

Executive Policy

G-02

LONG TITLE	A Policy Respecting the Executive Branch of the Association	DATE OF ENACTMENT	Time Immemorial
		LAST AMENDED	17 September 2023
REFERENCE No.	G-02	NEXT REVIEW	1 October 2024
CATEGORY	Governance	COMPETENT CHAMBER	Bicameral

MANDATE

This Policy shall govern the terms of office for the Executive, their composition, meeting regulations, disciplinary procedures, and authority. Following *Bylaw II* and the *Executive Terms of Reference* from the former Association policy, this Policy seeks to clearly define the role of the Executive, their responsibilities, authorized actions, and processes for discipline and performance improvement. This Policy shall be reviewed every two years by Council and the Board.

INTERPRETATION

1 This Policy may be called the *Executive Policy*.

2 In this Policy, the following definitions shall apply:

“**Executive Council**” and “**Executive Committee**” are the two bodies in which the Executive power of the Association is vested

“**Executive member**” or “**Executive officer**” means a President or Vice President of the Association;

“**Impeachment**” means the removal of an Executive member from office for violations of conduct.

Part One — The Executive Council

PRINCIPLES

3 The Executive Council shall be arranged upon the following principles:

- (a) transparency in decision-making;
- (b) democratic character and organization;
- (c) equality between its members, where the President is first among equals;
- (d) dedication and adherence to the will of Council, the Board, and the students at large; and
- (e) integrity and full faith to this Association generally.

4 The Executive Council shall be responsible to Council for all matters of policy or political stance, and responsible to the Board for all matters of fiduciary duty.

FUNDAMENTAL ORGANIZATION

Establishment

5 There is established, encompassing the executive branch for the Carleton University Students' Association, a body called the Executive Council.

Composition

6 The members of the Executive Council shall be:

(a) every Executive member, to wit:

- (i) the President of the Association, and
- (ii) every Vice President of the Association, and

6.1 The members of the Executive Committee shall be:

(a) every Executive member, to wit:

- (i) the President of the Association, and
- (ii) every Vice President of the Association, and

(b) Every Associate Vice President of the Association, nonvoting

General Requirements for Office

7 In addition to any requirements in the *Bylaws*, every Executive member must:

(a) be and remain eligible for office under all requirements properly imposed;

Bylaws, s. 3

(b) be elected to their office by proper means, not over irregularities or enough electoral violations to disqualify a candidate, or with the aid of a real or *de facto* slate of Executive candidates;

Bylaws, s. 3.1; Electoral Code (X-01); Vice-Presidential Elections Policy (X-02)

(c) be a registered undergraduate student at Carleton University at the time of their election and first day in office;

(d) not be an officer of Council; an Executive, Officer, or Councillor of the Rideau River Residence Association; an Executive, Officer, or Councillor the Carleton Academic Student Government; an Executive, Officer, or Councillor the Graduate Students' Association; nor a member of the Board of Governors of Carleton University;

4 April 2022. Motion unnumbered. m/ S. Islam s/ K. Madigan

General Duties for all Executives

8 In addition to any duties and responsibilities given in the Policies or *Bylaws*, every Executive member shall:

(a) deliver to Council, from time to time, information on the actions and functions of their office;

- (b) follow, to the best of their abilities, the reasonable orders and requests of Council;
- (c) serve for not less than forty hours in the Summer term and twenty-five in the Fall and Winter terms;
- (d) hold and make public regular office hours, not less than five hours every week;
- (e) fulfill any and all duties so assigned, permanently or *ad hoc*, by Council or the Board, including expectations in the Terms of Reference and job description;
- (f) have knowledge and understanding of:
 - (i) CUSA *Bylaws*, policies, regulations, and procedures,
 - (ii) university *Bylaws*, codes, policies, and procedures, and
 - (iii) applicable federal, provincial, and municipal legislation and regulations.
- (g) strictly abstain from any act that, in truth or reasonable perception, has an adverse effect on the reputation or the proper functioning of the Corporation; or on the health, safety, or rights of any persons or groups

Duties of the President

9 In addition to any duties and responsibilities given in Policy or the *Bylaws*, the President shall:

- (a) Address and resolve any barriers to Executive Officers completing their duties as assigned;
- (b) Provide each Executive Officer with adequate training, staff, support, and equipment in order to complete their assigned duties, in conjunction with the Executive Director and the management team of the Corporation;
- (c) notify an Executive Officer immediately when an issue relating to the Executive Officer's performance has been identified; and
- (d) alert the Chair of the CUSA Board immediately in the event that misconduct or other serious performance issues have been identified with an Executive Officer.

Duties of the Vice Presidents

10 In addition to any duties and responsibilities given in Policy or the *Bylaws*, every Vice President shall:

- (a) notify the President immediately when an issue relating to the President's performance has been identified; and
- (b) alert the Chair of the CUSA Board immediately in the event that misconduct or other serious performance issues have been identified with the President or any other Executive Officer.

Duties of the whole Executive Council and Committee

11 (1) The Executive Council and Committee as a whole shall:

- (a) have and hold an open discussion amongst the Executive on the matters of finance, strategy, and policy;
- (b) give advice to the President on the organization and good governance of the Association;
- (c) hear and receive information from its members on the day-to-day functions of each portfolio;
- (d) execute, on the initiative of its members, any initiatives beyond the competence of any individual Executive portfolio;
- (e) make decisions and render orders for the governance of the Association;
- (f) make appointments to University-wide committees and give consent for pursuit of external leadership, subject to ratification or rejection by Council;
- (g) consult and make recommendations to Council and the Board for each annual operating budget of the Association;
- (h) collaborate with and otherwise guide Senior Staff in project management and other internal objectives of a corporate interest;
- (i) render a final, year-end report on recommendations for future executives;
- (j) have vested in it the duties of the responsibility for the everyday management of the Association, subject to direction from, accountability, to and approval of, the Board and Council; and
- (k) otherwise act in the best interest of the Association and ensure the relevance and legitimacy of the Association in all of its operations and activities.

(2) Any guidelines, rules, regulations or policies enumerating the duties of Executive members shall be communicated in writing by the President, in consultation with the Director of Human Resources. Any and all duly made changes to any governing document concerning any Executive member shall be communicated in writing to all Executive members.

Vacancies

12 (1) If the office of the President is vacant, the members of the Executive Council, shall, by resolution, appoint from among themselves an Acting President, subject to ratification or rejection by CUSA Council. In case of any tie, the two tied candidates shall draw lots.

(2) The office of the President shall be filled following a by-election of students-at-large, held at the fixed-date election in October or January, according to the *Electoral Code*.

Electoral Code (X-01)

13 (1) If the office of any Vice President is vacant, the members of the Executive Council, shall, by resolution, appoint from among themselves or Councillors an Acting Vice President, subject to ratification or rejection by the CUSA Council.

(2) The office of any Vice President shall be filled following an election from Council, held at a meeting of Council not less than thirty days following the effective date of the vacancy, held in accordance with the *Vice-Presidential Elections Policy*.

Vice-Presidential Elections Policy (X-03)

MEETINGS

14 The Executive Council and Committee shall meet not less than twice every month.

Meetings may be:

- (a) Executive meetings, including only voting members and, if invited, the Chair of the Board and/or the Speaker of Council; and
- (b) complete meetings, otherwise termed 'Executive-Management meetings' including Senior Staff and, if invited, the Chair of the Board and/or the Speaker of Council.

Transparency

15 (1) Every meeting of the Executive Council and Committee shall be public, and attendance may be offered to any student-at-large or invited guest at the bequest of a majority of voting members.

15 (2) Meeting minutes shall be taken and published for every meeting of the Executive Council in a manner analogous to minutes for CUSA Council.

Transparency and Ethical Standards Policy, s. 8

Officers

16 (1) There shall be a presiding officer for the Executive Council, styled the Chair.

(2) The President shall be the Chair, and as such, they reserve the right to preside at any meeting of the Executive Council.

(3) A Chair *pro tempore* may be elected by the voting members of the Executive Council, at the beginning of any meeting and for the duration of the remainder. The Chair *pro tempore* may be a member of the Executive Council, or the Speaker of Council. The Chair *pro tempore* may only vote if they were so empowered to vote before their election.

17 The Chair shall:

- (a) call all meetings of the Executive Council;
- (b) set the agenda of the Executive Council meetings, unless delegated to the Chair *pro tempore*;
- (c) ensure all Executive members are informed of progress on ongoing projects of the Executive, senior staff, and the Association as a whole;
- (d) recommend internal controls procedures for the Executive; and

- (e) report to Council and the Board, from time to time, and including an Annual, Year-end Report, on the actions and decisions of the whole Executive Council, representing faithfully the views of the majority there.

DECISIONS AND ORDERS

18 Any decision made by a majority of Executive members shall be the decision of the Executive Council on any given matter.

19 A majority of Executive members, or, where delegated by Policy, any appropriate Executive member, can render an Executive order.

20 Executive Orders shall be catalogued and published clearly on the CUSA website and appropriate social media. No Order from the Executive Council is valid unless authorized by Policy. Executive Orders shall be numbered according to the following format: Executive Order No. (First year of term)-(Number starting from 001).

e.g. Executive Order No. 2022-001 or Executive Order No. 001 for short

Part Two — Discipline

21 The procedures for disciplining any Executive Officer are outlined in full under the *Executive Officer Accountability and Discipline Policy*

IMPEACHMENT

22 Council may Impeach an Executive Member for any cause, whether on the recommendation of a Discipline Committee or otherwise.

Bylaws s. 3.5

23 If there is an enumerated cause for Impeachment, the motion before Council shall clearly state the grounds upon which it seeks Impeachment.

24 No Executive Member may be Impeached while a Recall Election is pending.

Referenda and Recall Policy (X-03) ss. XX-XX

25 The Board may suspend an Executive Member until the time when Council will consider a motion of Impeachment.

Bylaws s. 3.4