

# BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

*Updated July 2021*

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## BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

### Preamble

The Carleton University Students' Association has many rules under which it is required to operate. There are four separate types of regulations: 1) the Constitution, 2) the Bylaws, 3) the Policies, 4) the motions which are passed by CUSA Council.

The **Constitution** is comprised of "Articles" and is the most binding document of all those listed above. The Constitution contains the most basic and most primal tenets of the organization. It states the aims of the Association, who the members of the Association are. It explains how By-Laws and policies are enacted and amended as well as how the Constitution itself is amended.

The **By-laws** were created to act in furtherance to the Articles of the Constitution. They are secondary to the Constitution and are more specific in nature. They are also much easier to create, repeal or amend but they must not in anyway conflict with the Constitution itself. The By-Laws gives direction to the Association about how to go about the day to day business.

**Policies** are least difficult to alter under CUSA law. They are divided into procedural and operational guides for the Association.

The individual **Motions of Action** passed at Council are the legislation of the Association. Such legislation must also not conflict with the Constitution, By-laws or Policies of the Association. Council motions are given the lowest priority of any type of rule of the Association. The CUSA Office has a complete set of all the Council motions passed each year by Council.

## BYLAW I - COUNCIL

### 1.0 Composition

- 1.1 Council shall consist of thirty-five (35) seats filled by:
- a. The President of the Association elected by and from the Membership of the Association,
  - b. The Finance Commissioner of the Association elected by and from the Membership of the Association,
  - c. The Vice-President for Internal Affairs of the Association elected by and from the membership of the Association,
  - d. The Vice-President Student Life of the Association elected by and from the membership of the Association,
  - e. The Vice-President for Student Issues of the Association elected by and from the membership of the Association,
  - f. The Vice-President for Services of the Association elected by and from the membership of the Association,
  - g. A representative appointed by and from, and sitting at the pleasure of, the Graduate Students' Association,
  - h. A representative appointed by and from, and sitting at the pleasure of, the residence students' association,
  - i. A representative appointed by and from, and sitting at the pleasure of, the Carleton Academic Student Government,
  - j. A representative elected by and from, those members registered as Special Students, and
  - k. Twenty-five (25) Faculty Representatives elected by and from members in their faculty.
- 1.2 There shall be the following five (5) Faculties from which Representatives shall be elected to Council:
- a. The members registered in The Sprott School of Business
  - b. The members registered in the Faculties of Public Affairs
  - c. The members registered in the Faculties of Arts and Social Science
  - d. The members registered in the Faculty of Engineering and Design
  - e. The members registered in the Faculty of Science
- 1.3 Faculty seats shall be distributed to each faculty in as close a proportion as possible to the membership mix of CUSA, as defined by the latest CUSA General Elections invitee statistics from the previous year, subject to the following provisions:
- a. No faculty has less than one (1) faculty seat
  - b. No faculty has more than forty-nine (49%) percent of the faculty seats
- 1.4 No members of the Association shall:
- a. Stand for election for more than one Council seat
  - b. Stand for election to a Council seat in a by-election while holding another Council seat
  - c. Hold more than one seat on Council.

## **2.0 Terms and Conditions of Office**

- 2.1 The term of office for all Councillors and members of the Executive shall begin on May 1 following the General Election and end on the following April 30. The term of office for a member filling a vacant seat shall commence immediately following ratification, and end on the following April 30.
- 2.2. No person under the age of eighteen (18) may occupy the position of President
- 2.3 Constituency representatives shall join and maintain voting status on one (1) of Council's committees by December 31 of their elected term. The VPI shall make the Constituency representatives aware of this requirement by way of email or written communication within the first month of elected office.
- 2.4 Each Constituency Representative is expected to attend or provide a proxy for each meeting of Council.

The proxy:

- a. Must be a member of the Association who is not a Councillor;
  - b. Must be from the same Constituency except during Summer Session or for the Special Student Councillor;
  - c. Shall act on behalf of and represent the Constituency;
  - d. Shall have the privileges and responsibilities of a Councillor;
  - e. Shall be bound by the Councillor's instructions;
  - f. Must sign a registration form and submit it to the Chair of Council during or before each and every meeting of Council. The Councillor shall be required to acknowledge the registration of a proxy by means of email or written communication to the VPI before each and every meeting;
  - g. Must, in the case of a registered proxy for the Summer Session, sign a registration form, along with the Councillor and submit it to the Vice-President Internal during or before the first meeting for which the proxy will sit. The proxy may continue to occupy the seat until the end of Summer Session, unless otherwise directed by the Councillor.
- 2.5 An Executive or Council member seat shall be considered vacant if any of the following conditions are met:
- a. The seat was not filled in the general election, and has not since been filled through the procedures for filling vacant seats;
  - b. The incumbent tenders a written resignation that is served on all Council members;
  - c. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to two (2) regular meetings of Council during the Summer Session;
  - d. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to three (3) regular meetings of Council between September 1 and April 30;
  - e. In the case of Constituency Representative, if the incumbent sends a proxy to four (4) regular meetings of Council between September 1 and April 30;
  - f. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to four (4) emergency meetings of Council between May 1 and April 30;
  - g. In the case of a Constituency Representative, if the incumbent fails to maintain committee requirements by not attaining voting status on at least one (1) Council committee by December 31 of their elected term;

- h. If the incumbent has been 'named' by the Chair of Council under Roberts Rules of Order 3 times during either a regular or emergency meeting of Council;
- i. The incumbent ceases to be a member of the Association;
- j. The incumbent is removed by means of a referendum of recall, which:
  - i. In the case of an Executive member, may be initiated through a 2/3 majority vote of the members of Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to they/their office;
  - ii. In the case of a Constituency Representative, may be initiated through a 2/3 majority vote of the members of Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to they/their office;
  - iii. For the purposes of subsections (a) and (b), only signatures of persons who would be eligible to vote in an election for the challenged position shall be counted in the total number of signatures collected, and any member who was acclaimed to they/their office shall be deemed to have been elected by 99 votes, or 20% of the electorate for that constituency, whichever is the lesser;
  - iv. Notice of petition to recall must be presented to the Chair at least fourteen (14) calendar days prior to the collection of signatures, at which time the Chair will notify the members of Council and members of the Association by way of proper and public notice;
  - v. In accordance with subsection (d), the collection of signatures will commence on the fifteenth (15) day after giving notice to the Chair;
  - vi. Collection of signatures during the fourteen (14) day notice period will render the petition failed;
  - vii. No member may be petitioned for recall more than once during their term in office.

2.6 No incumbent seat shall be considered vacant unless the following conditions are met:

- a. The VPI shall notify the incumbent of an absence from any meeting within forty-eight (48) hours of that meeting being adjourned;
- b. The VPI shall notify the incumbent after their first (1<sup>st</sup>) absence from a regular meeting of Council in the Summer Session within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at a regular meeting of Council in the Summer Session shall result in their seat being vacated;
- c. The VPI shall notify the incumbent after their second (2<sup>nd</sup>) absence from a regular meeting of Council between September 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at a regular meeting of Council between September 1 and April 30 shall result in their seat being vacated;
- d. The VPI shall notify the incumbent after having sent a proxy for a third (3<sup>rd</sup>) time to a regular meeting of Council between September 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that sending a proxy to one (1) more regular meeting of Council between September 1 and April 30 shall result in their seat being vacated;

- e. The VPI shall notify the incumbent after their third (3<sup>rd</sup>) absence from an emergency meeting of Council between May 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at an emergency meeting of Council between May 1 and April 30 shall result in their seat being vacated;
- f. The VPI shall notify the incumbent after having been 'named' by the Chair of Council two (2) times in a regular or emergency meeting within forty-eight (48) hours of that meeting being adjourned with the notification that being 'named' a further time shall result in their seat being vacated;
- g. The VPI has fulfilled their responsibility under Bylaw I s. 2.4 requiring that Councillors be notified of committee requirements.

### **3.0 Filling Vacant Seats**

Vacant Constituency seats on Students' Council will be filled through the appointment of a member of the appropriate constituency, in accordance with the following conditions, until a general or byelection is held:

- a. Public notice must be given before the seat is filled.
- b. Candidates must produce a nomination form signed by no fewer members of the Constituency group than required during general elections.
- c. Nomination forms must be received at the CUSA office a minimum of twenty-four (24) hours prior to the meeting of the Students' Council.
- d. Nomination forms shall be verified by the Executive member in charge of Council prior to the meeting of Council for which the form has been submitted.

### **4.0 Requirements of Council Officers**

- a. Councillor may be a Council Officer.
- b. In order to exercise their rights as members of the Association, Council Officers must surrender their positions for the duration of the matter that they wish to address.
- c. No member shall hold more than one Council Officer position.
- d. If a Council Officer is absent from a Council meeting or surrenders the position during a meeting, Council shall name a member of the Association, who may be a Councillor, to temporarily act as the Council Officer. In order to exercise their rights as members of the Association, or in case of Councillors, the rights of Councillors, acting Council Officers must surrender their positions for the duration of the matter that they wish to address.
- e. Council Officers must be elected by a majority vote of Council prior to being hired except for the Council Coordinator who shall be hired under the CUSA HR Policy. All council officers will then be put under the supervision of the Vice President Internal.
- f. A Council Officers term and contract shall commence after being elected at the first meeting of Council of the CUSA year and terminate on April 30 of that year.

#### **4.1 The Council Officers shall be:**

- a. The Chair of Council
- b. The Clerk of Council

#### **4.2 The Chair of Council:**

- a. Shall be responsible for the orderly conduct of business at Council meetings

- b. Shall convene meetings of council no less than once a month, and at the request of council, and no less than forty-eight (48) hours and no more than one week after having received a request for a Council meeting from either the President or at least one-sixth (1/6) of the Councillors.

**4.3 The Clerk of Council:**

- a. Shall be responsible for accurately recording and distributing the minutes of Council meetings to the Vice President Internal within seventy-two (72) hours of the meeting being adjourned. These minutes shall be ratified as accurate at the next meeting of Council.
- b. Collect all reports presented to council via email and add them to the minutes. The Clerk is expected to do this up to twelve (12) hours before the start of the Council Meeting. The Clerk is not expected to accept reports or add them to the minutes past this time. The Clerk is also not expected to record reports given at meetings that were not sent in via email.

**5.0 A Council meeting shall have quorum only if:**

- a. At least one third (1/3) of all the members of council are present in person.
- b. The number of councillors and proxies present are a majority of the number of members of Council.
- c. No more than one-half (1/2) of all the members of the executive will be counted for quorum.
- d. No more than five (5) proxies will be counted for quorum.

**5.1 At the first meeting of Students' Council after its term of office begins:**

- a. As the first item of business, Students' Council shall appoint members to the Constitutional Board.
- b. The President shall recommend, and Students' Council shall determine the number of Vice Presidents and Directors, and the responsibilities of each.

**5.2 Any guest may speak at a Council meeting, with the permission of Council**

**6.0 In-Camera Sessions**

- a. Council meetings shall be open to all members of the Association and invited guests, unless closed to discuss staff related matters or by a two-thirds (2/3) majority of those present and voting.
- b. Only Councillors, proxies, Council Officers, and those guests or members invited by Council to attend the closed session may attend.

## **BYLAW II - EXECUTIVE**

### **1.0 Composition**

- a. The Executive shall consist of the President, the Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and Vice President Community Engagement.

### **2.0 Filling Vacant Executive Positions**

- a. Should the position of President become vacant, a Vice President previously designated by Students' Council shall assume the administrative responsibilities of the President until the position is filled by means of an election by the Members of the Association.
- b. Should the position of Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and Vice President Community Engagement become vacant, Students' Council shall appoint a Councillor to assume the administrative responsibilities of the Vice President in question until the position is filled by means of an election by the Members of the Association.
- c. A general election shall be held each year in the Winter Term to fill the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, Vice President Community Engagement, and Constituency Representatives.
- d. By-elections shall be held within six (6) months of the occurrence of a vacancy in any of the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and/or Vice President Community Engagement. Those declared elected shall take office immediately.
- e. No Councillor may be nominated to more than one vice presidential position at one time.

## **BYLAW III – CONSTITUTIONAL BOARD**

### **1.0 The Constitutional Board shall consist of:**

- a. Four (4) members of the Association who are not members of Council for which there shall be two (2) alternates;
- b. The University Ombudsman.

1.1 The Vice President Internal shall give proper notice before striking the Constitutional Board to Council and members of the Association.

### **2.0 Terms of Office**

- a. The term of members, and alternates, shall be from the point of ratification until April 30 of that academic year or until such time as the member resigns or is removed due to a conflict of interest.
- b. At the first meeting of Students' Council following the occurrence of a vacancy in the position of a member or an alternate of the Constitutional Board, Students' Council shall fill the vacancy.

### **3.0 The Chair shall:**

- a. Be the University Ombudsman.

- b. Give public notice of the time, date and location of the Board meeting.
- c. Be responsible for meeting the requirements of the Constitution imposed on the Board.
- d. Inform Council of any decisions of the Board.

#### **4.0 Challenges**

- a. The Chair of Council shall give proper notice of all Constitutional Challenges to Council.
- b. The challenger's name shall be removed from the challenge filed, after confirmation of membership, and before the filed challenge is sent forth to the Constitutional Board.
- c. The Executive Member in charge of Council shall, when a constitutional challenge is made, confirm the challenger's membership with the Association.
- d. The Constitutional Board shall be convened to deal with the challenge and shall render a decision no more than 30 days after the challenge has been filed.
- e. Written notice to formally announce the decision shall be given to Council within one week of a decision being rendered.
- f. All challenged actions shall be considered valid until Students' Council is informed of the Constitutional Board's ruling.
- g. All constitutional challenges filed against any actions that occurred within 1 year prior to May 1<sup>st</sup> shall be heard by the Constitutional Board.

**5.0** At the beginning of every challenge the Chair of the Constitutional Board shall call a meeting of the Constitutional Board and ask the members of the Board if they are in a conflict of interest situation.

- a. If a conflict of interest is declared by any of the members of the Board they shall be replaced by an alternate, chosen by the Board. The alternate shall be chosen from the list of alternates for the board, as designated by Council.
- b. All declarations of conflict of interest are to be made in accordance with the Conflict of Interest Policy adopted by Students' Council.
- c. If a Board member does not declare a conflict of interest but another Board member believes that a conflict exists, a vote will then be taken, at the discretion of the Chair, by the Board members to remove the member in question. A majority of the Board members shall decide the question.

#### **6.0 Order of Proceedings**

- a. A meeting of the Constitutional Board shall have quorum only if three (3) members of the Board, or their alternates, are present, including the Chair of the Board.
- b. All meetings of the Board are open to all members of the Association.
- c. Each challenge shall be dealt with separately.
- d. The Constitutional Board shall act as the final appellate body to the Electoral Board. The appeal process is outlined in CUSA's Electoral Code Policy.
- e. The challenger may first make a presentation, calling any witnesses they deem appropriate, after which the Board members and the challenged may ask questions.
- f. The challenged may then make a presentation, calling any witnesses they deem appropriate, after which the Board members and the challenger may ask questions.

- g. Board members will deliberate and reach a decision. Board members may deliberate in a location other than that of the hearing.
- h. The Board shall render its decision, with reasoning, to those present at the meeting of the Board. A roll call vote will be taken with each member stating whether they have voted to accept or reject the challenge. Abstentions are not permitted. The majority will prevail.
- i. The Constitutional Board shall return a written decision on each appeal explaining the reasoning of the board. Dissenting opinions shall be published as a minority report.

### **7.0 Rulings**

- a. The Constitutional Board shall rule on the challenge and the act of Students' Council, its members, its officers, or its agents.
- b. The Board reserves the right to rule on any challenge on the basis of all of the CUSA Constitution, Bylaws and Policies, and not on just the basis or articles suggested in submissions and/or presentations.
- c. The Constitutional Board shall have sole and exclusive jurisdiction to examine, hear, and determine all matters and questions arising under the CUSA Constitution, Bylaws and Policies. Without limiting the generality of the foregoing, the Board shall have sole and exclusive jurisdiction over, *inter alia*:
  - a. An appeal from the Electoral Board;
  - b. Any matter regarding the Electoral Code and electoral violations; and
  - c. Any matter on CUSA Council and its compliance with the CUSA Constitution, Bylaws, or Policies.
  - d. The final ruling shall be written clearly and thoroughly, and shall provide sufficient explanation for the decision.
  - e. The finding or determination of the Board upon all questions of fact and law is final, binding, and conclusive, with no appeal therefrom.
  - f. Copies of the Board's written ruling shall be made available at the CUSA office for Members of the Association. These copies shall be archived at the CUSA office in one place for future reference.

### **8.0 Submitting a Challenge**

- a. All submissions shall be submitted to the chair of Council.
- b. Submissions should include all relevant articles from any Council document, and a statement as to why these articles are relevant and important.
- c. All written submissions must be made available to the Board members, the challenger, and the challenged not less than forty-eight (48) hours prior to the Board's meeting.
- d. All submissions are deemed confidential until the meeting of the Board is convened.

## **BYLAW IV – FINANCES AND FEES**

### **1.0 Fee Adjustment**

- 1.1 The Association may request that the Board of Governors alter the level of fees collected provided that the change has been approved according to the following criteria:
- a. No fee may be removed or adjusted without a referendum unless otherwise specified herein.
  - b. The Student Fee may only be adjusted through a referendum vote favouring the change.
  - c. The Unicentre Fee may be adjusted through a two-thirds majority vote in favour of all members of Students' Council.
  - d. All matters relating to Health and Dental insurance may be adjusted through a two-thirds (2/3) majority vote in favour of all members of Students' Council, to be ratified by the Board of Trustees of CUSA, Inc., save for any changes set out in s. 1.1(e) of this Bylaw.
  - e. Changes within +/- ten percent (10%) of the fee schedule for insurance coverage that do not alter the scope of said coverage do not require a vote of Council. Instead, it requires approval by the Board of Trustees of CUSA, Inc.
  - f. The Canadian Federation of Students (CFS) Fee may be adjusted as per the relevant provisions in the CFS Bylaws and the CFS/CUSA fee contract.
  - g. Any additional fee from the student body is subject to approval of a referendum favouring the change.
  - h. Reports on each of the executive special projects fund spending shall be available upon request at the end of the fall and winter semesters.

### **2.0 Fee Payment**

- 2.1 Students' payment of fees shall be determined on the following basis:
- a. Full-time, undergraduate, qualifying year undergraduate and Certificates of Public Administration students shall be assessed the Carleton University Students' Association fee for the Fall and Winter academic terms.
  - b. Part-time, undergraduate students shall be assessed the Carleton University Students' fee.

### **3.0 Executive Compensation**

- 3.1 From May 1st until such time as directed otherwise by Council, the base rate for the Executive Honorarium shall be the previous year's Honorarium adjusted by the annual rate of change in the Consumer Price Index for the City of Ottawa for the previous calendar year
- 3.2 Under no circumstances shall the Executive Honorarium fall below \$24,960 for any member of the Executive.
- 3.3 The Executive Compensation Package shall include at least the following:
- a. All Executive members shall be entitled to a benefit of a minimum of 1 tuition credits.
  - b. All Executive members shall be enrolled in the Health, Accident and Dental plan offered by the Association to its members.

- 3.4 Beginning in September 2017, Council shall, at the first general meeting in September of each year, strike the Executive Compensation Review Committee.
- 3.5 The composition of this committee shall be as follows:
- a. Three (3) constituency representatives appointed by Council.
  - b. Three (3) students-at-large appointed by Council.
  - c. Either the Finance Manager or General Manager of CUSA
  - d. The Vice-President Finance
- 3.6 Quorum for the Executive Compensation Committee shall be six (6) members of the Committee.
- 3.7 The committee shall:
- a. Undertake a thorough review of the Executive Compensation.
  - b. Make use of all relevant information from outside organizations.
  - c. Include in its research all relevant information from within the Association and Corporation including, but not limited to: the budget, audited financial statements and archived reports submitted by both the Financial Review Committee and the Executive Compensation Committee.
  - d. The committee shall present its report and recommendations for adjustments to Council no later than the November meeting (to be ratified by CUSA, Inc.).
  - e. Submit a final copy of the report to both the Vice President Finance and the CUSA Finance Manager.
- 3.7.1 CUSA Council shall, no later than the December meeting, make a final decision regarding the recommendations of the Executive Compensation Review Committee. CUSA Council shall, in both a meeting of the Association and the Corporation, put forth their final decision as a motion for the upcoming term.

#### **4.0 Duties of the Vice President Finance**

- 4.1 The Vice President Finance:
- a. Shall be responsible for the presentation to Students' Council of a budget detailing the appropriation of the Corporation's monies, no later than August first (1st).
  - b. Shall be responsible to Students' Council for the disbursement of the Corporation's monies in accordance with the budget ratified by Council.
  - c. Shall be responsible to Students' Council for submitting written income statements every two months and such other financial statements as may be requested by Students' Council with public notice given.
  - d. Shall in conjunction with the Financial Review Committee, review the Student Fee and provide a report of the findings to Council, prior to February first (1st), every second year starting February 1990.
  - e. Shall in conjunction with the Financial Review Committee, review the Unicentre Fee annually, and present a report of the findings at the Corporate Meeting when CUSA Inc.'s audited statements are brought forward.
  - f. Shall incorporate in the final determination of the CUSA's Operating Budget the findings from the Executive Compensation Committee's report.

## **5.0 Foot Patrol Levy**

- 5.1 All funding allocated to Foot Patrol by the levy fee shall solely be used towards Foot Patrol
- 5.2 CUSA shall allocate to the Foot Patrol service centre, at minimum, all Foot Patrol levies collected from the student body by Carleton University
- 5.3 Any surplus or deficit in the Foot Patrol budget shall be transferred to the Foot Patrol budget of the following year.
- 5.4 CUSA shall deny any Foot Patrol expenditures that exceed the available Foot Patrol budget.
- 5.5 Any CUSA budget freeze will not impact Foot Patrol.
- 5.6 A Foot Patrol budget freeze will occur if all expenses, except salary, have exceeded Foot Patrol's available budget.
- 5.7 For the purposes of Bylaw IV, s. 5.5 and 5.6, a budget freeze is defined as a cessation of expenditures at any time during the fiscal year.

## **6.0 Unified Support Centre**

- 6.1 The Food Centre and Foot Patrol service centres shall be amalgamated into a Unified Support Centre.
- 6.2 For the purposes of Bylaw IV, s. 5.1, the definition of Foot Patrol shall be broadened to encompass the Unified Support Centre.
- 6.3 Foot Patrol shall contribute its annual levies to fund one part time student coordinator position at the Unified Support Centre in addition to funding the Unified Support Centre's office supply, equipment and gear, duplicating, promotion and advertising, volunteer and staff training, volunteer appreciation, rent, and capital asset expenses.
- 6.4 CUSA shall fund one full-time position at the Unified Support Centre from its administrative Budget.
- 6.5 CUSA shall fund one part-time student coordinator position and a minimum of \$10,000 annually, indexed to inflation from the bylaw's time of enactment in July 2021, towards food-related programming and emergency food relief supports at the Unified Support Centre from the prior Food Centre budget.
- 6.6 Any surplus or deficit in the Unified Support Centre's food-related programming and emergency food relief budget shall be transferred to the Unified Support Centre's food-related programming and emergency food relief budget of the following year.
- 6.7 CUSA shall deny any Unified Support Centre food-related programming and emergency food relief expenditures that exceed the available Unified Support Centre food-related programming and emergency food relief budget.
- 6.8 Any CUSA budget freeze will not impact the Unified Support Centre's food-related programming and emergency food relief budget.
- 6.9 A Unified Support Centre food-related programming and emergency food relief budget

freeze will occur if all food-related programming and emergency food relief expenses have exceeded the available Unified Support Centre food-related programming and emergency food relief budget.

6.10 For the purposes of Bylaw IV, s. 6.8 and 6.9, a budget freeze is defined as a cessation of expenditures at any time during the fiscal year.

## **BYLAW V - COUNCIL STANDING COMMITTEES**

1.0 The Advisory bodies of the Association shall include the following standing committees:

Constitution and Policy Review Committee (CPRC), Financial Review Committee (FRC), CUSA Student Initiative Fund Committee (SIFC), Executive Compensation Review Committee (ECRC), Clubs Oversight Committee (COC), Accessibility Fund Committee (AFC), and the Awards Committee (AC).

1.1 These committees shall act solely as information bodies to Council.

1.2 Standing Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.

1.3 Standing Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.

### **2.0 Striking of Standing Committees**

2.1 Standing Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas of, but not limited to, policy, action and planning, where it feels that such recommendations would improve the Students' Association. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of the respective Committees.

2.2 Standing Committees shall be struck by a simple majority vote of council.

2.3 The striking of Standing Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate, however this does not preclude other members of the Association endeavoring to strike any Standing Committee.

2.4 There shall be two sessions during which Standing Committees shall sit. The first shall be the Summer Session, which shall begin May 1 and end August 31. The second shall be the Fall/Winter Session, which shall begin September 1 and end April 30.

2.5 Not all standing committees need be struck during the summer session. All standing committees must be struck at the first council meeting of the Fall/Winter semester, unless otherwise indicated. Exceptions include the Awards Committee, which must be struck no later than the February meeting of council, and the Clubs and Societies Summer Funding Committee that must be struck once for the summer term May 1 to August 31.

### **3.0 Membership**

3.1 Voting membership on any CUSA Standing Committee is open to any member of the Association unless otherwise specified by subsequent terms of reference that members be elected to the Committee by Council.

- 3.2 Voting status is acquired through attendance at the first meeting of a Summer Session for that Session, or either of the first two meetings of a Fall/Winter Session for that Session.
- 3.3 Voting status is also granted at the attendance of two consecutive meetings during a Summer Session for that session or at the first meeting after attendance at two consecutive meetings during a Fall/Winter Session for that Session.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings during the Summer or Fall/Winter Session.
- 3.5 Any member of a standing committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.

#### **4.0 Standing Committee Chairpersons**

- 4.1 The Chair of each Standing Committee shall be elected by the committee at the first meeting of a Summer Session or of a Fall/Winter Session, unless otherwise indicated under committee or executive member mandates.
- 4.2 The Chair of each Standing Committee shall:
  - a. Be responsible for the consistent scheduling, and public and proper notice of Committee meetings.
  - b. Ensure the clerk records and files the minutes of each Committee meeting with the Vice President Internal.”
  - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
  - d. Be responsible for keeping track of the voting membership of the Committee.
  - e. Be responsible for submitting bimonthly written reports on the progress of the Committee to Council. Such reports shall be approved beforehand by the Committee.
  - f. Be responsible for ensuring that Committee recommendations are made aware of at Council.
  - g. Be paid an honourarium determined by Council.
  - h. State at the beginning of each committee meeting that any member may request that their name, student number and any identifiable information, including information concerning their identities, be removed from the record at any point: prior to, during or after the meeting.
  - i. Be responsible to remove any names, student numbers and identifiable information, including information concerning identities, of any member referenced who are not in attendance.
- 4.3 The Chair of a Standing Committee may be removed from his or her position as chair at any time during a given Session by a majority vote of the members of that committee.
- 4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.

- 4.5 Quorum for Standing Committee Meetings
- 4.6 Quorum for Standing Committee meetings shall be five (5) voting members.
- 4.7 Terms of Reference
- 4.8 All Standing Committees are subject to any subsequent Terms of Reference, which may be passed by Council.

## **BYLAW VI – COUNCIL AD HOC COMMITTEES**

- 1.0 Ad Hoc Committees may be struck at any point to deal with issues that are not already designated to a Council Standing Committees.
- 1.1 These committees shall act solely as information bodies to Council.
- 1.2 Ad Hoc Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.
- 1.3 Ad Hoc Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.
- 1.4 Council ad-hoc committees shall include, but are not limited to, the following committees: Equity Committee, Spirit Committee, Student Issues Action Committee, Sustainability Committee, Transit Committee, Social Media Moderation Board, Electoral Review Committee, and the Human Resources Committee,

### **2.0 Striking of Ad Hoc Committees**

- 2.1 Ad Hoc Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas that are not already examined by Standing Committees. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of importance to CUSA.
- 2.2 Ad Hoc Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Ad Hoc Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate; however this does not preclude other members of the Association endeavoring to strike any Ad Hoc Committee.
- 2.4 An Ad Hoc Committee may be struck at any point throughout the year.
- 2.5 An Ad Hoc Committee must end as of April 30<sup>th</sup> and there is no requirement that any Ad Hoc Committee be struck again the following year.

### **3.0 Membership**

- 3.1 Voting membership on any CUSA Ad Hoc Committee is open to any member of the Association.
- 3.2 Voting status is acquired through attendance at the first two meetings of the Ad Hoc Committee after it has been struck.
- 3.3 Voting status is also granted at the first meeting after attendance at two consecutive meetings.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings.

3.5 Any member of an Ad Hoc committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.

#### **4.0 Ad Hoc Committee Chairpersons**

4.1 It is the responsibility of the committee to elect an ad-hoc committee chair at the first committee meeting of the academic year - May 1 to April 30, unless otherwise indicated by committee or executive member mandates.

4.2 The Chair of each Ad Hoc Committee shall:

- a. Be responsible for the consistent scheduling, and public and proper notice of the Committee meetings.
- b. Be responsible for the recording and filing of minutes for each Committee meeting.
- c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
- d. Be responsible for keeping track of the voting membership of the Committee.
- e. Be responsible for ensuring that Committee recommendations are made aware of at Council.
- f. Be paid an honourarium determined by Council.

4.3 The Chair of an Ad Hoc Committee may be removed from his or her position as chair at any time by a majority vote of the members of that committee.

4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.

#### **5.0 Quorum for Ad Hoc Committee Meetings**

5.1 Quorum for Ad Hoc Committee meetings shall be five (5) voting members.

## **BYLAW VII – CUSA STUDENT INITIATIVE FUND**

### **1.0 Purpose**

1.1 The CUSA Student Initiative Fund reference back to the Conference and Discretionary Fund with a more extended purpose. It shall be maintained by CUSA Council and is intended to assist students and student groups on campus in endeavors which improve the Carleton community, the profile of CUSA, and/or the interests of the students involved. Student initiatives such as, a conference or competition, a charity CUSA may be asked to support, academic project or any other student initiative that CUSA may be asked to support, academic project or any other student initiative that CUSA deems worthy to support.

### **2.0 Eligibility**

2.1 The CUSA Student Initiative Fund shall be open to all members of the Association so long as they are not included in section 2.2 or 2.3 of this Bylaw.

- 2.2 The CUSA Student Initiative Fund is not available to areas of CUSA that receive funding through CUSA's operating budget. Restricted areas include but are not limited to, CUSA Service Centres, Businesses, and Executives. (The only exception would be an individual who happens to be a member of a Club/Society, the Executive, or a Service Centre, who wishes to be funded for a conference or event that does not relate to their position in this area).
- 2.3 Association members that belong to a faculty that has new or existing conference reimbursement programs must apply to that respective program first before applying to the SIF. The applicant must then produce documentation of this funding attempt as revenue on their budget for their SIF application. This is to ensure that students utilize all resources available to them.

### **3.0 CUSA Student Initiative Fund Committee (SIFC)**

- 3.1 The CUSA Student Initiative Fund Committee (SIFC) shall administer the CUSA Student Initiative Fund.
- 3.2 The SIFC shall have the following composition:
  - a. CUSA Vice President Internal as Chair
  - b. CUSA Vice President Finance
  - c. 3 Councillors appointed by Council
  - d. 3 Students-at-large appointed by Council
- 3.3 Quorum for the SIFC shall be four (4) voting.
- 3.4 The SIFC shall make regular reports to Council regarding the appropriation of funds. The decision of the SIFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.

### **4.0 Funds**

- 4.1 The committee shall receive an annual budget, set out by the Vice President Finance and approved by Council in the operating budget.
- 4.2 The money in the fund will be given out at the discretion of Council in the following time periods:
  - a. Application deadline for the summer academic session, July 31st
  - b. Application deadline for the fall academic session, October 31<sup>st</sup> and December 1<sup>st</sup>.
  - c. Application deadline for the winter academic session, January 31<sup>st</sup> and March 31<sup>st</sup>
- 4.3 The SIFC may grant no more than \$500 for any individual.
- 4.4 Student groups will be funded under the discretion of the SIFC.

### **5.0 Submissions**

- 5.1 All applicants are required to fill out a standard application form available in the CUSA website and provide information in the form of official itinerary and/or contact number for the conference organizers, charity representative or event organizer.

- 5.2 Applicants may be asked to appear before the SIFC to make a presentation and/or answer questions regarding their request.
- 5.3 Applicants must follow the application deadlines. March 31<sup>st</sup> being the last day to submit an application for the academic year.

### **6.0 Requirements**

- 6.1 All receipts must be submitted before funding can be released. Due to financial situation, the applicant may ask for an exception. Yet, must provide receipts after.
- 6.2 Approved applicants before receiving their funding must write a short description of their experience, under the approval of the individual it will be posted on the CUSA website and shared with the Carleton Community.

### **7.0 Guidelines:**

- 7.1 The SIFC shall adhere to the following guidelines when it comes to reviewing submissions. As a matter of official policy, the CUSA Student Initiative Fund Committee will regard favourably those applications that take the following aspects into consideration:
  - a. Personal investment such as time, money, skills and others in the project will be considered advantageous.
  - b. Events should have recognition of CUSA as a sponsor or tie in with the aims of CUSA as an organization.
  - c. The event should have a wider benefit to the student body and not just to the individual student seeking funding. There should be a plan demonstrated to share knowledge and skills learned with the greater student body.
  - d. Student projects or events that help promote academics of the student body are to be strongly considered.
  - e. All budgets must be detailed and accompanied with event pamphlets, itinerary, etc.
  - f. An event or conference brought to Carleton is considered advantageous.
  - g. Applications submitted after a conference/event has taken place must be accompanied with receipts corresponding to the budget submitted.
- 6.2 Submissions that adhere to the aforementioned criteria as close as possible (as many of the above points as possible) will have a higher chance of receiving funding from the SIFC.

## **BYLAW VIII – ACCESSIBILITY FUND**

### **1.0 Purpose**

- 1.1 To assist in improving the accessibility of CUSA events and facilities for all disability groups.

### **2.0 Eligibility**

- 2.1 All CUSA clubs, societies, services, facilities, and Members of the association will be able to access the monies of the fund by filling out an Accessibility Improvement form.
- 2.2 Funding will be determined by the following criteria:
  - a. The money is going towards improving the accessibility of a CUSA event or a CUSA facility for any or all disability groups.

- b. If the subject of an accessibility project is the joint responsibility of the Association and the University Administration, then costs will be divided in proportion to the responsibility.
- 2.3 For the uses of money going to improve accessibility at a CUSA event or a CUSA facility for a specific individual, it must be established that the provision of the improved accessibility at a said event or a said facility is the responsibility of CUSA.
- a. In the event that the subject of the request for funding is a joint responsibility of both the individual and the Association, then CUSA will enter into a cost sharing arrangement with the individual to cover the costs in the amount for which CUSA is responsible.
  - b. To determine whether improved accessibility is the responsibility of the Association, or the individual, the Association will look at all relevant legislation to the situation and the common practice of provision in the situation and will then make a decision.
- 2.4 In events and facilities where the provision of accessibility improvements are necessary to obtain the same level of utility for a person with a disability, then the provisions of those services is solely the responsibility of CUSA.

### **3.0 Accessibility Fund Committee (AFC)**

- 3.1 The Accessibility Fund Committee shall administer the Accessibility Fund.
- 3.2 The use of the monies of the CUSA Accessibility Fund must be ratified by a committee composed of the following:
- a. The Finance Commissioner
  - b. The appropriate Vice-President
  - c. Four students with disabilities, and two CUSA Councilors
  - d. Two (2) students at large.
- 3.3 The AFC shall make regular reports to Council regarding the appropriation of funds. The decision of the AFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.
- 3.4 The Vice President Internal shall give proper notice before striking the Accessibility Fund Committee to Council and members of the Association

### **4.0 Funds**

- 4.1 At the end of every fiscal year, any monies remaining in the CUSA Accessibility fund will remain in the said fund.

## **BYLAW IX – CUSA CLUBS**

### **1.0 Structure**

- 1.1 Clubs may be any group of students joined by a common interest, and may only be established such that:
- a. The aim of a Club shall be to provide a social and / or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
  - b. All Clubs shall be open to all fee-paying Members of the Association.

- 1.2 Academic Society Clubs may be any group of students established in any department, school, institute, program or division, and may only be established such that:
- a. The aim of Academic Society Clubs shall be to provide an academic and social environment related to the field of study of respective academic area in an effort to enhance the university experience
  - b. All Academic Society Clubs shall be open to all fee-paying Members of the Association.
- 1.3 Competitive Clubs may be any group of students joined by a common competitive interest, and may only be established such that:
- a. Competitive Athletic Clubs are recognized and sanctioned by Carleton Athletics
  - b. The aim of a Competitive Club shall be to provide access to sport for selected Members while enhancing the university experience for the Carleton community
  - c. Competitive Clubs are recognized by CUSA Clubs and Societies
  - d. The aim of a Competitive Club shall be to provide access to competition not covered by Section 1.3.a.i for selected Members while enhancing the university experience for the Carleton community
  - e. The Competitive Club cannot reasonably function or attain an established mandate while remaining open for all students to be members
- 1.4 Charter Clubs may be any group of students with direct or non-arm's length relationship with an International, National, or non-Carleton affiliated parent organization, and may only be established such that:
- a. The aim of Charter Clubs shall be to provide an academic, social, and / or a gained experience environment
  - b. All Charter Clubs shall be open to all fee-paying Members of the Association.
- 1.5 Autonomous Clubs may be any group of students joined by a common interest, and may only be established such that:
- a. The CUSA Clubs Oversight Committee has granted the group "Autonomous Club" status.
  - b. The aim of Autonomous Clubs shall be to provide advocacy and / or structural legitimacy to groups whose functioning are limited by normally applicable Student Group Bylaws or Procedures
  - c. All Autonomous Clubs shall at a minimum consider admitting any fee-paying Members of the Association

## **2.0 Clubs Training**

- 2.1 Each Club must have at least two (2) executives complete the Clubs Training unless proper notice has been requested to and accepted by the Student Groups Administrator.
- 2.2 The Clubs Training shall:
- a. Provide any relevant information to certified Clubs
  - b. Be planned and managed in accordance with the Clubs Training Procedure overseen by the CUSA Clubs Oversight Committee
  - c. Constrained in scope and platform by the CUSA Clubs Oversight Committee

## **3.0 The CUSA Clubs Oversight Committee**

- 3.1 The Committee shall consist of:

- a. The CUSA Vice President Internal
- b. The CUSA Vice President Finance
- c. The CUSA Student Groups Administrator
- d. One (1) CUSA Councillor
- e. Three (3) elected Club delegates, elected on a one (1) vote per club basis from all clubs where at least two executives have completed Clubs Training
- f. One (1) student-at-large, appointed by Council
- g. The CUSA President, as an Ex-officio, non-voting member

3.2 The Clubs Oversight Committee shall be empowered to:

- a. Assist Clubs with financial support which will contribute to their short- and long-term goals to ensure that they run efficiently and effectively at Carleton University
- b. Solicit applications for funding in accordance with the Clubs Funding Procedure
- c. Grant up to \$2,700 per Club per academic year without subsidizing in part or in full the purchase of impairing or intoxicating substances
- d. Request any financial information from a Club requesting money
- e. Inquire about anything relevant to the funding request before the Clubs Oversight Committee
- f. Order the return of any funding allocation that has been used for prohibited, illegal, or otherwise inappropriate use; and/or order a hold, or shut down a club bank account; in keeping with the principles of equal treatment and institutional fairness. These decisions may be appealed to the Constitutional Board under ByLaw III.
- g. Encourage active student involvement on campus
- h. Coordinate joint Club activities and operate to foster the successful operation of CUSA Clubs
- i. Act as an open forum, in which Club executives may express their views
- j. Make recommendations to the Students' Council regarding CUSA Clubs
- k. Make and enforce community standards, regulations, and procedures with regard to Clubs, including in the jurisdictions of Clubs Training, Funding, Certification, Recertification, Sanctioning, Decertification, Mandate Overlap, open forums, timelines, deadlines, and accountability structures.
- l. Hear appeals of the CUSA Student Group Administrator decisions' or execution of regulations and procedures previously approved by the Clubs Oversight Committee.

3.3 The Committee shall meet:

- a. At least twice (2) per month during the academic year
- b. When called by the CUSA Student Groups Administrator or the CUSA Vice President Internal
- c. Upon written request by delegates from at least ten (10) Clubs

3.4 The Committee may cancel meetings due to lack of agenda items on a consensus basis

3.5 Meetings of the Committee shall require public notice

3.6 Quorum for the Clubs Oversight Committee shall be five (5) voting committee members

**4.0 Certification and Recertification**

4.1 Club Certification is operationalized by the Club Certification Procedure as mandated and overseen by the CUSA Clubs Oversight Committee

- 4.2 Club Recertification is operationalized by the Club Recertification Procedure as mandated and overseen by the CUSA Clubs Oversight Committee
- 4.3 Clubs are certified by the Clubs Oversight Committee once they have provided the following to the CUSA Student Groups Administrator through the means outlined in the Club Certification or Club Recertification Procedure:
- a. A written constitution, not in contravention of the CUSA Constitution, Bylaws, or Policies, embodying the aims and structure of the Club;
  - b. A formal budget, including all projected revenues and expenditures for the year;
  - c. A list of a minimum of ten (10) members;
  - d. Contact information for at least two (2) club executives
- 4.4 The Clubs Oversight Committee may, subject to appeal to the Constitutional Board, deny the certification or recertification of a Club that:
- a. Appears to replicate the mandate or mission and / or function of another Club
  - b. Appears to exist for the sole purpose of collaborating on events with current Clubs that extends beyond the usual collaboration between distinct Clubs
  - c. Attempts to replace a currently certified club or society
  - d. Attempts to create a second club for the same sport unless one club is solely recreational and the other is solely competitive
  - e. it appears would not be able to succeed while certified due to insurance issues
  - f. could reasonably be understood to condone unsafe or illegal activities
  - g. is not allowed under the Student Code of Conduct, is under University sanction, or would not qualify as a Student Group under University Senate policy
  - h. leadership could conceivably be subverted by non-Carleton community members
  - i. Has been inactive for the past year while certified
  - j. Has broken municipal, provincial, federal, or international law, including law of the sea

## **5.0 Complaints & Sanctioning**

- 5.1 Any party may submit a Complaint regarding a club or club executive behaviour
- 5.2 The Clubs Oversight Committee will manage the intake of Complaints within their Sanctioning Procedure
- 5.3 Complaints can be submitted on the following grounds:
- a. A Club is perceived to have failed to fulfill the recertification requirements outlined in this Bylaw or in the Clubs recertification Procedure
  - b. Actions taken by the a Club or executive are perceived to be contrary to the Constitution, Bylaws, or Policies of the Carleton University Students' Association (CUSA), or to the constitution of that Club
  - c. A Club or club executive is perceived to have knowingly misrepresented facts when submitting or requesting information, resources, or funding
  - d. A Club is perceived to be in debt to CUSA and has not made arrangements for repayment
  - e. A Club is perceived to have failed to have two (2) club executives complete training as outlined in this ByLaw or in the Clubs Training Procedure

- f. A Club that has received funding from CUSA is perceived to have failed to submit a ledger in electronic form that includes receipts for the term/s in which funding was granted
  - g. A Club is perceived to not meet requirements during an Annual Review per the Annual Review Procedures
  - h. A Club or club executive is perceived to have hazed, abused, or extorted any student, non-student, entity, or member
  - i. A Club or club executive is perceived to have used the CUSA Clubs system to launder funds
  - j. A Club or club executive is perceived to have broken local by-law, provincial law, federal law, law of the sea, and/or international law
  - k. A Club or club executive is perceived to have breached the CUSA election rules
  - l. A Club or club executive is perceived to have wrongfully dismissed an executive or member
  - m. Internal matters in a Club are perceived to be in conflict with CUSA ByLaws, CUSA Procedure, or Club Oversight Committee approved Club specific governance documents
- 5.4 The Clubs Oversight Committee shall ensure the Club has the opportunity to respond to the complaint(s)
- 5.5 The Clubs Oversight Committee shall be empowered to investigate or outsource an investigation of the complaints as they deem necessary
- 5.6 The Clubs Oversight Committee shall be empowered to reject the complaint or apply any single or multiple of the below sanctions:
- a. A punitive letter of warning
  - b. Probation such that any further violation will result in escalating sanctions
  - c. Prohibition from exercising certain privileges afforded the club by CUSA
  - d. Executive or member specific prohibition from exercising certain privileges
  - e. Executive or member specific probation
  - f. Removal of an individual Club member or executive from the Clubs system
  - g. Mandatory training or education of club executives and/or members
  - h. A referral of the matter to the Carleton University Student Conduct process or Ombudsperson
  - i. Freezing of financial accounts of the Club
  - j. Decertification of the Club
  - k. In rare cases at the insistence of the complainant; restorative practices
- 5.7 Sanctions shall imposed by the Clubs Oversight Committee using their established Terms of Reference and be managed by the Student Groups Administrator or designate in accordance with the Sanctioning Procedure
- 5.8 Decertification can result from two thirds (2/3rd) majority vote in the Clubs Oversight Committee or a two-thirds (2/3rds) majority vote in favour of the decertification by CUSA Council
- 5.9 If a club feels a decision to be unfair or incorrect, they may appeal the decision to the Constitutional Board as outlined in the Sanctioning Procedure

5.10 Written notice of a motion to decertify shall be given to a Club to be decertified no less than ten (10) days prior to the CUSA Council meeting or Clubs Oversight Committee meeting where decertification is on the agenda

## **6.0 Voluntary Decertification**

6.1 A voluntary Decertification may occur when:

- a. A Club President and VP Finance inform the Student Groups Administrator the Club would like to voluntarily decertify

## **7.0 Membership Fees**

7.1 All Club members must be given receipts or appropriate confirmation of payment

7.2 The membership fees collected will be reported in the budget and financial statements which the Club submits to the Clubs Oversight Committee or the Student Groups Administrator

7.3 All Clubs must follow the Clubs Membership Fee Procedure enforced by the Clubs Oversight Committee

## **8.0 Clubs Year End Finances**

8.1 Every Club must submit a ledger and membership list to the Student Groups Administrator in electronic form by April 30th of each year

## **9.0 Clubs Financial Review**

9.1 A financial review can be performed on any Club by recommendation of the Clubs Oversight Committee

9.2 It is the responsibility of the Student Groups Administrator to conduct the financial review in cooperation with the Vice President Finance and Vice President Internal

9.3 Each Club may be randomly selected by the Student Groups Administrator or by the Clubs Oversight Committee for a review of the Club's spending

9.4 If chosen for a review the Club must provide all necessary documentation to the Student Groups Administrator

9.5 If a review reveals misappropriated funds, fraud, or lack of internal accountability measures by the Club then they will be unable to receive funding from the Clubs Oversight Committee for the following summer term or academic year

9.6 Any executive member of a Club that is found to be culpable for misappropriated funds, fraud, or lack of internal accountability measures may be excluded from holding executive positions with any Club as well as holding a seat on the Clubs Oversight Committee in the future

## **10.0 Charitable Partnerships**

10.1 Clubs working to raise money for charitable ends must be provided the CRA registered charity number for the organization they wish to partner with

10.2 Clubs which are voluntarily decertifying may donate their remaining funds to a CRA registered charity of their choice on behalf of the Carleton University Students' Association

### **11.0 Leadership Succession**

- 11.1 The Clubs Oversight Committee must publish and enforce the Clubs Leadership Succession Procedure

## **BYLAW XIII - CUSA HUMAN RESOURCES BYLAW**

### **1.0 The Carleton University Students' Association (CUSA) Human Resource Bylaw**

- 1.1 The Carleton University Students' Association (CUSA) does not discriminate on the basis of sex, gender identity or expression, religion, race, colour, national or ethnic origin, age, disability, sexual orientation or political affiliation. Hiring for all positions within CUSA shall be carried out in a professional and ethical way and based on the merit of each individual applying for the position, cognizant of structural barriers to employment. All hiring is, thus, subject to the existing Carleton University Declaration of Students' Institutional and Academic Rights Policy, Discrimination on Campus Policy, and the employment equity standards of the Canadian Union of Public Employees (CUPE).
- 1.2 Employees who provide services to the student body under CUSA, the Association, are hired by CUSA, Inc., and are thus employees of CUSA, Inc.
- 1.3 No part of the CUSA Human Resource Bylaw may be interpreted as being in contravention with the collective agreements between CUSA Inc. and CUPE Local 3011 and CUPE Local 1281. Any such interpretation or policy carried out in contravention of these agreements will be considered null and void.

### **2.0 The Human Resources Committee**

- 2.1 A Human Resources Committee (HRC) shall be struck for all new hired positions at the Carleton University Student Association (CUSA). It shall operate according to this policy and shall be structured according to the type of position that is being filled.
- 2.2 Unless otherwise stated, the HRC shall recommend its preferred candidate to the CUSA Executive, who cannot unreasonably withhold approval to bring forward this candidate to the Board of Trustees of CUSA, Inc. for ratification.

### **3.0 CUSA Service Centres and other Association activity**

- 3.1 For a position being filled in one of the Association's Service Centres or for other Association activity the HRC shall be comprised of:
- The President of the Association
  - The appropriate CUSA Executive member
  - Director of Human Resources

- One non-Executive member of Council, selected by lottery
  - One member of CUPE 1281, selected by lottery
  - A Community representative, given section 3.8
- 3.1.1 Quorum for the HRC shall be three members, as long as one of the members is the CUSA president or appropriate CUSA Executive member.
- 3.2 Where possible, for a Service Centre position a community partner representative shall be consulted by key members of the HRC to gain insight into the community being served.
- 3.3 Notice shall be given to prospective members of the HRC of the time and place of the consultation with the community partner representative.
- 3.4 The HRC will use the information gained from the community partner representative to improve the hiring process or change structured interview questions at their discretion.
- 3.5 The community partner representative will be to represent the service users in order to ensure a meritocratic selection that is best suited to the users of the Service Centre. They will be selected by a majority vote of all members of the HRC from two options prepared with due diligence by the appropriate service centre coordinator in consultation with the VP Student Services.
- 3.6 In the exceptional case of both coordinators resigning or contract ending, the service center equivalent at the University of Ottawa will be contacted by the VP Student Services for two suggestions of community partners to be presented to the HRC.
- 3.7 Where 3.6 is not possible it will fall to the VP Student Services discretion to select a community representative.
- 3.8 Where possible, if deemed necessary by the HRC to have a higher representation of the community being served on the committee, it may decide by the request of half (50%) of the HRC to give the Community Partner representative a voting seat on the HRC.
- 3.9 In the case where any of the above members or representatives may not be present due to extenuating circumstances, appropriate substitutes may act as a proxy that will take the members place at the beginning of the hiring process.
- 3.10 The composition of the HRC must not change throughout the entire hiring process.
- 3.11 For the positions of Chief Electoral Officer, Deputy Electoral Officer, and Chair of Students' Council, the HRC shall make recommendation of the candidate to Students' Council (instead of just the Executive, as outlined in s. 2.2 in this policy), who cannot reasonably withhold approval to bring forward this candidate to the Board of Trustees of CUSA, Inc. for ratification.

#### **4.0 CUSA Businesses**

- 4.1 For a position being filled in a business owned by CUSA, Inc., the manager of said business shall conduct the hiring process, and will do so in fair and equitable manner. The Finance Commissioner, who oversees the CUSA, Inc. business, shall be involved in the hiring process upon his or her discretion.

- 4.2 The business manager shall then recommend they/their chosen candidate to the Executive, who cannot unreasonably withhold approval to bring forward this candidate to the Board of Trustees of CUSA, Inc. for ratification.

## **5.0 Council Notice**

- 5.1 Executive and non-Executive members of Council will be notified a week before the striking of a new HRC (including details of the position as well as the times and location of the interviews) through e-mail as well as at Council, where applicable.
- 5.2 An effort will be made to ensure that there is a rotation of non-Executive members on any new HRC that is struck by the Association.
- 5.3 All Executive and non-Executive members (where applicable) may respond to Council notice of the striking of a new HRC with their availability according to the times and location of the interviews as well as express their desire to be a member of the HRC.
- 5.4 The rotation of non-Executive members shall be chosen on a random basis, with all responses from members of Council numbered according to their submission and chosen based on the generation of a random number according to the number of responses.
- 5.5 Priority shall be given to those who have not yet been selected to be a member of an HRC.
- 5.6 A non-Executive number will not be chosen a second time from the random selection process until all others who have submitted their availability have also had a chance to sit on an HRC.
- 5.7 The appropriate Executive shall give to Council a report outlining the HRC's hiring process, the successful candidate and any other information the HRC deemed necessary for all newly hired positions.

## **6.0 Hiring Practices**

- 6.1 The HRC must seek where possible a minimum of two (2) applicants per position.
- 6.2 Where deemed necessary for the position the HRC will seek a response from two references provided by the applicant.
- 6.3 It is the responsibility of each applicant to demonstrate that they meet all requirements and criteria of the position, at the manager or the VP Student Services' discretion.
- 6.4 For CUSA Service Centre positions the VP Student Services will, at their discretion, screen out those who do not fulfill the application requirements. The VP Student Services shall be required to report to the HRC on any applicants that were deemed unqualified.
- 6.5 For all other CUSA positions the appropriate CUSA Executive or manager will, at their discretion, screen out those who do not fulfill the application requirements. The appropriate CUSA Executive or manager shall be required to report to the HRC on any applicants that were deemed unqualified.
- 6.6 The HRC will compile a list of all candidates considered for the position after the screening process.

- 6.7 The HRC will conduct a thorough review of all available individual application documents (including but not limited to resumes, cover letters and letters of recommendation) for all candidates who pass the screening process.
- 6.8 Each individual candidate shall be given where possible three (3) days' notice of the time and location of their interview through any and all desired means of communication.
- 6.9 The HRC shall conduct an interview of each individual candidate comprised of structured questions given to all applicants.
- 6.10 After all candidates have been interviewed; the HRC shall meet within 48 hours to discuss the candidates.
- 6.11 After a thorough evaluation as to whether or not the candidate satisfies all necessary criteria and qualifications the HRC will attempt to reach consensus on the successful candidate.
- 6.12 After an agreement is reached by the HRC, an offer of employment shall be given to the successful applicant through any and all of their desired means of communication.
- 6.13 The composition of the HRC shall remain the same for the duration of all of the interviews for one particular position, as defined in the sections above.
- 6.14 It shall be the duty of members of the HRC to record their evaluation of the criteria for the individual candidate and for the VP Internal to keep all of these records on file.

## **7.0 Consensus**

- 7.1 The HRC will continuously strive to reach consensus.
- 7.2 Under extreme circumstances where the HRC fails to reach a consensus in regard to a CUSA Service Centre position, the position shall be decided by a majority vote. In the event of a deadlock, the VP Student Services shall have the deciding vote.
- 7.3 Under extreme circumstances where the HRC fails to reach a consensus in regard to another CUSA position, the position shall be decided by a majority vote. In the event of a deadlock, the CUSA President shall have the deciding vote.

## **8.0 CUSA Human Resource Duties**

- 8.1 All positions will be advertised externally through the CUSA webpage and other CUSA locations 14 days prior to the selection process.
- 8.2 Where appropriate, the Association will advertise available CUSA positions through the Carleton myCareer webpage, RRRA web page and The Charlatan were deemed necessary.
- 8.3 The posting for all CUSA positions shall include the following:
  1. nature of the position;
  2. qualifications;
  3. required knowledge or education skills;
  4. wage;
  5. hours expected; and
  6. any other criteria determined by the Employer.
- 8.4 The following phrases shall be included on each job posting:

“CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.”

"We thank all candidates for their interest, however, only those selected for an interview will be contacted."

- 8.5 The CUSA Human Resource Bylaw shall remain open to review and suggestions at any time and must be accommodated by the VP Finance at their discretion.

## **9.0 Performance Standards**

- 9.1 All CUSA business positions will have contractually obligatory performance standards that will be made and evaluated at the discretion of the business manager, subject to existing federal and provincial law, conditions of work codes, human rights codes, relevant CUSA policies and the collective agreement.
- 9.2 It shall be the responsibility of the business manager to determine the enforcement of a failure to comply with the contractual performance standards for all CUSA business employees, up to and including termination of employment as per the collective agreement.
- 9.3 All CUSA Service Centre positions will have contractually obligatory performance standards that will be made by and evaluated at the discretion of the VP Student Services, subject to existing federal and provincial law, conditions of work codes, human rights codes, relevant CUSA policies and the collective agreement.
- 9.4 It shall be the responsibility of the VP Student Services, who may include feedback from the CUSA community to determine the enforcement of a failure to comply with the contractual performance standards for all CUSA business employees, up to and including termination of employment as per the collective agreement.
- 9.5 The performance standards of CUSA service centre positions shall be made according to reasonable expectations based in part on service centre activity in other student associations by the VP Student Services.

## **BYLAW IXV - ASSISTANCE COMMITTEE FOR COMPETITIVE SPORTS CLUBS AGREEMENT**

### **1.0 Joint Committee for Competitive Sports Clubs (JCCSC)**

- 1.1 JCCSC shall consist of the following voting members:
- a. Competitive Clubs Commissioner of Department of Recreation and Athletics;
  - b. Two CUSA's Clubs and Society Commissioners;
  - c. The Assistant Director of Athletics Department;
  - d. The CUSA Vice President Internal;
  - e. The Manager of Interuniversity Sports of Athletics Department;
  - f. GSA representative;

- g. Two Athlete representatives (only for funding purposes, do not vote on own teams);
- h. Quorum is 5 members including the chairperson as a tie-breaker

1.2 JCCSC shall be empowered to:

- a. Recognize Competitive Sports Clubs by majority vote of all voting members of JCCSC. Subject to agreement by CUSA & Athletics.
- b. Request any financial information from a Competitive Club requesting money.
- c. Inquire about anything relevant to the funding request before JCCSC.
- d. Request the return of any funding allocation that has not been used or has been used in a way Contrary to that outlined by the specific funding request that the allocation was based upon.
- e. Grant money upon majority vote of all the voting members of JCCSC who are present.

1.3 JCCSC shall meet:

- a. Twice in the summer (March to August) to consider yearly applications for recognition and funding application for Competitive Clubs on campus.

1.4 Proper notice shall be required for all meetings of JCCSC.

1.5 CUSA will match the total amount of funding set aside by Athletics for Competitive Clubs grants and the two portions will be allocated together by the JCCSC.

**2.0 JCCSC Procedure**

2.1 To receive funding, Competitive Clubs shall be required to provide:

- a. Full and complete budget (Box 1);
- b. Complete record of expenditures (Box 2)
- c. Financial and membership report at year-end (Box 3)

2.2 Applications to be heard at a meeting of JCCSC must be received by the Competitive Clubs Commissioner in electronic form by the deadline set.

2.3 Grants to an individual Competitive Club shall not exceed \$4400.00 for the combined fall and winter semesters.

2.4 Condition of consideration for grant funding is that the competitive club must be open and restricted to all Carleton students (undergraduate and graduate), as well as meeting all the other Club requirements as outlined.

**3.0 Financial Review**

3.1 A financial review can be performed on any Competitive Club by recommendation of JCCSC.

3.2 A recommendation for financial review must be supported by two (2) members of JCCSC. There is no requirement to vote.

3.3 It is the responsibility of the Competitive Clubs Commissioner to conduct the financial review in cooperation with Assistant Director of Department of Recreation and Athletics and CUSA's Vice President Finance.

#### **4.0 JCCSC Feedback**

4.1 Any Competitive Club may request to see the notes made by JCCSC regarding their specific funding application. The Competitive Clubs Commissioner's shall provide these notes upon request.

#### **5.0 Funding Guidelines**

##### **5.1 Purpose**

- a. The JCCSC may examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all Competitive Clubs.
- b. Funding will be allocated on a per annum basis.
- c. JCCSC shall only fund Competitive Clubs whose operating budgets will run a deficit without a JCCSC grant.
- d. The amount of funding granted shall not exceed 75% of the Competitive Club total revenue.
- e. The JCCSC board may grant \$500 in funding to new clubs and societies at their discretion, to the exclusion of any other JCCSC funding, and without regard to the other funding rules.

##### **5.2 Food Meals**

- a. JCCSC may cover food meals for a Competitive Club to a maximum of \$100.
- b. JCCSC will not fund the purchase of alcohol.

##### **5.3 Jerseys**

- a. JCCSC will fund clothing apparel at the rate of \$35.00 per Competitive Club athlete for a maximum of \$750.

##### **5.4 Room and Equipment Rentals**

- a. All Competitive Clubs are encouraged to use the free room and facility bookings provided by the Department of Recreation and Athletics.
- b. In the event that required rentals have an associated cost, JCCSC may cover up to half the cost of the booking to a maximum of \$500 per annum.
- c. In the event that Department of Recreation and Athletics equipment is not appropriate for a Competitive Club, JCCSC may fund the costs of equipment to a maximum of \$300 per annum.
- d. JCCSC will not fund the rental of any office or storage space.

5.5 Advertising

- a. CUSA provides a \$200 photocopying account for each Competitive Club that may be accessed at the CUSA Front Office upon appointment with the Clubs and Societies Commissioners.

5.6 Referees

- a. JCCSC may fund referees for Competitive Clubs up to a maximum of \$300 per annum.

5.7 Travel Expenses

- a. JCCSC will fund travel expenses up to \$75/athlete to a maximum of \$1500 per annum.

5.8 Tournament Fees

- a. JCCSC will fund tournament fees up to a maximum of \$500 per annum.

5.9 Alternative funding

- a. JCCSC will not fund any Competitive Club that is a subsidiary of a for-profit private sector corporation.

**6.0 Amendments**

6.1 Amendments

- a. Either council can propose an amendment to the agreement.
- b. Both councils must approve the amendments before come into place.