside over matters regarding minor campaigning infractions on behalf of the Board, defined as:
    - 1.1.1. Any infraction levied against a candidate that will not result in disqualification of the candidate.
    - 1.1.2. Any infraction levied against a referendum that will not result in the discarding of a referendum question.
  - 1.2. Any appeals to be discussed following elections week and scheduled meetings of the EAB will be sent directly to the Board of Directors
    - 1.2.1. The EAB 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.
  - 1.3. In accordance with Bylaw 2 Section 8 (Penalties for Campaign Infractions), the EAB will not hear any appeals submitted more than 24 hours after the CEO's decision.
  - 1.4. The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX J – ELECTIONS APPEALS BOARD

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### **2. Formation of the Board**

- 2.1. Membership of the Elections Appeals Board will be organized by the Communications & Corporate Affairs Commissioner and ratified by the Board of Directors no later than the 1st Board meeting of the Fall semester.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX J – ELECTIONS APPEALS BOARD

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### 3. Membership of the Board

- 3.1. The EAB shall consist of:
    - Three Board members, who are not Commissioners
    - Two general members of the CSA in good standing as per the requirements in Bylaw 1, section 3.
  - 3.2. The board will nominate and select the board members who will sit on EAB as per Roberts' Rules and the Chair's discretion.
  - 3.3. General members of the CSA to sit on the EAB will be selected as follows:
    - 3.3.1. General members of the CSA will be informed of the volunteer opportunity through advertising via mass e-mail and posters to form a volunteer pool.
    - 3.3.2. All interested CSA members shall submit a 150 word statement of interest and CV to be reviewed by the board.
    - 3.3.3. The board will select and ratify CSA members to be on the EAB as per Roberts' Rules and the Chair's discretion
  - 3.4. Advertising to and the selected 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 person from groups to face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities, and international students.
    - 3.4.1. Makeup of the EAB shall consist of no less than 40% women-identified individuals.
  - 3.5. Membership of the EAB will be reviewed by the CEO and Communications & Corporate Affairs Commissioner at the close of the nomination period for the General Elections, or when needed, to ensure no conflict of interest exists amongst member and candidates.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX J – ELECTIONS APPEALS BOARD

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### 4. Meetings of the Board

- 4.1. Quorum for EAB meetings shall be set at four (4) members.
- 4.2. The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold 3 meetings during campaign and voting periods.
- 4.3. The Communications & Corporate Affairs Commissioner 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 quickly and efficiently reply to appeals should they arise.
- 4.4. It is the responsibility of the Communications & Corporate Affairs Commissioner to inform the Board of Directors of EAB decisions.
- 4.5. The candidate or referendum team in question must make their self available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.
  - 4.5.1. If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the Communications & Corporate Affairs Commissioner at least 24 hours before the time of the meeting.
  - 4.5.2. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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2. Space Infractions
3. Graffiti Wall
4. CSA Service Hallway
5. CSA Service Offices
6. CSA Club Hallway
7. CSA Club Offices
8. Second Floor Postering

# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 1. Preamble

The Second Floor Student Space Acceptable Use Policy (hereby after 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 2. 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 G: Clubs Handbook, section 3.2 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.

# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 3. 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 F, Section 4.0 on the Rights of Students. 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 HR&O Commissioner, 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 of 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's website prior to being painted over.
  - 3.6. Proper safety equipment will be provided for individuals responsible for painting the Graffiti Wall.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 4. CSA Service Hallway

- 4.1. The CSA Services Hallway is designated as UC 241- UC 246.
  - 4.2. Any permanent additions/deletions and requires to the hallway should be brought to the attention of the supervising commissioner and the Human Resources & Operations Commissioner 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 of regular office hours, services should request funding for a suitable piece of equipment to hang on the door, outside of the office, etc.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 5. CSA Service Offices

5.1. CSA Services Offices are designated as UC 241 – UC 246.

5.2. Any permanent additions/deletions and requests to the offices should be brought to the attention of the supervising commissioner and the HR&O commissioner for approval (i.e. Through the Needs and Training Assessment Form).

# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 6. 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 Human Resources & Operations Commissioner will launch an investigation. Cases of vandalism will be reported to Campus Police at the Clubs Coordinator and Human Resources & Operations Commissioner's discretion. 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 Human Resources & Operations Commissioner.
  - 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 it's 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 Human Resources & Operations Commissioner 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 Human Resources & Operations Commissioner shall coordinate the use of the equipment.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 7. 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 Human Resources & Operations Commissioner 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, space Infractions, as determined by the Clubs Coordinator and HR&O Commissioner. Should an appeal be desired, the Club in question shall refer to Appendix G, Policy 4.8 – 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 club in question's responsibility 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.
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# CENTRAL STUDENT ASSOCIATION

## APPENDIX K – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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### 8. 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 an 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" by 14" (45cm by 35cm), 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 on to 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 of UC 220.
  - 8.8. Bulletin boards on the doors of offices or immediately outside of 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.
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