

## Concurrent Offices Policy

H-33

LONG TITLE	Concurrent Offices Policy	DATE OF ENACTMENT	22 March 2022
		LAST AMENDED	17 July 2023
REFERENCE No.	H-33	NEXT REVIEW	May 2025
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board Finance & Governance Subcommittee	DELEGATES	Executive Director Human Resources

### 1) Objective

- a) To outline the roles which full-time CUSA staff, CUSA executives, the chair of the CUSA Board, and CUSA Board members may not hold while employed as CUSA full-time staff or CUSA Executives or occupying the offices of Chair of the Board or CUSA Board member.

### 2) Definitions

For the purposes of this policy unless the context demands a separate interpretation:

- a) Full-time Staff: Any individual employed by CUSA for more than 25hr/week.
- b) CUSA Executives: Any individual elected to the roles of President/CEO, Vice President Finance / Secretary-Treasurer, Vice President Internal, Vice President Student Life, Vice President Student Issues, and Vice President Community Engagement
- c) Chair or Chair of the Board: The Chair of the CUSA Board, as selected by the members of the CUSA Board
- d) Board Member: CUSA Board Directors, as appointed by CUSA Council, including the Ex-Officio members of President/CEO & Vice President Finance / Secretary-Treasurer

### 3) Stipulations

- a) No CUSA Executives or CUSA Full-time Staff may hold roles within other student representative bodies at Carleton University, including the Rideau River Residence Association (RRRA), the Carleton Academic Student Government (CASG), or the Graduate Student Association (GSA)
- b) No CUSA Full-time Staff may be employed by the University while employed by CUSA
- c) Board members and the Chair of the Board may not hold positions which require them to have a regularly overlapping fiduciary responsibility to another entity on campus, including RRRA, CASG, the GSA, or Carleton University.

### 4) Policy Administration

- a) CUSA Human Resources and the CUSA Finance Office shall make the above stipulations clear in all job postings and job contracts where relevant. Contracts

shall be binding, and a breach of the agreed terms of the contract shall render the contract null and void.

- b) Where an individual is hired or appointed while compliant with this policy and gains a role which puts them in breach of this policy, the employee shall be notified by either their direct supervisor, the CUSA Director of Human Resources, the CUSA Executive Director, or the CUSA President/CEO they have a period of up to two (2) weeks to come into compliance with this policy before the employment contract shall be null and void.
- c) The CUSA Executive Director will inform Board Members of this policy and allow a grace period of up to two (2) weeks for newly appointed Board Members to come into compliance with this policy before beginning removal procedures as outlined in CUSA ByLaw.