



*CUSA Council acknowledges and respects the Algonquin people, on whose traditional territory the Carleton University Students' Association is located.*

**MINUTES OF THE  
5th REGULAR (NOVEMBER)  
CUSA COUNCIL MEETING [PUBLIC]**

27 November 2023, 6:00 PM EST, 608 Pigiarnik

**Prepared by:**

Logan Breen, Vice President Internal  
McKenna Bellemare, Clerk to Council

**ATTENDANCE RECORD:**

<b>Position</b>	<b>Councillor</b>	<b>Signature</b>
<b>President</b>	Mohamed Faris Riazuddin	Present
<b><i>Vice President Finance</i></b>	<i>Sean Joe-Ezigbo</i>	Absent
<b><i>Vice President Internal</i></b>	<i>Logan Breen</i>	Present
<b><i>Vice President Student Issues</i></b>	<i>Emilia De Jesus Peixoto</i>	Absent
<b><i>Vice President Community Engagement</i></b>	<i>Patrick Ene</i>	Absent
<b><i>Vice President Student Life</i></b>	<i>Eman Elnaidnay</i>	Present
<b>Speaker</b>	<i>Nkosi Mhlanga</i>	Present
<b>Deputy Speaker</b>	<i>Jayln D'Jan</i>	Present
<b>Public Affairs (7)</b>	Rachel Awad	Present
	Nabiha Bilgrami	Present
	Clara Borba	Present
	Keana Solimar Cavero	Present
	Michael Huynh	Present
	Aiden Rohacek	Present
	Aya Abu Sheikh	Absent
<b>FASS (8)</b>	Tima Sakka Amini	Present
	Moobinah Faisal	Proxy
	Nicky Laborde	Absent
	Nkosi Mhlanga	Present
	Eddy Udo	Present
	Nissi Alanshitu	Absent
	Piper Jeffrey	Proxy

	Alison Kocsis	Present
<b>Business (3)</b>	Youssef El Nil	Proxy
	Diya Kulkarni	Proxy
	Zeba Munira	Present
<b>Science (6)</b>	Jayln D'Jan	Present
	Edi Ekeng	Present
	Maheeshan Sivanesan	Present
	Parihan Parihan	Present
	Kaniz Fathma Sinethyah	Absent
	Dilkusha Sakiba	Proxy
<b>Engineering and Design (8)</b>	Marc Anthony El Khoury	Absent
	Marc Denault	Present
	Jaden Desveaux	Proxy
	Xavier Haziza	Present
	Faye Nitta Mackay	Absent
	Clovis Nsengiyumva	Proxy
	Dana Sayed Ahmed	Present
	Puru Parth Verma	Absent
<b>Special Student (1)</b>	<i>Vacant</i>	
<b>BOG</b>	<i>Mira Gillis</i>	Absent
	<i>Jonathan Ojangole</i>	Absent
<b>GSA</b>	<i>Elie Abou Zeid</i>	Absent
<b>RRRA</b>	Kamran Azizli	Proxy
<b>CASG</b>	Francesca Lepore	Absent

\*Nonvoting members in *Italics*.

## **AGENDA:**

1. Call to Order
2. Approval of the Agenda
3. Approval of Past Minutes
4. Presentations/Delegations
  - a. Robert's Rules of Order (VPI Breen)
  - b. Winding down of Haven's book operations (President Faris)
5. Executive Reports
6. External Reports
7. Council Reports
8. Announcements and Correspondence
  - a. Declarations of Conflicts of Interest
  - b. Items for Information
    - i. Special December Council Meeting and Referendum Declarations (VPI Breen)
    - ii. Faculty Instagram Pages (Speaker Mhlanga)
  - c. Notice of Motion
9. Question Period
10. Regular Business
  - a. Unfinished Business
  - b. New Business
    - i. Motion to Amend the CUSA Transparency and Ethical Standards Policy
    - ii. Motion to Adopt the Policy Management Policy
    - iii. Motion to Amend the CUSA Support for International Students Policy
    - iv. Motion to Appoint a Student-at-Large to the Clubs Oversight Commission
11. Adjournment

*Meeting commenced at 6:11 p.m. Quorum was established.  
Speaker Nkosi Mhlanga presides over the meeting.*

## **1. Call to Order**

Before we address the regular business of this meeting, I'd like to acknowledge that we are today gathered on the traditional territory of the Algonquin Anishinaabe, lands never ceded or surrendered in peace to the Crown of Canada. Indigenous peoples living under the modern colonial state of Canada have suffered disproportionate injustice and marginalization. A mere land acknowledgement is not enough to make reconciliation and reparation to the Indigenous peoples of Turtle Island. We must stand in solidarity against colonialism and remember our responsibility to the land and the peoples who have kept it for generations—which means affirming their call for the free and unencumbered return to their ancestral land. It is also fitting, for this body of lawmakers, to remember the spirit and wisdom of Indigenous governance models—from the collaborative bicameralism of the Haudenosaunee Confederacy to the consensus-based government of the Inuit—to deliver to students a better student union.

## **2. Approval of the Agenda (C-47)**

***Be it resolved***, that the agenda be approved as presented to Council, notwithstanding s. 18 of the *Council Rules of Order*.

**Moved:** D. Sayed Ahmed      **Seconded:** M. Denault

*Councillors vote by show of hands.*

16 yays, 0 nays

Motion Passed.

## **3. Approval of Past Minutes (C-48)**

**Be it resolved**, that the minutes of the [30 October 2023](#) meeting of Council be approved.

**Moved:** M. Hunyh

**Seconded:** A. Rohacek

*Councillors vote by show of hands.*

11 yays, 0 nays

Motion Passed.

#### 4. Presentations/Delegations

- a. [Robert's Rules of Order](#) (VPI Breen)
- b. Winding down of Haven's book operations (President Faris)
  - i. Important dates
    - November 2023: No longer accepting books for consignment
    - February 2024: Deadline for pickup of consigned books
    - April 2024: Consignment accounts close
    - End of Fall 2023 semester: Haven Connect opening
  - ii. Post-pandemic shift to online resources and increased competition.
  - iii. Created a website for e-purchases, expanded pick-up options, as well as physical and social media marketing.
- c. [Executive Roadmap](#) (President Faris)

#### 5. Executive Reports

- a. Mohamed Faris Riazudden (President)

##### Month in Review:

- Executive Roadmap has been published.
- Legal aid clinic.
- Health and Dental Plan Annual Report, \$227.92 to \$183.11.

- The Wing.
- Haven book operations.
- CUSA Awards.
- Flowing Rights, menstrual and reproductive rights and justice.
- Met with the Minister for Housing and Infrastructure Sean Fraser.
- Student jobs update.
- Supporting students affected by Greek Life groups.
- UCRU.
- Transit advocacy.
- Future funder for USC and gender affirming gear.
- CASA Advocacy Week.

#### Month Ahead:

- State of the Union.
- Publishing of Advocacy Roadmap.
- LTSP.
- Executive Composition.
- The Wing.

#### b. Sean Joe-Ezigbo (Vice President Finance)

#### Month in Review:

- Finalized budget report for website.
- Completed hiring process for new Finance Manager.

#### Month Ahead:

- Completing the wing re-launch and implementation plan before EOY.
- Creating a Haven profit/loss analysis.
- Working towards Haven Connect launch.
- Midterm budget analysis for BOD.



- Completing onboarding for the new finance manager.

c. Logan Breen (Vice President Internal)

Month in Review:

- Referendum planning for general election.
- Hiring panel for the Finance Manager position.
- Training sessions for club leaders.
- CUSA Clubs improvement projects: storage, election software, social media.

Month Ahead:

- Re-launch and sustainable operations of CUSA's three funds: Student Initiative Fund, Academic Resilience Fund, and Accessibility Fund.
- Executive Composition.
- Operationalize the CUSA Transparency and Ethical Standards Policy.
- CUSA Clubs bylaw review and the drafting of new club procedures with the Clubs Oversight Commission.
- Explore a more efficient club funding process to streamline the time between funding approval and the issuance of cheques.

d. Patrick Ene (Vice President Community Engagement)

Month in Review:

- Finalized exam shuttle routes and costs.
- National Addictions Awareness Week fair.
- Outreach to 90 Embassies, High Commissions, and Consuls.

Month Ahead:

- Social media mini-"campaign" to increase online engagement during the holidays.
- Collating resources to provide for National Addictions Awareness week.



- Social media mini-“campaign” to increase online engagement during holidays.

e. Emilia De Jesus Peixoto (Vice President Student Issues)

Month in Review:

- Gender Based Violence Advisory Group.
- Mosaic Campaign: international student breakfast and culture shock event.

Month Ahead:

- Study snacks.
- CUSA Awards.
- Transit policy.

f. Eman Elnaidany (Vice President Student Life).

Month in Review:

- Finalized plan for Thrift & Flip, CUSA Thrift Drive happening on December 5th.
- Finalized all Frost Week CUSA plans.
- Established partnership with SEO for SOAR and reviewing education speaker applicants.
- 90% of Chonk Nation members have stayed from Fall Term so volunteering retention has been heavily improved.

Month Ahead:

- Meeting with all stakeholders for Frost Week to finalize plans and establish partnerships & synergy within school departments.
- Initiating plans for CUSA Gala 2024 and Lessons from the Top.
- Finalizing plans for Winter term events.
- Thrift Drive.

## 6. External Reports

- a. Rideau River Residence Association
  - i. Successful Halloween initiatives, holiday door decorating, and RRRR information week.
  - ii. Began committee meetings.
    - One-on-one meetings with Dining Services.
  - iii. RRRR Clubs Bursary Fund.
  - iv. RRRR Feedback Form.
  - v. Coming up: State of the Unions.
- b. Carleton Academic Student Government
  - i. None.
- c. Graduate Students' Association
  - i. None.
- d. Senate
  - i. None.
- e. Board of Governors
  - i. None.
- f. Board of Directors
  - i. Restructuring complete.
  - ii. Finance Manager onboarding.
  - iii. Policy review underway.
    - Finance Policy
    - Reserve Fund Policy
  - iv. Reserve work underway.
  - v. Occupational Health and Safety Manual for circulation.
  - vi. Long-Term Strategic Plans upcoming.

## 7. Council Reports

- a. Constituency Reports
  - i. FPA

- ii. FASS
  - Working on introducing councillors via student newspaper and social media.
- iii. Business
  - Faculty Instagram launch to introduce councillors.
  - Reaching out to student newspapers for introductions.
- iv. Science
- v. FED
  - Faculty Instagram launch.
  - Posters to put up in Engineering buildings.
- b. Committee Reports
  - i. None.

## **8. Announcements and Correspondence**

- a. Declarations of Conflicts of Interest
- b. Items for Information
  - i. Special December Council Meeting and Referendum Declarations (VPI Breen)
  - ii. Faculty Instagram Pages (Speaker Mhlanga)
- c. Notice of Motion

## **9. Question Period**

## **10. Regular Business**

- a. Unfinished Business:
  - b. New Business:
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## Motion to Amend the CUSA Transparency and Ethical Standards Policy (C-49)

**Whereas**, the CUSA Board of Directors has reviewed the *CUSA Transparency and Ethical Standards Policy* and made some proposed amendments;

**And Whereas**, the Governance and Council Operations Committee voted unanimously in recommending that Council approve the amendments;

**Be it resolved**, that Council adopts the *CUSA Transparency and Ethical Standards Policy* as written in Appendix A.

**Be it further resolved**, that Council adopts the proposed amendments to the *CUSA Transparency and Ethical Standards Policy* as written in Appendix A.

**Moved:** D. Sayed Ahmed

**Seconded:** M. Denault

## Section 5(h) Amendment

**Be it resolved**, that a (i) be added as a subsection of 5(h) reading: "Legislation may be sent to a committee for independent review through a motion passed by Council outlining how such legislation was coerced and to which committee the legislation should be sent."

**Moved:** A. Rohacek

**Seconded:** X. Haziza

*Councillors vote on amendment motion by show of hands.*

*23 yays, 0 nays.*

*Motion Passed.*

*Councillors vote on main motion by show of hands.*

*21 yays, 0 nays.*

*Motion Passed As Amended.*

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### **Motion to Adopt the Policy Management Policy (C-50)**

**Whereas**, the Association does not have a clear guiding document on the creation, management, and storage of corporate policies;

**And Whereas**, the expectations and accountabilities of policy development are unclear to employees, Directors, Councillors, contractors, advisors, students-at-large, and all persons who have a relationship with the Association;

**And Whereas**, the creation of a clear set of rules and procedures for policy development will assist in mitigating internal and external-facing conflicts and siloing within the Association;

**And Whereas**, the CUSA Board of Directors has already adopted the policy;

**Be it resolved**, that Council adopts the *Policy Management Policy* as written in Appendix B.

**Moved:** M. Huynh

**Seconded:** A. Rohacek

*Councillors vote by show of hands.*

*19 yays, 0 nays.*

*Motion Passed.*

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### **Motion to Amend the CUSA Support for International Students Policy (C-51)**

**Whereas**, the CUSA Support for International Students Policy is set for review in June 2024;

**And Whereas**, the Governance and Council Operations Committee voted unanimously in recommending that Council approve the amendments;

**Be it resolved**, that Council adopts the *CUSA Support for International Students Policy* as written in Appendix C.

**Be it further resolved**, that Council adopts the proposed amendments to the *CUSA Support for International Students Policy* as written in Appendix C.

**Moved:** C. Borba

**Seconded:** M. Huynh

*Councillors vote by show of hands.*

*20 yays, 0 nays.*

*Motion Passed.*

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## **Motion to Appoint a Student-at-Large to the Clubs Oversight Commission (C-52)**

**Whereas**, the seat of student-at-large on the Clubs Oversight Commission is vacant;

**And Whereas**, applications have been sought to fill the vacant seat;

**Be it resolved**, that Council appoints Louis Yoon to the Clubs Oversight Commission as student-at-large.

**Moved:** M. Huynh

**Seconded:** A. Rohacek

*Councillors vote by show of hands.*

*19 yays, 0 nays.*

*Motion Passed.*

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## **11. Adjournment**

### a. Motion to Adjourn to a Specific Time (C-53)

**Be it resolved**, that Council adjourns until 6pm the 4th of December, and that this shall constitute for the purposes of the *Act* and our *Bylaws*, prior notice.



**Moved:** C. Borba

**Seconded:** A. Kocsis

Meeting adjourned at 7:44 p.m.



## Appendix A:

### 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	14 October 2023 <del>28 March 2022</del>
REFERENCE No.	G-06	NEXT REVIEW	28 March 202 <del>5</del> 4
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 **and maintain** 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/organization 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 most recent and approved version of the following documents as it relates to the ~~associated with the~~ Association and its activities:

- 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 ~~uphold~~~~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 may be sent to a committee for independent review through a motion passed by Council outlining how such legislation was coerced and to which committee the legislation should be sent.~~
- 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 on the official CUSA website~~
  - b. Create and maintain ~~a “CUSA governance” and a website and a~~ a webpage and/or tab ~~for financial statements, whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official

- CUSA website. ~~implemented in the fastest and most reasonable time on the official CUSA website~~
- c. Ensure that CUSA's ~~constitution~~, ~~B~~bylaws and policies are posted on the "CUSA governance" 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~~
  - ~~d. 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 ~~since May 2022 in the last seven (7) years~~ are made available online ~~on the "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., including a breakdown of CUSA Fees and Levies paid by CUSA members.~~
8. The VP Finance will ensure that a breakdown of CUSA fees and ancillary fees paid by undergraduate students, including their amount and purpose, are made available online on the official CUSA website.

### Council and Board Transparency

9. The VP Internal will ensure that all CUSA Council and CUSA Board meeting minutes ~~that have occurred in the last five (5) years since May 2022~~ are made available online on the "CUSA Governance" 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.~~
10. 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.
11. 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 [and/or tab](#).

11. The VP Internal will ensure that the Agendas, **including meeting dates, times, and locations, for each CUSA Council and CUSA Board meeting, be made available on the public "CUSA Governance" webpage and/or tab** 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.

~~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 and Council.

## Appendix B:

### Policy Management Policy

**G-01**

LONG TITLE	Policy on the Creation, Maintenance, and Storage of CUSA Policies	DATE OF ENACTMENT	XX November 2023
		LAST AMENDED	
REFERENCE No.	G-01	NEXT REVIEW	1 November 2027
CATEGORY	Governance	COMPETENT CHAMBER	Bicameral

#### MANDATE

The purpose of this policy is to serve as a guiding document for, and during, CUSA's corporate policy cycle. It outlines the fundamental elements and accountabilities that are critical to the successful policy development, approval, implementation, and review within CUSA.

Policies are developed and approved to govern operational activities and best practices. They serve to make expectations and accountabilities clear to employees, Directors, Councillors, contractors, advisors, students-at-large, and all persons who have a relationship with the Association. This policy should be considered as a guiding document for all public and private policies, procedures, and guidelines at CUSA.

#### INTERPRETATION

- 1 This Policy may be called the *Policy Management Policy*.
- 2 In this Policy, the following definitions shall apply, and any other unclear terms shall have the same meaning as in *The Merriam-Webster Dictionary*:

**“competent chamber(s)”** refers to the governing body or bodies – CUSA Council and/or the CUSA Board of Directors – responsible for a given policy's creation, architecture, and maintenance. They are accountable to set the policy's direction, ensure alignment with



the Association's goals and values, and make decisions about a policy's scope. A policy's competent chamber(s) retain(s) final approval over its language, guidelines, procedures, and any other information.

**“guideline”** refers to a collection of specific suggestions based on best practice to meet policy or procedure requirements.

**“policy”** refers to the various governance rules of the Association, specifying control, direction or information. It outlines principles, requirements, rules, and motivations.

**“policy author”** refers to a position, office, or department involved in crafting a proposed policy or policies or any given amendment(s). A policy author may be, but is *not* synonymous with, a competent chamber(s). Policy authors may also be, for example, a Councillor, a Director, an Executive, or a member of senior management.

**“policy lead”** refers to the position, office, or department responsible for the day-to-day management and implementation of a specific policy within the Association, such as an Executive or a member of senior management. They oversee the practical aspects of a policy's application.

**“procedure”** refers to an action-oriented document that outlines clear, step-by-step descriptions of a policy lead's duties in policy administration. Procedures often include details of activities, responsibilities, and frequency of reviews. A procedure may also include guidelines.

## **PURPOSE**

**3** This policy aims to establish a uniform framework for the Association's policy governance based on the following principles:

- (a) Policies follow the Association's defined framework, as outlined in this document.
- (b) Policies must align with the Association's governing documents, namely the Articles of Amendment and the CUSA Bylaws.
- (c) Policies must align with the Association's mission, vision, and objectives.
- (d) Policies should align with the Association's existing Long-Term Strategic Plan or, where appropriate, internal policies.
- (e) Policies must, at a minimum, satisfy existing municipal, provincial, and federal legislative and regulatory requirements.

- (f) Policies must be reviewed by the respective competent chamber, at minimum, every four (4) years unless applicable legislation or regulations require more frequent review.
- (g) There shall be an official repository of current CUSA policies. This standardized folder shall be considered the 'source of truth' for all policies and should be updated frequently to reflect all changes to new or existing policies, procedures, and guidelines.
- (h) All previous versions of policies shall be archived and retained by the Executive Director and the Director of Student Development.
- (i) Any documents provided in a paper format or in a draft version are not controlled and should always be checked against copies found in a common, standardized folder of CUSA Policies.
- (j) The standardized CUSA Policies folder shall be managed by, at minimum:
  - (i) The Vice President Internal
  - (ii) The Director of Student Development
  - (iii) The Communications Coordinator
- (k) The standardized CUSA Policies folder shall be owned by the Director of Student Development.
- (l) All CUSA policies shall be available to the public in accordance with section 6(c) of the *CUSA Transparency and Ethical Standards Policy*, except for any employment-related policies.
- (m) All CUSA employment-related policies shall be made available to all members of CUSA staff, as defined in the *Hiring Policy and Procedure*, and the CUSA Board of Directors.
- (n) Internal and external corporate policies must be approved by the designated competent chamber(s). Departmental procedures may be created according to and within the scope of the *Departmental Procedure Approval Policy*.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

**4** Responsibilities and accountabilities for the Association's policy maintenance should be followed in accordance with the matrix attached as Schedule I of this Policy.

## **APPROVAL AUTHORITY**

- 5** All Association policies must be approved, at an appropriate level, by the designated competent chamber with due consideration of the policy's pertinence.
- 6** Any and all policy approval must be documented and recorded by the appropriate competent chamber.
- 7** In accordance with section 9.4 of the *CUSA Bylaws*, the CUSA Board of Directors shall have jurisdiction to generate, modify, repeal, and manage Policies and Procedures for the supervision of the management of the Corporation.
  - 7.1** In accordance with section 9.5 of the *CUSA Bylaws*, CUSA Council shall have jurisdiction to generate, modify, repeal, and manage Policies and Procedures for advocacy and student interest positions and policies.
  - 7.2** The CUSA Board of Directors shall have jurisdiction to generate, modify, repeal, and manage any Policy or Procedure that is not expressly delegated to Council within the *CUSA Bylaws*.
- 8** Designation of a competent chamber for relevant policies and procedures must be included in the policy at the time of approval.
- 9** Internal, department-specific procedures must seek approval as described within the *Departmental Procedure Approval Policy*.

## **POLICY AND PROCEDURE DEVELOPMENT GUIDELINES**

### **Inclusion, Diversity, Equity, and Accessibility Considerations**

- 10** The Association shall strive to instill an IDEA (Inclusion, Diversity, Equity, and Accessibility) lens to the development of all policies, thus helping guide the decision-making process with said values.
- 11** During each review period, the Association's competent chambers should review the used language, viewpoints and materials to ensure IDEA values are addressed.
- 12** The designated competent chamber(s) should account for, at minimum, the following IDEA considerations:
  - (a) Using gender neutral language.
  - (b) Ensuring appropriateness of cultural references, if used.
  - (c) Reviewing the impact of differences in culture, orientation and abilities on policy and implementation.

- (d) Guidelines for accessible document creation are followed, with the goal of reaching the highest possible standard for web accessibility.

### **Writing Style**

**13** The Association shall ensure that all policies are written in an easily comprehensible language with minimal legal or technical jargon.

**14** The designated competent chamber(s) should account for, at minimum, the following writing style considerations:

- (a) Content should be written in English. Exceptions may be made based on IDEA considerations (for instance, when referencing Indigenous place names).
- (b) Content should be written in a clear and concise manner.
- (c) Content should be written in an active voice when using the present tense.
- (d) Content should be up-to-date on all details included, if easily outdated information must be included.
- (e) Full titles or terms should be used instead of using the acronym, employing acronyms as the last resort or to avoid repetition.
- (f) Documents should be consistent in presentation format. It is suggested that Nunito font size 11 be used.

### **Planning**

**15** To ensure the success of a policy, the Association shall enable an internal planning process which encompasses the following phases:

- (a) Confirmation of appropriate details, requirements, and jurisdiction necessary for policy creation or revision.
- (b) Review of existing policies and/or followed practices.
- (c) Identification of inconsistency and gaps between policies and practices, as well as alignment with applicable legislation.
- (d) Clarification of any discrepancies, vagueness or oddness noted between policy and practice.
- (e) Where the CUSA Board of Directors is a competent chamber, consultation with the Executive Director or designated department manager to ensure alignment and subject matter expertise is taken into consideration.

### **Drafting Process**

**16** Policymaking is a collaborative activity. The Association shall abide by the following standards when developing new policies:

- (a) Use the Association's standard policy template.
- (b) Share with appropriate internal stakeholders and affected departments to collect feedback. Authors are encouraged to provide specific deadlines for feedback.
- (c) Adjust the policy draft to incorporate any feedback received from the policy lead(s); competent chamber(s); their respective committees, commissions, and subcommittees; and others as deemed necessary.
- (d) Include all relevant sections, such as the policy's purpose, scope, responsibilities, and related procedures, in the feedback and final draft.

### **Execution**

**17** Policies of the Association may have, but do not necessarily require, instruments that help facilitate its execution such as:

- (a) Guiding values that can help provide a framework for the policy's execution.
- (b) Procedures that can help further execute the vision of the policy into day-to-day business.
- (c) Detailing any immediate consequences of policy non-compliance on the responsible policy lead or affected entity.

### **ISSUES**

**18** It is important that all employees, CUSA Council, and the CUSA Board of Directors use this policy to better understand the set expectations and standards for all policies.

**18.1** Failure to abide would result in inconsistency and incoherence with the organization's policies. This may result in, among other issues, insufficient functioning and operations.

## Appendix C:

### Support for International Students Policy **E-05, U-05, M-05, P-05, N-05, I-05**

LONG TITLE	Support for International Students Policy	DATE OF ENACTMENT	4 April 2022
		LAST AMENDED	<del>4 April 2022</del> 27 November 2024
REFERENCE No.	E-05, U-05, M-05, P-05, N-05, I-05	NEXT REVIEW	<del>April 2024</del> November 2025
CATEGORY	Equity, Diversity and Inclusion	COMPETENT CHAMBER	Council

#### PREAMBLE

The intention of this policy is to recognize the important role that international students play within the Carleton campus and provide support and advocacy for their needs. ~~and desires.~~ CUSA ~~will continue to~~ shall support ~~and consult~~ all international students through a variety of events, programming, and initiatives.

#### INTERPRETATION

1. This Policy may be called the *Support for International Students Policy*.
2. In this Policy, the following definitions shall apply:
  - a) **International student:** A student who is not a national of Canada and without permanent resident status, who is receiving post-secondary education in Canada and has obtained authorization from the Canadian government to do so.
3. This policy applies to all CUSA spaces including but not limited to: office spaces, businesses, service centres, online and in-person events, and to all CUSA staff including but not limited to: executive, full-time, part-time and volunteers.
4. CUSA acknowledges the unique challenges faced by international students at Carleton University and recognizes the importance of tailoring policy, programming, and services to fit their needs.

#### POLICY ADMINISTRATION



5. The VPSI has the responsibility of advocating for international students while maintaining and ensuring they have equitable access to services, programming and support (financial, wellness, cultural, social).

## POLICY

6. CUSA commits to ensuring that an intersectional lens is utilized and migratory status in Canada is considered when revising policies, programming, and initiatives.
7. CUSA commits to supporting international students through the following strategies:
  - a. ~~CUSA commits to~~ Advocacy for the best interests, needs, and priorities of international students, particularly on ~~to defend ing the rights of international students on~~ the topics of tuition, access to services and programming, ~~access to~~ housing, access to food and personal hygiene products, access to healthcare, and more, to Carleton University and all levels of government.
  - b. ~~CUSA will continue to~~ Maintaining a close working relationship with the Student Experience Office (SEO), International Students Support Office (ISSO), ~~and Racialized and International Students Experience centre (RISE) and other campus stakeholders~~ by collaborating to provide support, programming, and resources for international students.
  - c. ~~CUSA commits to~~ Providing support and working with RISE with the objective to continue programming for international students.
  - d. Providing events and programming for international students through CUSA's own service centres and campaigns.
  - e. ~~CUSA commits to advocating for the best interests, needs and priorities of international students to the University.~~