Mandate or preamble

This Policy shall govern the usage of Social Media by the Association and those acting under the public trust of the Association. This Policy seeks to ensure that any and all communications from the Association and its representatives uphold the principles of equity, diversity, and inclusion for all Carleton students. This Policy shall be reviewed every two years by Council.

Interpretation

1. This Policy may be called the Social Media Policy.
2. In this Policy, the following definitions shall apply:
   “associated online space” or “online space” means any website, forum or otherwise public social media account profile owned, operated, or representative of the Association;
   “appropriate staff member responsible” or similar means a full-time staff member of the Association who also serves as Chair of the Commission;
   “Chair” means the Chair of the Social Media Moderation Commission;
   “Commission” means the Social Media Moderation Commission;
   “recognized complaint” means a complaint made by any student-at-large to the Social Media Moderation Board, based in breach of policy, or personal attacks to one’s safety;
   “representative” means any individual, Executive, moderator, brand ambassador, service centre, club, or society acting on behalf of the Association online;
   “removal” means the deletion of any social media post.
3. This Policy must be distributed to every representative upon their election or appointment to any applicable position.

Principles

4. This Policy affirms the commitment of the Association and Carleton University to human rights and equitable treatment for all, referencing, among others:
   (a) sections 15 and 28 of the Canadian Charter of Rights and Freedoms;
(b) sections 1, 5 and 11 of the Ontario Human Rights Code;
(c) the Carleton University Student Rights and Responsibilities;
(d) the Carleton University policies, including but not limited to:
   (i) Carleton University Human Rights Policies and Procedures
   (ii) Freedom of Speech Policy
   (iii) Sexual Violence Policy
   (iv) Workplace Harassment Prevention Policy
   (e) the Equity and Human Rights Policy of this Association, if extant.

5 CUSA broadly condemns all forms of discrimination and systemic oppression, and those who would propagate them. Such discriminatory actions are prohibited by the Association in online spaces owned, operated, or associated with the Association.

6 No representative of the Association shall engage in behaviour that clearly and significantly damages the legal or fiduciary standing of the Association, except for the purposes of:
   (a) fair comment or honest criticism;
   (b) informational reporting.

7 The Association prohibits students-at-large from engaging in behaviour in associated online spaces that:
   (a) is abusive, demeaning or threatening, or broadly derogatory in any way; or
   (b) provides a web link to an outside website that contains the above material.

SOCIAL MEDIA REGULATIONS

8 There shall be compiled a public list of all associated online spaces.

9 The appropriate full-time staff member responsible shall have access to all social media in order to ensure:
   (a) continuity during Executive turnover;
   (b) the completeness of the section 8 list; and
   (c) the protection of intellectual copyright.

THE SOCIAL MEDIA MODERATION COMMISSION

Mandate

10 There shall be a commission, acting under the Committees Policy, known as the Social Media Moderation Commission.

   Committees Policy (G-04) ss.33-24

11 The Commission shall be responsible for ensuring all posts made in associated online spaces, by representatives or students-at-large, remain representative of the
12 The Commission shall operate an online reporting system for Recognized Complaints.

Composition
13 The Commission shall be comprised of not more than 7 members, including:
(a) one (1) full-time staff member responsible as the Chair of the Commission;
(b) not more than one (1) Executive member;
(c) not more than two (2) Councillors;
(d) two (2) or more students-at-large, who may also be Association employees; and
(e) during and immediately preceding the campaign, the Chief Electoral Officer.

Officers
14 The Chair of the Commission shall be empowered to execute the powers and duties of the whole Commission in essential circumstances when the Commission is not meeting, though such decisions will be subject to review of the whole Commission.
15 The Secretary and Vice-Chair of the Commission shall prepare the minutes of the Commission and report to Council and the Executive on their actions.

POWERS AND DUTIES OF THE COMMISSION
16 In the performance of its Mandate, the Commission is so empowered to:
(a) create regulations on the use of online spaces, attached as Schedules to this Policy as appropriate;
(b) remove posts in contravention of this Policy or the regulations made by the committee; and
(c) recommend to Council various legislative tools to aid its mandate.
17 The Commission must give Council a report, at least annually, on the state of their regulations and usage of social media.
18 The Commission must work with the Electoral Officers of the Association to draft and enforce social media regulations in respect to the elections of the Association.

PROCEDURES FOR POST REMOVAL
19 The causes of action for removal shall be:
(a) Violation of Policy or Regulation;
(b) a Threat; or
(c) a Recognized Complaint.
20 (1) Should the Chair find potential objection to any post, they may temporarily remove the post, or direct, if applicable, a representative to do so.
(2) If the post is made in an online space that does not allow a temporary removal, i.e. ‘archiving,’ the Chair must wait to duly call a meeting of the Commission.

21 (1) If the post is a Threat or other form of cyber-bullying directed at an individual or a clearly identifiable group of people, the Chair shall permanently and immediately remove it.

(2) Threats shall be directed to University Safety.

22 The Commission must meet within 48 hours of a Recognized Complaint.

23 At such time as the Commission is reconvened for a meeting, a majority vote is required for the permanent removal of any other post, given that:
(a) a screenshot of the post is brought as evidence before the Commission; and
(b) the Commission cites the violating provision in its minutes.

24 Any removal by the Commission may be appealed by the poster to the Constitutional Board, where, if found not violable, it may be allowed to be reposted and an official apology of the Commission will be delivered.

Other Disciplinary Measures

25 The Commission may recommend the imposition of further disciplinary actions to CUSA Council and/or the Board, which may include but are not limited to:
(a) a public apology;
(b) a motion of censure;
(c) a monetary fine;
(d) if an elected official, the surrendering of some or all compensation or benefits;
(e) if an elected official, the removal from office.

Publication of Commission Rulings

26 All rulings of the Commission must be made public, including on whatever online space the initial infraction occurred.

PARAMOUNTCY

27 Notwithstanding the Clubs Policy, the Commission may rule on violations against Clubs and Societies in the place of the Clubs Oversight Committee, whenever any cause of action is found against a certified Club or Society.

SCHEDULE I - REGULATION ON FACEBOOK

ENACTED: BEFORE JANUARY 2016
LAST AMENDED: X MARCH 2022

1 This section applies to any Facebook accounts, groups, or pages created or operated by any representative shall be governed by this Regulation.
CARLETON UNIVERSITY STUDENTS’ ASSOCIATION OFFICIAL GROUP

2 There may be an official Facebook group made by CUSA that shall include all members of the Association.

3 This official Facebook group must be created and managed by the current Executive and monitored by the Commission.

4 The group is to be a forum for:
   (a) student general discussion; and
   (b) the dissemination of information regarding campus events.

Discipline and Removal

5 (1) Discipline for violating this Policy and Regulation in this group will graduate, as follows:
   (1) The first breach of policy will result in a written warning.
   (2) The second breach of policy will result in a second warning and the removal from the group for a period of one (1) week.
   (3) The third breach will result in removal from the group for four (4) months.

   (2) After 4 months there will be a one-year (1) probationary period with zero tolerance, the breaking of which will result in the requirement to partake in Safe(r) Space training to reenter the group on a new one (1) year probationary period. Should the subsequent probationary period be violated, the individual will be permanently banned.

6 Threats made by students-at-large will result in an unconditional six (6) month ban and the notification of University Security.

SERVICE CENTRES

7 Service Centres must create a Facebook Page for their centre, used for the dissemination of information that directly relates to the Service Centres’ mandate and student life, including events and general information.

Community Conversations

8 CUSA recognizes that Service Centres exist to facilitate discussion between communities, which relies on the confidentiality of discussion between Service Centre representatives and students-at-large.

9 Such confidential community conversations must be approved by the Commission or through a process approved by the Commission, such as an online form.

10 Notwithstanding their confidential nature, these community conversations may be monitored by the Chair and various representatives. Any student-at-large engaging in these conversations will be made aware of this circumstance.
SCHEDULE II - REGULATION ON TWITTER

ENACTED: BEFORE JANUARY 2016
LAST AMENDED: X MARCH 2022

1 This section applies to any Twitter account of any representative that is subject to this policy.

SERVICE CENTRE ACCOUNTS
2 Service Centres with Twitter accounts must ensure that the content of their tweets are appropriate and representative of the mandate and communities of their Centre.

EXECUTIVE ACCOUNTS
3 Twitter Accounts created and operated by the Executives must ensure that the content of their tweets are appropriate and used simply to inform students of Association and campus events.
4 Executives’ Twitter Accounts may not openly diverge from the Association’s stated position unless it is disclaimed that their views do not represent those of the Association.
5 Executives’ Twitter Accounts may not be used for personal campaigning except within the campaign period as set by the Electoral Code and the Electoral Office.

CUSA TWITTER ACCOUNT
6 The CUSA twitter account is to be the primary representative of the Association on Twitter and shall be used to inform students of all CUSA events, campaigns, news, and information.