1.0 PURPOSE

CUSA has a number of positions where Carleton University undergraduate student status and an eligibility to take on a student leadership position are required in order to be employed, fill a role or be a candidate. This Procedure should assist in ensuring policies, employment contracts, and the integrity of CUSA are upheld.

2.0 SCOPE

2.1 The guidelines apply to all student leaders within CUSA, including but not limited to the following:

1) CUSA Executives
   a) President excepted once elected, per CUSA Constitution
2) CUSA Board members
3) CUSA Councilors
4) CUSA Student Staff
5) CUSA Committee members
6) CUSA volunteers
7) CUSA Elections Candidates
8) CUSA Job Applicants

2.2 The guidelines apply within the greater framework of CUSA’s Volunteer and Human Resources Management policies

2.3 Accountability & Discipline Procedures can be instigated in the execution of this policy

3.0 INTAKE OF INFORMATION
3.1 The Director of Student Development may receive student emails and student numbers to check student status and student leadership eligibility from any of the following sources:

1) The Chair of the CUSA Board
2) The Speaker of CUSA Council
3) The President/CEO
4) The Executive Director or any designate
5) Any Hiring Panel
6) The Chief Returning Officer
7) Any Committee Chair
8) Any individual similar to those above

3.2 The Director of Student Development shall prepare a password protected excel spreadsheet containing student names, carleton emails, and student numbers from all entities who requested a check for the purposes of executing this procedure.

3.3 The Director of Student Development shall independently track the source of each request so as to facilitate timely notice of student eligibility upon confirmation.

3.4 There is no time limit on intake, but all efforts should be made to provide the Director of Student Development with the relevant information in advance of an offer of employment, confirmation of candidacy, or other such opportunity which the student may not be eligible for.

3.5 In the event of a vacancy in the office of the Director of Student Development, the Director of Human Resources shall assume the responsibility of this procedure.

4.0 ELIGIBILITY CHECK

4.1 Director of Student Development will send collected information from each intake to be verified at any number of relevant times, such as:

1. In advance of confirming eligibility to run in election
2. Eligibility to be a candidate for a job or leadership position being hired
3. Where the timeliness of a request should require an immediate check
4. After the add/drop course deadline of each Fall and Winter semester

4.2 The CUSA Director of Student Development will send the password protected excel document containing student names, carleton e-mails, and student numbers to the Carleton University Director of Student Affairs or designate to perform the check on student status and eligibility of all individuals on the list to serve in undergraduate student leadership roles.

4.3 The Carleton University Director of Student Affairs will return a password protected excel document to the CUSA Director of Student Development which includes three pieces of information about the individual;
1. If the individual is a student
2. If the individual is a student, what kind of student they are, undergraduate or graduate
3. If the individual is sanctioned in a way that does not allow them to serve in student leadership on campus

4.4 An additional check will be asked by the Director of Student Development on those individuals holding Executive Office to ensure they are enrolled in the same number of courses with the same tuition amount as they informed the Finance Office and have been reimbursed.

5.0 NON-COMPLIANCE

5.1 Where an individual is not a Carleton University undergraduate student or sanctioned in such a way that prohibits them from holding leadership positions, the Director of Student Development will notify the Director of Human Resources and one of both of them will begin the process necessary to remove the individual from their leadership position.

5.2 The Director of Student Development or Director of Human Resources will, whenever possible, meet with or notify the individual deemed ineligible from holding the position and inform the process they are about to embark on, providing them options, one of which is the right to voluntarily resign their role.

1. In relation to candidates, the Director of Student Development will notify the Chief Returning Officer of a candidate's ineligibility.

5.3 The processes necessary to remove an individual from their role is different depending on their role and where they are in the hiring process. Some common processes include:

1. The Director of Human Resources may terminate a contract of employment if they are presented with evidence the employee has violated the contract
2. Volunteers may be terminated in line with the Volunteer Progressive Discipline Policy
3. The Executives may have their employment contracts terminated or the Director of Student Development can trigger the Executive Officer Accountability & Discipline Policy with the intention of having the individual held accountable by removing them from office
4. CUSA Councilors and CUSA Directors may have their own removal processes triggered by the Director of Student Development or any other agent of CUSA on the grounds of lack of Carleton University undergraduate student status

5.4 In the case where an executive is enrolled in courses in to a different level than the information provided to the CUSA Finance office for the purposes of tuition rebate (in the case of the VP roles), the Director of Student Development shall inform the Director of Finance to withhold any benefits gained through non-compliance should be recouped via pay.

6.0 PROCESSES FOR REMOVAL
6.1 Processes for removing the individual ineligible to be in the position shall follow the procedures as outlined in the Not For Profit Corporations Act (2010), CUSA ByLaw, or any policy.

6.2 In situations where the established checks and balances within the Corporation and captured within this procedure have failed to remove an ineligible individual from office or prevent them from running for office, the Director of Student Development or Director of Human Resources may take actions consistent with the Whistleblower Policy, including appealing the decision not to remove the individual to the University Ombudsperson and/or notifying any or all of;

1. The University Finance Office that handles the collection and transfer of CUSA & ancillary fee levees
2. The Charlatan

7.0 RETALIATION

7.1 Any actions that could be deemed retaliatory towards anyone individual executing this procedure should themselves trigger the appropriate accountability and discipline mechanism, as retaliatory behaviour is condemned in the Code of Ethical Conduct, the Whistleblower Policy, the Executive Officer Accountability & Discipline Policy and many other policies within CUSA.