

## Investment Policy

F-04

LONG TITLE	Investment & Endowment Management Policy	DATE OF ENACTMENT	30 June 2021
		LAST AMENDED	27 March 2022
REFERENCE No.	F-04	NEXT REVIEW	01 June 2025
CATEGORY	Fees & Finances	COMPETENT CHAMBER	Board

Carleton University Students' Association Inc. ("CUSA") investment fund was created to provide perpetual financial support to CUSA. The purpose of this Investment Policy Statement is to establish guidelines for the investment portfolio.

### ***Responsibilities of the CUSA Board***

The CUSA Board shall ensure that its fiduciary responsibilities concerning the proper management of CUSA's investment funds are fulfilled through appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures. The CUSA Board shall approve investment policies and objectives that reflect the long-term investment-risk orientation of the endowment.

### ***Responsibilities of Management***

Management is responsible for the development, recommendation, implementation and maintenance of all policies relative to CUSA's investment funds. Management also shall be the primary liaison between any investment consultants and/or other outside professionals that may be retained to assist in the management of such funds.

### ***Investment Guidelines***

CUSA may at its discretion, invest funds in the following areas:

#### **a. Money Market Fund:**

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal.

#### **b. Equities:**

The equity component of the portfolio will consist of high-quality equity securities traded on Canadian, American and International Stock Exchanges and may also include mutual funds or pooled investment vehicles.

#### **c. Fixed Income:**

The fixed income portfolio will consist solely of bonds, securities, debentures and guaranteed investment certificates of any issuer including banks, mortgage companies, insurance companies and trust companies.

Management will monitor the investment performance against CUSA's investment objectives every six months. The performance of professional investment manager hired will be assessed annually. Investment reports shall be provided by the investment manager on a monthly basis. Investment manager is expected to be available to meet with CUSA's Board and management once per year to review portfolio structure, strategy, and investment performance.

### ***Expenditure Considerations***

The CUSA Board and management are both responsible for the establishment of a balances reserve fund spending policy to: (a) ensure that over the medium-to-long term, sufficient investment return shall be retained to preserve and grow its economic value as a first priority; and, (b) to provide funds for the annual operating budget in an amount which is not subject to large fluctuations from year-to-year to the extent possible.

### **Amendment 1, March 29th, 2022:**

**Whereas** "Executives" is not a properly descriptive term of the approval authority for CUSA Investments

**Be it resolved that** everywhere the policy states "Executives" be replaced with "CUSA Board"

### **Amendment 2, April 8th, 2022:**

Fossil Fuel Divestment Policy:

The CUSA Board and CUSA Management should:

- commit to no new, direct investments in companies that extract fossil fuels;
- divest from current, direct investments in fossil fuels extractors;
- commit to no new investments in dedicated fossil-fuel-focused products, in any asset class