

## CUSA Transparency and Ethical Standards Policy

G-06

LONG TITLE	A Policy Respecting Accountability, Ethical Standards and Transparency for Policymaking and General Operations.	DATE OF ENACTMENT	28 March 2022
		LAST AMENDED	28 March 2022
REFERENCE No.	G-06	NEXT REVIEW	28 March 2024
CATEGORY	Governance	COMPETENT CHAMBER	Bicameral

### MANDATE

The Carleton University Students' Association acknowledges its responsibility to provide and uphold good government with respect to matters within its mandate as defined by the Constitution, Bylaws, and Policies of the Association.

Transparency, openness, and ethical practice/behaviour are the standards of the Association that are designed to enhance public trust. These goals are achieved through the Association by adopting new measures that promote and increase the Association's ability to operate in a transparent and ethical manner.

This policy shall be reviewed every two years by Council and the Board.

### INTERPRETATION

1. This Policy may be called the *Transparency and Ethical Standards Policy*.
2. In this Policy, the following definitions shall apply:
  - a. The **Carleton University Students' Association** is to be therefore defined and recognized in this act as the 'Association'.
  - b. **Carleton University** is to be therefore defined and recognized in this act as the 'institution'.
  - c. The term '**Member**' is to be recognized and defined as any individual as described in s 3.0.
  - d. '**Council**' is to be defined as the elected body of members that serves the association in a collective body and votes on policies, referendums, bylaws, and other matters defined within this act and the ByLaws of the association.
  - e. The '**Board**' is to be defined as the eight (8) general directors, the President/Chief Executive Officer, and the Vice President Finance/Secretary Treasurer.
  - f. The '**Constitution**' is to be referred to as the preliminary legal document that guides the operation and lawful function of the Council, the

executive, its members, and the association therein referred to as the Carleton University Students' Association.

- g. The **'Executive'** shall be defined as an elected body of individuals that oversee the operation of Council, its members, and the association, and shall include the President/Chief Executive Officer, Vice President Finance/Secretary Treasurer, Vice President Internal, Vice President Student Life, Vice President Student Issues, Vice President Community Engagement.
  - h. **'Accountability'** shall be defined as the principle that the association will be answerable to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
  - i. **'Transparency'** shall be defined as the principle that the association actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, transparency means that the association's decision-making process is open and clear to the public
  - j. **'Ethical Standards'** shall be defined as the principle that all members of the association will act in accordance with the principles of transparency, honesty, integrity, responsibility, and fairness.
3. This Statement of Policy and Procedure applies to the Carleton University Students' Association, the Executive Team, the Council, the Board of Directors, Committees, affiliated members, students-at-large participating in business of the Association, students-at-large participating in the official business of the Association, and hired staff.
4. The purpose of this policy is to serve as a framework for the delivery of the association's policies, activities, services, and deliberations either in a written or verbal form in accordance with the principles of the association and this policy herein. This policy has been developed to comply with the following documents associated with the Association:
  - a. *Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15*
  - b. *Canada Not-for-Profit Corporations Act (S.C. 2009, c. 23)*
  - c. The Constitution of the Carleton University Students' Association
  - d. The Policies and Bylaws of the Association
  - e. The *Ontario Human Rights Code*

## **PROCEDURES**

5. All members are to be held accountable for their ability to uphold the values of transparent ethical practice within the association. The following provisions hereby define what constitutes as transparent and ethical:
  - a. All documented matters are to outline its intentions and purpose of the document at the beginning of said document in full detail.

- b. Member behaviour in chambers of Council or acting on any such business in the representation of the Association or institution are to act in practice and procedure as the constitution, policies, and bylaws define as legal behaviour within the Association.
- c. Members who involve themselves in election-related activities either in direct or indirect form are to abide by the election policies and practices. Members in no capacity shall conspire, cheat, abridge, or attempt to change Association legislation in favour of an election outcome for themselves or any other member of the association.
- d. All members are expected to act in accordance with the *Ontario Human Rights Code*.
- e. Policies, bylaws, or any other documentation that is to be interpreted as legal documentation of the Association is to be constructed in a manner so that it is not to abridge, disregard, obstruct, or contradict any current legislation. Council and committee may see it fit to review enacted legislation that abridges, disregards, obstructs, or contradicts current legislation partially or entirely and reform if new legislation does not discredit the values of the Association.
- f. Members are to vote or abstain from voting in a free and uncoerced manner. Legislation which is passed by Council in a coerced manner either in part or full is to be withdrawn from enactment and subject to an independent disciplinary review by a committee that the legislation relates to.
- g. Any legislation withdrawn under the provisions presented in subsection (E) and deemed unlawfully enacted by the committee is to be withdrawn in all parts from Council deliberation.
- h. Subject to subsection (F), any legislation deemed unlawfully enacted may be resubmitted to the Council for vote to be debated and voted upon again and only may it be enacted if said legislation is passed in an uncoerced manner.
- i. Legislation drafted to Council for deliberation to seek a vote for enactment may not in any way shape or form contain elements or phrasing which may in any part undermine the integrity of the Association or its members.

### **Public Participation and Information Sharing**

- 6. As part of this policy, CUSA will enact the following and distribute roles accordingly:
  - a. Create and maintain a "CUSA governance" webpage and/or tab, whichever of the two options are easier and can be implemented in the fastest and most reasonable time and website and a "financial statements" webpage and/or tab, whichever of the two options are easier and can be

implemented in the fastest and most reasonable time on the official CUSA website

- b. Ensure that CUSA's constitution, bylaws and policies are posted on the "CUSA governance" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time
- c. All documents mentioned in the CUSA Information Transparency Policy will also be made available as a physical copy from either CUSA staff or the appropriate CUSA Executive.

### **Financial Matters**

7. The VP Finance will ensure that all Annual CUSA Budgets, Annual Audited Financial Statements, and any Supplemental Documentation that have occurred in the last seven (7) years are made available online on the "Financial statements" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time, including a breakdown of CUSA Fees and Levies paid by CUSA members.

### **Council and Board Transparency**

8. The VP Internal will ensure that all CUSA Council and CUSA Board meeting minutes that have occurred in the last five (5) years are made available online on the "CUSA Governance" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time.
9. The VP Internal will ensure that all public CUSA Council and CUSA Board meetings only excluding any parts which are *in camera* are live-streamed, recorded, and made accessible to the public.
10. The VP Internal will ensure that the meeting minutes for all CUSA Committees (Standing and *ad hoc*) for every academic year are amalgamated into a single document, per committee, and be made available online on the "CUSA Governance" webpage.
11. The VP Internal will ensure that the Agendas for each CUSA Council and CUSA Board meeting be made available on the "CUSA Governance" webpage no later than forty-eight (48) hours prior to the meeting time. Should the agenda be duly amended in any way after their posting, the minutes shall reflect all changes.
12. The VP Internal will ensure that meeting dates, times, and locations for CUSA Council and the CUSA Board be made available on the "CUSA Governance" webpage no later than forty-eight (48) hours prior to the meeting time.

### **Contravention**

13. Any complaint and/or concern related to this policy is subject to review by the Constitutional Board.