

## External Relations Policy

G-11

|                                   |   |                   |                   |
|-----------------------------------|---|-------------------|-------------------|
| LONG TITLE                        | A Policy Regulating the External Affairs and Relationships of the Association | DATE OF ENACTMENT | 26 September 2022 |
|                                   |   | LAST AMENDED      | 26 September 2022 |
| REFERENCE No.<br>CROSS-REFERENCE. | G-11  | NEXT REVIEW       | September 2024    |
| CATEGORY                          | Governance  | COMPETENT CHAMBER | Council           |

### MANDATE

This Policy shall govern the External Relations and Affairs conducted by this Association with other Student Groups or Governance Bodies at Carleton University, and those with Student Unions at other Institutions or purely external alliances or associations of Student Unions.

### INTERPRETATION

#### Short Title

- 1 This Policy may be called the *External Relations Policy*.

#### Definitions

- 2 In this Policy, the following definitions shall apply:

**“external organization”** means an organization, outside of this Association and the student groups certified by it, that is focused and centred on student unionism, and advocacy, here regulated by this Policy;

**“empowered representative”** means a plenipotentiary representative empowered and entrusted to make preliminary decisions on the behalf of the Association at times where specific orders or instructions are infeasible or inadvisable;

**“other Carleton student organization”** means an external organization that is a student group at Carleton University;

**“partnership”** means a formal relationship between the Association and an external organization

**“representative”** means a person so commissioned to represent the Association to an external organization

**“student-at-large”** means a Carleton University undergraduate student enrolled in courses in the current or most recent Fall or Winter semester;

**“Student Union”** means an organization similar in principle to that of this Association, namely an organization that represents postsecondary students at a recognized educational institution; and

**“University”** means Carleton University, which notwithstanding the definition of external organization, shall count for the purposes of this Policy as one.

**3** This Policy must be distributed to every representative upon their election or appointment.

## **GENERAL PRINCIPLES**

### **Formation of Relationships**

**4 (1)** An empowered representative shall have the power to establish a partnership with an external organization, provided that such an agreement is joined by a written memorandum of understanding. The concurrence of Council to such an agreement is presumed when an empowered representative is designated by Council.

s. 15

**(2)** Council may, on their own initiative or the recommendation of a non-empowered representative, establish a partnership with an external organization.

### **Ideal External Partners**

**5** This Association should seek to join with external organizations that, *inter alia*:

- (a) are prominent Student Unions or other Carleton student organizations;
- (b) share the mission, vision, values, and mandate of the Association;
- (c) are democratic in character and would include a fair representation of the Association and students at large in its decision-making bodies;
- (d) allow organizations comprising their membership or partnerships, including this Association, to freely and without undue burden, join and leave.

### **Classification of External Organizations**

**6** Every organization shall be designated a certain Class, and shall be subject to the rules incumbent upon that Class.

**7 (1)** Class I Organizations are other Carleton student organizations, namely the Rideau River Residence Association (RRRA); the Carleton Academic Student Government (CASG); the Graduate Student Association (GSA); and the faculty-level societies, as many as exist.<sup>1</sup>

**(2)** Class II Organizations are the governing bodies of the University and any bodies which flow from their authority, by law.

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<sup>1</sup> At time of writing, the Spratt Business Students' Society (SBSS); the Carleton Science Student Society (SciSoc); and the Carleton Student Engineering Society (CES).

(3) Class III Organizations are organizations or alliances, formal or informal, that join student unions together as their membership, for the purposes of general advocacy or professional development.

(4) Class IV Organizations are all Governments in Canada, including Federal, Provincial, municipal, and Indigenous leadership.

(5) Class V Organizations are all other organizations.

### **Supremacy of CUSA Bylaws**

8 No partnership, nor any of the contracts or agreements made under a partnership between this Association and an external organization, shall be valid if such agreements or external governing documents have binding authority above the power of the *Bylaws* or other foundational governing documents of the Association.

## **REPRESENTATIVES**

### **General**

9 The Association shall appoint a representative or representatives to every external organization, where representatives from this Association are so welcomed.

### **Appointments**

10 (1) Except where otherwise provided by this Policy, such representatives shall be elected or confirmed by Council.

(2) Council may, by resolution provide, for the appointment of a representative, notwithstanding the devolution of their sub. (1) power to other bodies of this Association.

### **Temporary Appointments**

11 (1) The Executive Council shall have power to fill vacancies for external representatives that may happen during the Adjournment of Council, by granting an appointment by Executive Order that shall expire at the next meeting of Council.

(2) The continuation of temporary appointments made in accordance with s. X(2) shall be put as a question to Council at the meeting when the appointment expires, unless the appointment is spent, the Executive Council nominates a different individual, or Council desires an election.

### ***ad hoc* envoys**

12 (1) The Executive Council may appoint, from time to time, an *ad hoc* representative or representatives to an external organization not enumerated in this *Policy*, who may be commissioned to liaise with any external organization on any specifically identified task.

(2) Such *ad hoc* representatives shall be commissioned for not more than thirty days, renewable once by the Executive Council and extendable for one year by Council.

### **Limitations**

**13** No person shall be a representative who is not a student-at-large or has not enjoyed an office of profit or trust in this Association.

**14** Representatives shall be bound and enjoined by the orders and instructions duly given by Council.

### **Empowered Representatives**

**15 (1)** Representatives may be made by Council, empowered representatives of the Association, such that their actions and accessions shall be, until such a time as Council ratify or nullify them, wholly valid and indicative of the will and desire of the Association.

s. 4 (1)

**(2)** No representative shall be assumed to be empowered as an empowered representatives unless expressly provided by resolution of Council.

s. 4 (1)

### **Reporting**

**16** A representative shall, at the request of Council from time to time, and not less than at the end of every regular term of office, report to Council their findings on the actions and activities of the organization to which they have been sent.

**17** A list of all external representatives to outside bodies shall be kept by the Vice President Internal in a public registry on the CUSA website.

### **Default**

**18** Should the office of a representative be vacant for whatever reason, when this Policy or other instruction from Council requires a representative, and where the Executive Council may be unable to make a temporary appointment; the office of any given representative shall default to, in order:

- (a) the Vice President Community Engagement;
- (b) the President;
- (c) any other Executive member, by consensus of those remaining or by lottery otherwise;
- (d) the Speaker of Council;
- (e) the Deputy Speaker;
- (f) the Chair of the Board;
- (g) the Vice-Chair;
- (h) the Chairs of every Standing Committee of Council, in order of the schedules of the *Committees Policy*, excepting the Chair of the Community Engagement Committee, who shall take precedence over the rest;
- (i) all other Councillors in order of seniority; and
- (j) all voting student-at-large Committee members, in order of seniority.

### **Exception, Vice President Community Engagement**

**19** Nothing in this Policy shall preclude the Vice President Community Engagement from forming informal relationships with Class IV or V external organizations.

### **CLASS I ORGANIZATIONS**

#### **Councils, other Carleton student organizations (voting)**

**20** The representative of the Association to any Council of another Carleton student organization, should they be a voting member, shall be an Executive member, affirmed by the Executive Council.

#### **Councils, other Carleton student organizations (non-voting)**

**21** The representative of the Association to any Council or Committee of another Carleton student organization, should they not be a voting member, shall be any elected official or employee who is present at any given meeting of the other organization.

### **CLASS II ORGANIZATIONS**

#### **University Senate**

**22** The representative of the Association to the University Senate shall be the President, or, in their absence and by leave of the University Senate, another individual, nominated by the President, and in accordance with s. 18.

*Academic Governance of the University, s. 3.2*

#### **University Board of Governors**

**23** The non-voting representative of the Association to the University Board of Governors shall be the President, or, in their absence and by leave of the University Board of Governors, another individual, nominated by the President.

*Carleton University General Operating By-law No. 1, s. 6.04*

#### **University Committees**

**24** The representative of the Association to formally organized meetings of University committees, task forces, or working groups, shall be the Executive member whose portfolio most closely matches that of the committee; or, if unclear, any Executive member or employee so appointed by order or unanimous consent of the Executive Council.

*Carleton University General Operating By-law No. 1, s. 6.04*

### **CLASS III ORGANIZATIONS**

#### **Canadian Federation of Students**

**25** The representative of the Association to the meetings of the Canadian Federation of Students and its constituent or affiliated parts, if only one may attend without fee, shall be an elected official elected by Council.

**26** The representatives of the Association to the meetings of the Canadian Federation of Students and its constituent or affiliated parts, if many may attend without fee, shall be elected by Council.

**Canadian Organization of Campus Activities**

**27** The representatives of the Association to conferences of the Canadian Organization of Campus Activities, shall be all Executive Members and employees designated by the Executive Council.

**28** The representative of the Association to meetings of the Canadian Organization of Campus Activities or its committees shall be any elected official or employee so eligible and willing to attend.

**Student Union Development Summit (or similar)**

**29** The representatives of the Association to conferences organized by the Alma Mater Society of the University of British Columbia, shall be all Executive Members.

**Ontario Undergraduate Student Alliance**

**30** The representative or representatives of the Association to steering committee meetings of the Ontario Undergraduate Student Alliance, shall be elected by Council.

**31** The representative or representatives of the Association to general assembly meetings of the Ontario Undergraduate Student Alliance, shall be, if an observer member, three elected officials elected by Council, or if a full or associate member, students-at-large equalling the appropriate number of delegates, selected in a manner alike the selection of students-at-large for Committees.

**General**

**32** The representative of the Association to any non-enumerated meetings of any Class III organization or its committees shall be, if without fee, any elected official or employee so eligible and willing to attend as affirmed by the Executive Council.

**ENACTMENT**

**33** This Policy shall enter into force on the first day of October in the year two-thousand and twenty-two.

**SCHEDULE OF AMENDMENTS**

| DATE AMENDED | MOVED | SECONDED | SUMMARY |
|--------------|-------|----------|---------|
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|---------------|--|--|--|
| 14 Sept. 2022 |  |  | Adopted by the CPRC. First Ass'n.<br>Policy regulating relationships<br>with external organizations. |
| 29 Sept. 2022 |  |  | Adopted by Council.  |