

BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

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BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

Preamble

The Carleton University Students' Association has many rules under which it is required to operate. There are four separate types of regulations: 1) the Constitution, 2) the By-laws, 3) the Policies, 4) the motions which are passed by CUSA Council.

The **Constitution** is comprised of "Articles" and is the most binding document of all those listed above. The Constitution contains the most basic and most primal tenets of the organization. It states the aims of the Association, who the members of the Association are. It explains how By-Laws and policies are enacted and amended as well as how the Constitution itself is amended.

The **By-laws** were created to act in furtherance to the Articles of the Constitution. They are secondary to the Constitution and are more specific in nature. They are also much easier to create, repeal or amend but they must not in anyway conflict with the Constitution itself. The By-Laws gives direction to the Association about how to go about the day to day business.

Policies are least difficult to alter under CUSA law. They are divided into procedural and operational guides for the Association.

The individual **Motions of Action** passed at Council are the legislation of the Association. Such legislation must also not conflict with the Constitution, By-laws or Policies of the Association. Council motions are given the lowest priority of any type of rule of the Association. The CUSA Office has a complete set of all the Council motions passed each year by Council.

BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

BYLAW I - COUNCIL

- 1.0 Composition
- 1.1 Council shall consist of thirty-four (34) seats filled by:
 - a. The President of the Association elected by and from the Membership of the Association,
 - b. The Finance Commissioner of the Association elected by and from the Membership of the Association,
 - c. The Vice-President for Internal Affairs of the Association elected by and from the membership of the Association,
 - d. The Vice-President Student Life of the Association elected by and from the membership of the Association,
 - e. The Vice-President for Student Issues of the Association elected by and from the membership of the Association,
 - f. The Vice-President for Services of the Association elected by and from the membership of the Association,
 - g. A representative appointed by and from, and sitting at the pleasure of, the Graduate Students' Association,
 - h. A representative appointed by and from, and sitting at the pleasure of, the residence students' association, and;
 - i. Twenty-six (26) Constituency Representatives elected by and from their constituencies.
- 1.2 There shall be the following ten (10) constituencies from which Representatives shall be elected to Council:
 - a. The members registered of the School of Journalism
 - b. The members registered in the Eric Sprott School of Business
 - c. The members registered in the Arthur Kroeger College of Public Affairs and Policy Management
 - d. The remainder of the members registered in the Faculties of Public Affairs
 - e. The members of the School of Humanities
 - f. The members registered in the Faculties of Arts and Social Science
 - g. The members registered in the Faculty of Engineering and Design
 - h. The members registered in the School of Computer Science
 - i. The remainder of the Members registered in the Faculty of Science
 - j. Those members registered as Special Students
- 1.3 Constituency seats shall be distributed to each constituency in as close a proportion as possible to the contribution of membership fees by members of each constituency during the current term of office of Council subject to the following provisions:
 - a. No constituency has less than one constituency seat
 - b. No constituency has more than forty-nine (49%) percent of the constituency seats
 - c. A constituency can only be formed if a School or Faculty is comprised of more than 250 members of the Association.
- 1.4 No members of the Association shall:
 - a. Stand for election for more than one Council seat

- b. Stand for election to a Council seat in a by-election while holding another Council seat
- c. Hold more than one seat on Council.

2.0 Terms and Conditions of Office

- 2.1 The term of office for all Councillors and members of the Executive shall begin on May 1 following the General Election and end on the following April 30. The term of office for a member filling a vacant seat shall commence immediately following ratification, and end on the following April 30.
- 2.2 No person under the age of eighteen (18) may occupy the position of President
- 2.3 Constituency representatives shall join and maintain voting status on one (1) of Council's committees by December 31 of their elected term. The VPI shall make the Constituency representatives aware of this requirement by way email or written communication within the first month of elected office.
- 2.4 Each Constituency Representative is expected to attend or provide a proxy for each meeting of Council.

The proxy:

- a. Must be a member of the Association who is not a Councillor;
 - b. Must be from the same Constituency except during Summer Session or for the Special Student Councillor;
 - c. Shall act on behalf of and represent the Constituency;
 - d. Shall have the privileges and responsibilities of a Councillor;
 - e. Shall be bound by the Councillor's instructions;
 - f. Must sign a registration form and submit it to the Chair of Council during or before each and every meeting of Council. The Councillor shall be required to acknowledge the registration of a proxy by means of email or written communication to the VPI before each and every meeting;
 - g. Must, in the case of a registered proxy for the Summer Session, sign a registration form, along with the Councillor and submit it to the Vice-President Internal during or before the first meeting for which the proxy will sit. The proxy may continue to occupy the seat until the end of Summer Session, unless otherwise directed by the Councillor.
- 2.5 An Executive or Council member seat shall be considered vacant if any of the following conditions are met:
- a. The seat was not filled in the general election, and has not since been filled through the procedures for filling vacant seats;
 - b. The incumbent tenders a written resignation that is served on all Council members;
 - c. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to two (2) regular meetings of Council during the Summer Session;
 - d. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to three (3) regular meetings of Council between September 1 and April 30;
 - e. In the case of Constituency Representative, if the incumbent sends a proxy to four (4) regular meetings of Council between September 1 and April 30;
 - f. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to four (4) emergency meetings of Council between May 1 and April 30;
 - g. In the case of a Constituency Representative, if the incumbent fails to maintain committee requirements by not attaining voting status on at least one (1) Council committee by December 31 of their elected term;

- h. If the incumbent has been 'named' by the Chair of Council under Roberts Rules of Order 3 times during either a regular or emergency meeting of Council;
- i. The incumbent ceases to be a member of the Association;
- j. The incumbent is removed by means of a referendum of recall, which:
 - i. In the case of an Executive member, may be initiated through a 2/3 majority vote of the members of Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to his/her office;
 - ii. In the case of a Constituency Representative, may be initiated through a 2/3 majority vote of the members of Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to his/her office;
- iii. For the purposes of subsections (a) and (b), only signatures of persons who would be eligible to vote in an election for the challenged position shall be counted in the total number of signatures collected, and any member who was acclaimed to his/her office shall be deemed to have been elected by 99 votes, or 20% of the electorate for that constituency, whichever is the lesser;
- iv. Notice of petition to recall must be presented to the Chair at least fourteen (14) calendar days prior to the collection of signatures, at which time the Chair will notify the members of Council and members of the Association by way of proper and public notice;
- v. In accordance with subsection (d), the collection of signatures will commence on the fifteenth (15) day after giving notice to the Chair;
- vi. Collection of signatures during the fourteen (14) day notice period will render the petition failed;
- vii. No member may be petitioned for recall more than once during their term in office.

2.6 No incumbent seat shall be considered vacant unless the following conditions are met:

- a. The VPI shall notify the incumbent of an absence from any meeting within forty-eight (48) hours of that meeting being adjourned;
- b. The VPI shall notify the incumbent after their first (1st) absence from a regular meeting of Council in the Summer Session within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at a regular meeting of Council in the Summer Session shall result in their seat being vacated;
- c. The VPI shall notify the incumbent after their second (2nd) absence from a regular meeting of Council between September 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at a regular meeting of Council between September 1 and April 30 shall result in their seat being vacated;
- d. The VPI shall notify the incumbent after having sent a proxy for a third (3rd) time to a regular meeting of Council between September 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that sending a proxy to one (1) more regular meeting of Council between September 1 and April 30 shall result in their seat being vacated;
- e. The VPI shall notify the incumbent after their third (3rd) absence from an emergency meeting of Council between May 1 and April 30 within forty-eight (48) hours of that meeting being adjourned with the notification that a further absence at an emergency meeting of Council between May 1 and April 30 shall result in their seat being vacated;
- f. The VPI shall notify the incumbent after having been 'named' by the Chair of Council two (2) times in a regular or emergency meeting within forty-eight (48) hours of that meeting being adjourned with the notification that being 'named' a further time shall result in their seat being vacated;
- g. The VPI has fulfilled their responsibility under Bylaw I s. 2.4 requiring that Councillors be notified of committee requirements.

3.0 Filling Vacant Seats

Vacant Constituency seats on Students' Council will be filled through the appointment of a member of the appropriate constituency, in accordance with the following conditions, until a general or by-election is held:

- a. Public notice must be given before the seat is filled.

- b. Candidates must produce a nomination form signed by no fewer members of the Constituency group than required during general elections.
 - c. Nomination forms must be received at the CUSA office a minimum of twenty-four (24) hours prior to the meeting of the Students' Council.
 - d. Nomination forms shall be verified by the Executive member in charge of Council prior to the meeting of Council for which the form has been submitted.
- 4.0 Requirements of Council Officers
- a. Councillor may be a Council Officer.
 - b. In order to exercise their rights as members of the Association, Council Officers must surrender their positions for the duration of the matter that they wish to address.
 - c. No member shall hold more than one Council Officer position.
 - d. If a Council Officer is absent from a Council meeting or surrenders the position during a meeting, Council shall name a member of the Association, who may be a Councillor, to temporarily act as the Council Officer. In order to exercise their rights as members of the Association, or in case of Councillors, the rights of Councillors, acting Council Officers must surrender their positions for the duration of the matter that they wish to address.
 - e. Council Officers must be elected by a majority vote of Council prior to being hired except for the Council Coordinator who shall be hired under the CUSA HR Policy. All council officers will then be put under the supervision of the Vice President Internal.
 - f. A Council Officers term and contract shall commence after being elected at the first meeting of Council of the CUSA year and terminate on April 30 of that year.
- 4.1 The Council Officers shall be:
- a. The Chair of Council
 - b. The Clerk of Council
- 4.2 The Chair of Council:
- a. Shall be responsible for the orderly conduct of business at Council meetings
 - b. Shall convene meetings of council no less than once a month, and at the request of council, and no less than forty-eight (48) hours and no more than one week after having received a request for a Council meeting from either the President or at least one-sixth (1/6) of the Councillors.
- 4.3 The Clerk of Council:
- a. Shall be responsible for accurately recording and distributing the minutes of Council meetings to the Vice President Internal within seventy-two (72) hours of the meeting being adjourned. These minutes shall be ratified as accurate at the next meeting of Council.
 - b. Collect all reports presented to council via email and add them to the minutes. The Clerk is expected to do this up to twelve (12) hours before the start of the Council Meeting. The Clerk is not expected to accept reports or add them to the minutes past this time. The Clerk is also not expected to record reports given at meetings that were not sent in via email.
- 5.0 A Council meeting shall have quorum only if:
- a. At least one third (1/3) of all the members of council are present in person.
 - b. The number of councillors and proxies present are a majority of the number of members of Council.
 - c. No more than one-half (1/2) of all the members of the executive will be counted for quorum.

- d. No more than five (5) proxies will be counted for quorum.
- 5.1 At the first meeting of Students' Council after its term of office begins:
 - a. As the first item of business, Students' Council shall appoint members to the Constitutional Board.
 - b. The President shall recommend, and Students' Council shall determine the number of Vice-Presidents and Directors, and the responsibilities of each.
- 5.2 Any guest may speak at a Council meeting, with the permission of Council
- 6.0 In-Camera Sessions
 - a. Council meetings shall be open to all members of the Association and invited guests, unless closed to discuss staff related matters or by a two-thirds (2/3) majority of those present and voting.
 - b. Only Councillors, proxies, Council Officers, and those guests or members invited by Council to attend the closed session may attend.

BYLAW II - EXECUTIVE

1.0 Composition

- a. The Executive shall consist of the President, the Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and Vice President Student Services.

2.0 Filling Vacant Executive Positions

- a. Should the position of President become vacant, a Vice President previously designated by Students' Council shall assume the administrative responsibilities of the President until the position is filled by means of an election by the Members of the Association.
- b. Should the position of Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and Vice President Student Services become vacant, Students' Council shall appoint a Councillor to assume the administrative responsibilities of the Vice President in question until the position is filled by means of an election by the Members of the Association.
- c. A general election shall be held each year in the Winter Term to fill the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, Vice President Student Services, and Constituency Representatives.
- d. By-elections shall be held within six (6) months of the occurrence of a vacancy in any of the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Issues, and/or Vice President Student Services. Those declared elected shall take office immediately.
- e. No Councillor may be nominated to more than one vice presidential position at one time.

BYLAW III – CONSTITUTIONAL BOARD

- 1.0 The Constitutional Board shall consist of:
 - a. Four (4) members of the Association who are not members of Council for which there shall be two (2) alternates;
 - b. The University Ombudsman.
- 2.0 Terms of Office

- a. The term of members, and alternates, shall be from the point of ratification until April 30 of that academic year or until such time as the member resigns or is removed due to a conflict of interest.
 - b. At the first meeting of Students' Council following the occurrence of a vacancy in the position of a member or an alternate of the Constitutional Board, Students' Council shall fill the vacancy.
- 3.0 The Chair shall:
- a. Be the University Ombudsman.
 - b. Give public notice of the time, date and location of the Board meeting.
 - c. Be responsible for meeting the requirements of the Constitution imposed on the Board.
 - d. Inform Council of any decisions of the Board.
- 4.0 Challenges
- a. The Chair of Council shall give proper notice of all Constitutional Challenges to Council.
 - b. The challenger's name shall be removed from the challenge filed, after confirmation of membership, and before the filed challenge is sent forth to the Constitutional Board.
 - c. The Executive Member in charge of Council shall, when a constitutional challenge is made, confirm the challenger's membership with the Association.
 - d. The Constitutional Board shall be convened to deal with the challenge and shall render a decision no more than 30 days after the challenge has been filed.
 - e. Written notice to formally announce the decision shall be given to Council within one week of a decision being rendered.
 - f. All challenged actions shall be considered valid until Students' Council is informed of the Constitutional Board's ruling.
 - g. All constitutional challenges filed against any actions that occurred within 1 year prior to May 1st shall be heard by the Constitutional Board.
- 5.0 At the beginning of every challenge the Chair of the Constitutional Board shall call a meeting of the Constitutional Board and ask the members of the Board if they are in a conflict of interest situation.
- a. If a conflict of interest is declared by any of the members of the Board they shall be replaced by an alternate, chosen by the Board. The alternate shall be chosen from the list of alternates for the board, as designated by Council.
 - b. All declarations of conflict of interest are to be made in accordance with the Conflict of Interest Policy adopted by Students' Council
 - c. If a Board member does not declare a conflict of interest but another Board member believes that a conflict exists, a vote will then be taken, at the discretion of the Chair, by the Board members to remove the member in question. A majority of the Board members shall decide the question.
- 6.0 Order of Proceedings
- a. A meeting of the Constitutional Board shall have quorum only if three (3) members of the Board, or their alternates, are present, including the Chair of the Board.
 - b. All meetings of the Board are open to all members of the Association.
 - c. Each challenge shall be dealt with separately.
 - d. The Board shall render its decision, with reasoning, to those present at the meeting of the Board. A roll call vote will be taken with each member stating whether they have voted to accept or reject the challenge. Abstentions are not permitted. The majority will prevail.

- e. The challenger may first make a presentation, calling any witnesses s/he or they deem appropriate, after which the Board members and the challenged may ask questions.
- f. The challenged may then make a presentation, calling any witnesses s/he or they deem appropriate, after which the Board members and the challenger may ask questions.
- g. Board members will deliberate and reach a decision. Board members may deliberate in a location other than that of the hearing.

7.0 Rulings

- a. The Constitutional Board shall rule on the challenge and the act of Students' Council, its members, its officers, or its agents.
- b. The Board reserves the right to rule on any challenge on the basis of all of the CUSA Constitution, Bylaws and Policies, and not on just the basis or articles suggested in submissions and/or presentations.
- c. The ruling of the Board shall be final.
- d. Copies of the Board's written ruling shall be made available at the CUSA office for Members of the Association.

8.0 Submitting a Challenge

- a. All submissions shall be submitted to the chair of Council.
- b. Submissions should include all relevant articles from any Council document, and a statement as to why these articles are relevant and important.
- c. All written submissions must be made available to the Board members, the challenger, and the challenged not less than forty-eight (48) hours prior to the Board's meeting.
- d. All submissions are deemed confidential until the meeting of the Board is convened.

BYLAW IV – FINANCES AND FEES

1.0 Fee Adjustment

- 1.1 The Association may request that the Board of Governors alter the level of fees collected provided that the change has been approved according to the following criteria:
- a. No fee may be removed or adjusted without a referendum unless otherwise specified herein.
 - b. The Student Fee may only be adjusted through a referendum vote favouring the change.
 - c. The Unicentre Fee may be adjusted through a two-thirds majority vote in favour of all members of Students' Council.
 - d. All matters except those laid out in Bylaw IV s. 1.1(c) in relation to the CUSA Health, Dental and Accident Plan shall be decided by a referendum vote of the CUSA Inc. Board of Trustees.
 - e. The Canadian Federation of Students (CFS) Fee may be adjusted as per the relevant provisions in the CFS Bylaws and the CFS/CUSA fee contract.
 - f. Any additional fee from the student body is subject to approval of a referendum favouring the change.
 - g. Reports on each of the executive special projects fund spending shall be available upon request at the end of the fall and winter semesters.

2.0 Fee Payment

- 2.1 Students' payment of fees shall be determined on the following basis:

- a. Full-time, undergraduate, qualifying year undergraduate and Certificates of Public Administration students shall be assessed the Carleton University Students' Association fee for the Fall and Winter academic terms.
- b. Part-time, undergraduate students shall be assessed the Carleton University Students' fee.

3.0 Executive Compensation

- 3.1 From May 1st until such time as directed otherwise by Council, the base rate for the Executive Honourarium shall be the previous year's Honourarium adjusted by the annual rate of change in the Consumer Price Index for the City of Ottawa for the previous calendar year
- 3.2 Under no circumstances shall the Executive Honourarium fall below \$24,960 for any member of the Executive.
- 3.3 The Executive Compensation Package shall include at least the following:
 - a. All Executive members shall be entitled to a benefit a minimum of 1 tuition credits.
 - b. All Executive members shall be enrolled in the Health, Accident and Dental plan offered by the Association to its members.
- 3.4 Beginning in May 1st 2006, and continuing on a biennial basis, Council shall, at its first meeting, strike the Executive Compensation Review Committee.
- 3.5 The composition of this committee shall be as follows:
 - a. Three (3) constituency representatives appointed by Council.
 - b. Three (3) students-at-large appointed by Council.
 - c. One (1) member of the Association appointed by Council,
- 3.6 Quorum for the Executive Compensation Committee shall be five members of the Committee.
- 3.7 The committee shall:
 - a. Undertake a thorough review of the Executive Compensation.
 - b. Make use of all relevant information from outside organizations.
 - c. Include in its research all relevant information from within the Association including, but not limited to, the budget, audited financial statements and recommendations from previous committees.
 - d. The committee shall present its report and recommendations for adjustments to Council no later than June 15th. Council shall make a final determination on the Executive Compensation no later than June 30th.
 - e. Provide the Vice-President Finance with a copy of the final report, which will be incorporated into the Association's Operating Budget.

4.0 Duties of the Vice President Finance

- 4.1 The Vice President Finance:
 - a. Shall be responsible for the presentation to Students' Council of a budget detailing the appropriation of the Association's monies, no later than August first (1st).
 - b. Shall be responsible to Students' Council for the disbursement of the Association's monies in accordance with the budget ratified by Council.
 - c. Shall be responsible to Students' Council for the presentation of regular financial statements and such other financial statements as may be requested by Students' Council.

- d. Shall in conjunction with the Financial Review Committee, review the Student Fee and provide a report of the findings to Council, prior to February first (1st), every second year starting February 1990.
- e. Shall in conjunction with the Financial Review Committee, review the Unicentre Fee annually, and present a report of the findings at the Corporate Meeting when CUSA Inc.'s audited statements are brought forward.
- f. Shall incorporate it the final determination of the CUSA's Operating Budget the findings from the Executive Compensation Committee's report.

BYLAW V - COUNCIL STANDING COMMITTEES

- 1.0 The Advisory bodies of the Association shall include the following standing committees: Constitution and Policy Review Committee (CPRC), Financial Review Committee (FRC), Conference and Discretionary Fund Committee (CDFC), Executive Compensation Committee (ECC), Clubs and Societies Committee (CSC), Financial Assistance Committee for Clubs and Societies (FACCS), Accessibility Fund Committee (AFC), Clubs and Societies Summer Funding Committee (CSSFC), and the Awards Committee (AC).
- 1.1 These committees shall act solely as information bodies to Council.
- 1.2 Standing Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.
- 1.3 Standing Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.
- 2.0 Striking of Standing Committees
- 2.1 Standing Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas of, but not limited to, policy, action and planning, where it feels that such recommendations would improve the Students' Association. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of the respective Committees.
- 2.2 Standing Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Standing Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate, however this does not preclude other members of the Association endeavoring to strike any Standing Committee.
- 2.4 There shall be two sessions during which Standing Committees shall sit. The first shall be the Summer Session, which shall begin May 1 and end August 31. The second shall be the Fall/Winter Session, which shall begin September 1 and end April 30.
- 2.5 Not all standing committees need be struck during the summer session. All standing committees must be struck at the first council meeting of the Fall/Winter semester, unless otherwise indicated. Exceptions include the Awards Committee, which must be struck no later than the February meeting of council, and the Clubs and Societies Summer Funding Committee that must be struck once for the summer term May 1 to August 31.
- 3.0 Membership

- 3.1 Voting membership on any CUSA Standing Committee is open to any member of the Association unless otherwise specified by subsequent terms of reference that members be elected to the Committee by Council.
- 3.2 Voting status is acquired through attendance at the first meeting of a Summer Session for that Session, or either of the first two meetings of a Fall/Winter Session for that Session.
- 3.3 Voting status is also granted at the attendance of two consecutive meetings during a Summer Session for that session or at the first meeting after attendance at two consecutive meetings during a Fall/Winter Session for that Session.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings during the Summer or Fall/Winter Session.
- 3.5 Any member of a standing committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.
- 4.0 Standing Committee Chairpersons
- 4.1 The Chair of each Standing Committee shall be elected by the committee at the first meeting of a Summer Session or of a Fall/Winter Session, unless otherwise indicated under committee or executive member mandates.
- 4.2 The Chair of each Standing Committee shall:
- a. Be responsible for the consistent scheduling, and public and proper notice of Committee meetings.
 - b. Ensure the clerk records and files the minutes of each Committee meeting with the Vice President Internal.”
 - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
 - d. Be responsible for keeping track of the voting membership of the Committee.
 - e. Be responsible for submitting bimonthly written reports on the progress of the Committee to Council. Such reports shall be approved beforehand by the Committee.
 - f. Be responsible for ensuring that Committee recommendations are made aware of at Council.
 - g. Be paid an honourarium determined by Council.
 - h. State at the beginning of each committee meeting that any member may request that their name, student number and any identifiable information, including information concerning their identities, be removed from the record at any point: prior to, during or after the meeting.
 - i. Be responsible to remove any names, student numbers and identifiable information, including information concerning identities, of any member referenced who are not in attendance.
- 4.3 The Chair of a Standing Committee may be removed from his or her position as chair at any time during a given Session by a majority vote of the members of that committee.
- 4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.

- 5.0 Quorum for Standing Committee Meetings
- 5.1 Quorum for Standing Committee meetings shall be five (5) voting members.
- 6.0 Terms of Reference
- 6.1 All Standing Committees are subject to any subsequent Terms of Reference, which may be passed by Council.

BYLAW VI – COUNCIL AD HOC COMMITTEES

- 1.0 Ad Hoc Committees may be struck at any point to deal with issues that are not already designated to a Council Standing Committees.
- 1.1 These committees shall act solely as information bodies to Council.
- 1.2 Ad Hoc Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.
- 1.3 Ad Hoc Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.
- 1.4. Council ad-hoc committees shall include, but are not limited to, the following committees: Equity Committee, Spirit Committee, Student Issues Action Committee, Sustainability Committee, Transit Committee, Social Media Moderation Board, Electoral Review Committee, and the Human Resources Committee,
- 2.0 Striking of Ad Hoc Committees
- 2.1 Ad Hoc Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas that are not already examined by Standing Committees. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of importance to CUSA.
- 2.2 Ad Hoc Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Ad Hoc Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate; however this does not preclude other members of the Association endeavoring to strike any Ad Hoc Committee.
- 2.4 An Ad Hoc Committee may be struck at any point throughout the year.
- 2.5 An Ad Hoc Committee must end as of April 30th and there is no requirement that any Ad Hoc Committee be struck again the following year.
- 3.0 Membership
- 3.1 Voting membership on any CUSA Ad Hoc Committee is open to any member of the Association.
- 3.2 Voting status is acquired through attendance at the first two meetings of the Ad Hoc Committee after it has been struck.
- 3.3 Voting status is also granted at the first meeting after attendance at two consecutive meetings.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings.

- 3.5 Any member of an Ad Hoc committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.
- 4.0 Ad Hoc Committee Chairpersons
- 4.1 It is the responsibility of the committee to elect an ad-hoc committee chair at the first committee meeting of the academic year - May 1 to April 30, unless otherwise indicated by committee or executive member mandates.
- 4.2 The Chair of each Ad Hoc Committee shall:
- a. Be responsible for the consistent scheduling, and public and proper notice of the Committee meetings.
 - b. Be responsible for the recording and filing of minutes for each Committee meeting.
 - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
 - d. Be responsible for keeping track of the voting membership of the Committee.
 - e. Be responsible for ensuring that Committee recommendations are made aware of at Council.
 - f. Be paid an honourarium determined by Council.
- 4.3 The Chair of an Ad Hoc Committee may be removed from his or her position as chair at any time by a majority vote of the members of that committee.
- 4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.
- 5.0 Quorum for Ad Hoc Committee Meetings
- 5.1 Quorum for Ad Hoc Committee meetings shall be five (5) voting members.

BYLAW VII – CUSA STUDENT INITIATIVE FUND

1.0 Purpose

- 1.1 The CUSA Student Initiative Fund reference back to the Conference and Discretionary Fund with a more extended purpose. It shall be maintained by CUSA Council and is intended to assist students and student groups on campus in endeavors which improve the Carleton community, the profile of CUSA, and/or the interests of the students involved. Student initiatives such as, a conference or competition, a charity CUSA may be asked to support, academic project or any other student initiative that CUSA may be asked to support, academic project or any other student initiative that CUSA deems worthy to support.

2.0 Eligibility

- 2.1 The CUSA Student Initiative Fund shall be open to all members of the Association so long as they are not included in section 2.2 or 2.3 of this Bylaw.
- 2.2 The CUSA Student Initiative Fund is not available to areas of CUSA that receive funding through CUSA's operating budget. Restricted areas include but are not limited to, CUSA Service Centres, Businesses, and Executives. (The only exception would be an individual who happens to be a member of a Club/Society, the Executive, or a Service Centre, who wishes to be funded for a conference or event that does not relate to their position in this area).

2.3 Association members that belong to a faculty that has new or existing conference reimbursement programs must apply to that respective program first before applying to the SIF. The applicant must then produce documentation of this funding attempt as revenue on their budget for their SIF application. This is to ensure that students utilize all resources available to them.

3.0 CUSA Student Initiative Fund Committee (SIFC)

3.1 The CUSA Student Initiative Fund Committee (SIFC) shall administer the CUSA Student Initiative Fund.

3.2 The SIFC shall have the following composition:

- a. CUSA Vice President Internal as Chair
- b. CUSA Vice President Finance
- c. 3 Councillors appointed by Council
- d. 3 Students-at-large appointed by Council

3.3 Quorum for the SIFC shall be four (4) voting.

3.4 The SIFC shall make regular reports to Council regarding the appropriation of funds. The decision of the SIFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.

4.0 Funds

4.1 The committee shall receive an annual budget, set out by the Vice President Finance and approved by Council in the operating budget.

4.2 The money in the fund will be given out at the discretion of Council in the following time periods:

- a. Application deadline for the summer academic session, July 31st
- b. Application deadline for the fall academic session, October 31st and December 1st.
- c. Application deadline for the winter academic session, January 31st and March 31st

4.3 The SIFC may grant no more than \$500 for any individual.

4.4 Student groups will be funded under the discretion of the SIFC.

5.0 Submissions

5.1 All applicants are required to fill out a standard application form available in the CUSA website and provide information in the form of official itinerary and/or contact number for the conference organizers, charity representative or event organizer.

5.2 Applicants may be asked to appear before the SIFC to make a presentation and/or answer questions regarding their request.

5.3 Applicant must follow the application deadlines. March 31st being the last day to submit an application for the academic year.

6.0 Requirements

6.1 All receipts must be submitted before funding can be released. Due to financial situation, the applicant may ask for an exception. Yet, must provide receipts after.

6.2 Approved applicants before receiving their funding must write a short description of their experience, under the approval of the individual it will be posted on the CUSA website and shared with the Carleton Community.

7.0 Guidelines:

7.1 The SIFC shall adhere to the following guidelines when it comes to reviewing submissions. As a matter of official policy, the CUSA Student Initiative Fund Committee will regard favourably those applications that take the following aspects into consideration:

- a. Personal investment such as time, money, skills and others in the project will be considered advantageous.
- b. Events should have recognition of CUSA as a sponsor or tie in with the aims of CUSA as an organization.
- c. The event should have a wider benefit to the student body and not just to the individual student seeking funding. There should be a plan demonstrated to share knowledge and skills learned with the greater student body.
- d. Student projects or events that help promote academics of the student body are to be strongly considered.
- e. All budgets must be detailed and accompanied with event pamphlets, itinerary, etc.
- f. An event or conference brought to Carleton is considered advantageous.
- g. Applications submitted after a conference/event has taken place must be accompanied with receipts corresponding to the budget submitted.

6.2 Submissions that adhere to the aforementioned criteria as close as possible (as many of the above points as possible) will have a higher chance of receiving funding from the SIFC.

BYLAW VIII – ACCESSIBILITY FUND

1.0 Purpose

1.1 To assist in improving the accessibility of CUSA events and facilities for all disability groups.

2.0 Eligibility

2.1 All CUSA clubs, societies, services, facilities, and Members of the association will be able to access the monies of the fund by filling out an Accessibility Improvement form.

2.2 Funding will be determined by the following criteria:

- a. The money is going towards improving the accessibility of a CUSA event or a CUSA facility for any or all disability groups.
- b. If the subject of an accessibility project is the joint responsibility of the Association and the University Administration, then costs will be divided in proportion to the responsibility.

2.3 For the uses of money going to improve accessibility at a CUSA event or a CUSA facility for a specific individual, it must be established that the provision of the improved accessibility at a said event or a said facility is the responsibility of CUSA.

- a. In the event that the subject of the request for funding is a joint responsibility of both the individual and the Association, then CUSA will enter into a cost sharing arrangement with the individual to cover the costs in the amount for which CUSA is responsible.
 - b. To determine whether improved accessibility is the responsibility of the Association, or the individual, the Association will look at all relevant legislation to the situation and the common practice of provision in the situation and will then make a decision.
- 2.4 In events and facilities where the provision of accessibility improvements are necessary to obtain the same level of utility for a person with a disability, then the provisions of those services is solely the responsibility of CUSA.
- 3.0 Accessibility Fund Committee (AFC)
- 3.1 The Accessibility Fund Committee shall administer the Accessibility Fund.
- 3.2 The use of the monies of the CUSA Accessibility Fund must be ratified by a committee composed of the following:
- a. The Finance Commissioner
 - h. The appropriate Vice-President
 - i. Four students with disabilities, and two CUSA Councilors
 - j. Two (2) students at large.
- 3.3 The AFC shall make regular reports to Council regarding the appropriation of funds. The decision of the AFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.
- 4.0 Funds
- 4.1 At the end of every fiscal year, any monies remaining in the CUSA Accessibility fund will remain in the said fund.

BYLAW IX – CLUBS AND SOCIETIES

1.0 Structure

- 1.1 Academic Societies may be student organizations established in any department, school, institute, program or division, and may only be established such that:
- a. The aim of Academic Societies shall be to provide an academic and social environment related to the field of study of the respective academic area in an effort to enhance the university experience.
 - b. All Societies shall be open to all fee-paying Members of the Association.
- 1.2 Clubs may be any other student organization joined by a common interest, and may only be established such that:
- a. The aim of a Club shall be to provide a social and / or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
 - b. All Clubs shall be open to all fee-paying Members of the Association with the exception of Competitive Clubs.

2.0 The Clubs and Societies Introduction Meeting

- 2.1 Each Club or Society must send an executive to the Introduction Meeting unless proper notice has been given to and accepted by the Clubs and Societies Commissioners.

2.2 There shall be an Introduction Meeting once (1) in the Fall Term and once (1) in the Winter Term for the Clubs and Societies that have been certified that term.

2.3 The Introduction Meeting shall:

- a. Be an information session for all Clubs and Societies certified that term.
- b. In the case of the Fall Term Introduction Meeting, be the session where Clubs and Society representatives are elected to serve on the Financial Assistance Committee for Clubs and Societies for the year.

3.0 The Clubs and Societies Committee

3.1 The Committee shall consist of:

- a. The Clubs and Societies Commissioners.
- b. The CUSA Vice President Internal.
- c. The CUSA Vice President Finance.
- d. Four (4) delegates; two from (2) Clubs and two from (2) Societies, elected from all present at the Introduction Meeting in the Fall term.

3.2 The Clubs and Societies Committee shall be empowered to:

- a. Coordinate joint Club and Society activities and operate to foster the successful operation of Clubs and Societies.
- b. Act as an open forum, in which Clubs and Societies may express their views.
- c. Make recommendations to Students' Council regarding Clubs and/or Societies.
- d. Make and enforce regulations and orders with regard to Clubs and Societies as approved by Council.
- e. Hear concerns of certification or decertification of Clubs and Societies.
- f. Hear appeals of the CUSA Clubs and Societies Commissioners' decisions.

3.3 The Committee shall meet:

- a. At least once in the Fall Term and once in the Winter Term.
- b. When called by the Clubs and Societies Commissioner or the Vice-President Internal.
- c. Upon written request by delegates from at least ten (10) Clubs and/or Societies.

3.4 Meetings of the Committee shall require public notice.

4.0 Certification and Recertification

4.1 Clubs and Societies are certified by the Clubs and Societies Commissioners once they have provided the following to the Clubs and Societies Office in electronic form by the date set by the Clubs and Societies Commissioners:

- a. A written constitution, not in contravention of the CUSA Constitution, Bylaws, or Policies, embodying the aims and structure of the Club or Society;
- b. A formal budget, including all projected revenues and expenditures for the year;
- c. A list of a minimum of 10 (ten) members;
- d. An executive list with contact information.

- 4.2 In order to maintain certification on an annual basis, Clubs and Societies must provide the following to the Clubs and Societies Commissioners in electronic form by the date set by the Clubs and Societies Commissioners:
- a. An updated version of the Club or Society's constitution;
 - b. A formal budget, including all projected revenues and expenditures;
 - c. A list of a minimum of 10 (ten) members;
 - d. An executive list with contact information.
- 4.3 If at the time of certification or recertification the Vice President Internal and/or the Clubs and Societies Commissioners question the legitimacy of a Club or Society's application, they have the authority to request further information from the Club or Society and withhold any funding allocated until the information is received and deemed acceptable.
- 4.4 Clubs & Societies Commissioners may, subject to appeal to the Clubs & Societies Committee, deny the certification of a club or society that:
- a. Appears to replicate the primary or whole purpose and/or function of any other club or society.
 - b. Appears to exist for the sole purpose of collaborating on events with current clubs that extends beyond the usual collaboration between distinct clubs and societies.
 - c. Attempts to replace a currently certified club or society.
 - d. Attempts to create a second club for the same sport unless one club is solely recreational and the other is solely competitive.
- 5.0 Decertification**
- 5.1 Decertification of a Club or Society results in all grants and use of resources through CUSA being suspended.
- 5.2 Decertification may occur when:
- a. A Club or Society fails to fulfill the recertification requirements outlined in this Bylaw.
 - b. Actions taken by the Club or Society are contrary to the Constitution, Bylaws, or Policies of the Carleton University Students' Association, or to the constitution of that Club or Society.
 - c. A Club or Society knowingly misrepresents facts when submitting or requesting information, resources or funding.
 - d. A Club or Society is in debt to CUSA and has not made arrangements for repayment.
 - e. A Club or Society fails to attend a workshop outlined in section 7.0.
 - f. A Club or Society that has received funding from CUSA fails to submit a ledger in electronic form that includes all receipts for the term/s in which funding was granted.
 - g. A club or Society does not meet requirements during an Annual Review as per section 8.0.
 - h. If a club feels a decision to be unfair or incorrect, they may appeal the decision to the Constitutional Board.
- 5.3 A Club or Society may also be deemed decertified upon a two-thirds (2/3rds) majority vote in favour of the decertification by CUSA Council.
- 5.4 Written notice of a motion to decertify shall be given to the Club or Society to be decertified no less than ten (10) days prior to the CUSA Council meeting.

6.0 Membership Fees

- 6.1 All Clubs and Society members must be given receipts or appropriate confirmation of payment.
- 6.2 The membership fees collected will be reported in the budget and financial statements which the Club or Society submits to the Clubs and Societies Commissioners.
- 6.3 All Clubs and Societies must record in an excel worksheet the name, email and student number of each of their paid members. This list shall be provided to the Clubs and Societies Office in electronic form at year-end to verify budgeted membership enrolment revenue.
- 6.4 All Clubs and Societies are required to open and maintain an active on-campus Scotia Bank account if they intend on receiving funding from CUSA.

7.0 Workshops

- 7.1 All certified Clubs and Societies are required to send an Executive to the Clubs and Societies workshops as mandated by the Clubs and Societies Commissioner after certification, unless proper notice has been given and accepted by the Clubs and Societies Commissioners.

8.0 Clubs and Societies Annual Review

- 8.1 Every Club and Society must submit a ledger and membership list to the Clubs Commissioners in electronic form by April 30th of each year.
- 8.2 Each Club and/or Society may be randomly selected by the Clubs and Societies Commissioner or by recommendation by the C&S Fund Committee for a review of the Club or Society's spending.
- 8.3 If chosen for a review the Club or Society must provide all necessary documentation to the Clubs and Societies Commissioners.
- 8.4 If the review reveals misappropriated funds, fraud, or a lack of internal accountability measures by the Club or Society then they will be unable to receive funding from C&S Fund Committee for the following Fall Term.
- 8.5 Any executive member of a Club or Society that is found to be culpable for inappropriate financial activity may be excluded from holding executive positions with any Club or Society as well as holding a seat on C&S Fund Committee in the future.

9.0 Charitable Partnerships

- 9.1 Clubs and societies working to raise money for charitable ends must provided the CRA registered charity number for the organization they wish to partner with.
- 9.2 Clubs and societies which are folding their organization may donate their remaining funds to a CRA registered charity of their choice on behalf of the Carleton University Students' Association.

By Law X – CUSA Clubs and Societies Fund

1.0 Purpose

- 1.1 The CUSA Clubs and Societies Fund assists Clubs & Societies with financial support. Support that will contribute to their short- and long-term goals to ensure that they run efficiently and effectively at Carleton University, and furthermore, to encourage students active involvement on campus.

2.0 Criteria

- 2.1 All registered CUSA Clubs and Societies are eligible to apply for the fund. The committee has the power to deny applications to those Clubs and Societies with bad record.
- a. The C&S Fund will prioritize events that are open to all members of the Association and that are focused on engaging the Carleton community as a whole.
 - b. The C&S Fund will examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all Clubs and Societies.
 - c. Clubs and Societies can only apply for funding once a year (with the exclusion of summer funding).
 - d. The C&S Fund may grant up to \$2,200 to Clubs and Societies per year.
 - e. All Clubs and Societies wishing to apply are required to fill out the application form available in the CUSA website and provide all the requested information.
 - f. The C&S Fund will not fund the purchase of alcohol.
 - g. The C&S Fund will not fund any Club or Society that received a levy from any portion of the Carleton University Student body.

3.0 CUSA Clubs and Societies Fund Committee

- 3.1 The C&S Fund Committee shall consist of the following voting members:
- a. The CUSA Vice President Internal;
 - b. The CUSA Vice President Finance;
 - c. Clubs & Societies Commissioners
 - d. 1 CUSA Councillor;
 - d. Four (4) delegates; two from (2) Clubs and two from (2) Societies, elected at the Fall Introduction Meeting from the Clubs or Societies that receive the highest number of votes.
- 3.2 The C&S Fund committee shall be empowered to:
- a. Request any financial information from a Club or Society requesting money.
 - b. Inquire about anything relevant to the funding request before the C&S fund.
 - c. Order the return of any funding allocation that has been used for prohibited, illegal, or otherwise inappropriate use; and/or order a hold, or shut down a club bank account; in keeping with the principals of equal treatment and institutional fairness. These decisions may be appealed to the Constitutional Board.

- 4.0 The C&S Fund shall meet:
- a. To consider funding applications for the Clubs and Societies at least once per year or when necessary.
- 4.1 Quorum for the C&S fund shall be five (5) committee members

5.0 Application Procedure

- 5.1 To receive funding, Clubs and Societies shall be required to provide in electronic form available in the CUSA website:

- a. A full and complete budget, exception applies for new Clubs and Societies requesting \$250 or under;
- b. For recertified Clubs and Societies a ledger must be submitted at year-end.
- c. For new and recertified Clubs and Societies a membership list.
- d. Complete the answer to every single question in the application

6.0 Financial Review

- 6.1 A financial review can be performed on any Club or Society by recommendation by the C&S Fund Committee. Supported by at least three (3) members of the C&S Fund Committee.
- 6.2 It is the responsibility of the Clubs and Societies Office to conduct the financial review in cooperation with the Vice President Finance and the Vice President Internal.

7.0 Feedback

- 7.1 Any Club or Society may request to see the notes made by C&S fund regarding their specific funding application. The Clubs and Societies Commissioners shall provide these notes upon request.

8.0 Asset Registry

- 8.1 All Clubs and Societies that purchase permanent assets (as deemed so by C&S Fund) exceeding \$100 must register them with the Clubs and Societies office by way of electronic communication.
- 8.2 These assets must be passed from outgoing executive to incoming executive. In the event that the Club or Society ceases to exist, then the Club or Society must relinquish all registered assets to the Clubs and Societies Office.

9.0 Funding Guidelines

- 9.1 Under the discretion of the C&S fund committee the following items can be funded: advertising, apparel, equipment rentals, guest speakers, food, refreshments, supplies, travel, venue, and other miscellaneous funds.
- 9.2 Except in special circumstances deemed appropriate by the C&S Fund Committee, all travel expenses will not be funded by the committee, and groups will be encouraged to apply for the CUSA Student Initiative Fund for expenses related to travelling.
- 9.3 The C&S Fund will regard advantageous those applications with the following aspects:
 - a. Clubs and Societies who implement membership fee to their Club or Society.
 - b. All attached budgets must provide detailed explanation
 - c. All questions on the application form must be answered
 - d. The application must be clear about how the funds will be used.
 - e) Those who pursue additional means of revenue and sponsorship
 - f) Those who are active throughout the entire funding period.

BYLAW XI – CLUBS AND SOCIETIES SUMMER FUNDING COMMITTEE

1.0 Clubs and Societies Summer Funding Committee (CSSFC)

1.1 The CSSFC shall adhere to the following guidelines

- a. The CSSFC may be struck each year between May 1st and August 31st.
- b. The CSSFC shall be struck at the discretion of both the Vice President Internal and the Vice President Finance where Clubs and Societies summer funding applications warrant and adequate funds are available in the CUSA budget.
- c. The annual budget of the CSSFC shall be determined by the Vice President Finance.
- d. CSSFC funding shall be available to all registered Clubs & Societies active during the Summer Session

1.2 CSSFC shall consist of the following voting members:

- a. A Clubs & Societies Commissioners;
- b. The CUSA President
- c. The CUSA Vice President Internal;
- d. The CUSA Vice President Finance;

1.3 Quorum for the CSSFC shall be three (3) members.

1.4 Clubs and Societies shall only be eligible to receive a maximum of \$500 in funding from the CSSFC during the Summer Session.

1.5 In order to be eligible for summer funding, Clubs and Societies must submit an application to the Clubs and Societies Office in electronic form with a full and complete budget and an indication of financial need.

1.6 Clubs and Societies will be eligible for funding based on the criteria set out in CUSA Bylaw X s. 2.0 ("Funding Policies").

1.7 Clubs and Societies must prescribe to the Asset Registry guidelines set out in Bylaw X s. 8.0.

1.8 Any Club or Society that receives summer funding will be required to submit financial statements to the Clubs and Societies Office in electronic form by August 31st, which sets out all expenditures of the Club or Society for the Summer Session.

1.9 The CSSFC reserve the right to perform a financial review on any Club or Society who receives summer funding. Any fraudulent behaviour in relation to summer funding shall lead to the suspension of C&S Fund Committee for the subsequent year.

BYLAW XII – CLUBS AND SOCIETIES ELECTIONS

1.0 Mandate

1.1 Clubs which elect executive members that have had a membership of over fifty members at the time of their previous elections or that might reasonably expect to have at least sixty voting members in attendance at their upcoming elections are required to follow the basic guidelines for elections shown in this bylaw, unless the club has a unique electoral code that has been approved by the C&S Commissioners for that year, and is appealable to the Clubs and Societies Committee.

2.0 Membership Rules

2.1 Voting memberships must be available for purchase up until two weeks before voting and one week after the election announcement.

2.2 Only paid club members, in the case of clubs with membership fees, may vote.

2.3 Paid members must be given notice of three (3) weeks for elections. The clubs office must be given the same notice.

3.0 Balloting & Voting

3.1 Ballots must have the signature of two elections officials.

3.2 In the case of printed ballots, the names of all candidates must be printed in alphabetical order by last name.

3.3 Written ballots are permitted.

3.4 Instructions for voting must posted at the location of polling.

3.5 Every voter has the right to write their ballot in private.

4.0 Voters Lists

4.1 Elections official must produce an official voters list prior to the start of voting.

4.2 Voters must be crossed off the voters list when they are provided a ballot.

4.3 The voters list shall be final and shall be kept in the club records.

5.0 Counting

5.1 During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.

5.2 No candidate may be a scrutineer.

5.3 No counting may take place without the primary elections official present.

5.4 The ballots should always be supervised by an elections official and any scrutineers who wish to ensure their integrity.

6.0 Tampering & Cheating

6.1 No candidate may touch or otherwise tamper with ballots.

6.2 No one may bribe or otherwise coerce a member to vote in a particular way.

7.0 Elections Officials

7.1 Elections officials may not be candidates.

7.2 Elections officials shall be a neutral member of the club, a clubs commissioner, or a neutral student who is not a member of the club.

8.0 Results

Voting results must be published via email to all paid members and to the clubs office.

9.0 Appeals

Any appeals may be made to the Clubs & Societies Office.

BYLAW XIII - CUSA HUMAN RESOURCES POLICY

1.0 The Carleton University Students' Association (CUSA) Human Resource Policy

1.1 The Carleton University Students' Association (CUSA) does not discriminate on the basis of sex, gender identity or expression, religion, race, colour, national or ethnic origin, age, disability, sexual orientation or political affiliation. Hiring for all positions within CUSA shall be carried out in a professional and ethical way and based on the merit of each individual applying for the position, cognizant of structural barriers to employment. All hiring is, thus, subject to the existing Carleton University Declaration of Students' Institutional and Academic Rights Policy, Discrimination on Campus Policy, and the employment equity standards of the Canadian Union of Public Employees (CUPE).

1.2 No part of the CUSA Human Resource Policy may be interpreted as being in contravention with the collective agreements between CUSA Inc. and CUPE Local 3011 and CUPE Local 1281. Any such interpretation or policy carried out in contravention of these agreements will be considered null and void.

2.0 The Human Resources Committee

2.1 A Human Resources Committee (HRC) shall be struck for all new hired positions at the Carleton University Student Association (CUSA). It shall operate according to this policy and shall be structured according to the type of position that is being filled.

3.0 CUSA Service Centers and other Association activity

3.1 For a position being filled in one of the Association's Service Centres or for other Association activity the HRC shall be comprised of:

- The President of the Association
- The appropriate CUSA Executive member
- One non-Executive member of Council, selected by lottery.
- A non-voting representative of the Graduate Students' Association (GSA)
- A Community Representative given section 3.8

3.2 Where possible, for a Service Centre position a community partner representative shall be consulted by key members of the HRC to gain insight into the community being served.

3.3 Notice shall be given to prospective members of the HRC of the time and place of the consultation with the community partner representative.

3.4 The HRC will use the information gained from the community partner representative to improve the hiring process or change structured interview questions at their discretion.

- 3.5 The community partner representative will be to represent the service users in order to ensure a meritocratic selection that is best suited to the users of the Service Center. They will be selected by a majority vote of all members of the HRC from two options prepared with due diligence by the appropriate service center coordinator in consultation with the VP Student Services.
- 3.6 In the exceptional case of both coordinators resigning or contract ending, the service center equivalent at the University of Ottawa will be contacted by the VP Student Services for two suggestions of community partners to be presented to the HRC.
- 3.7 Where 3.6 is not possible it will fall to the VP Student Services discretion to select a community representative.
- 3.8 Where possible, if deemed necessary by the HRC to have a higher representation of the community being served on the committee, it may decide by the request of half (50%) of the HRC to give the Community Partner representative a voting seat on the HRC.
- 3.9 In the case where any of the above members or representatives may not be present due to extenuating circumstances, appropriate substitutes may act as a proxy that will take the members place at the beginning of the hiring process.
- 3.10 The composition of the HRC must not change throughout the entire hiring process.

4.0 CUSA Businesses

- 4.1 For a position being filled in a business owned by the Association the HRC shall be comprised of:
- The President of the Association
 - The Manager of the Association owned business appropriate to the position
 - An appropriate Executive member of the Association
 - A non-voting seat may be added to include a member of council which will be an observing member.
- 4.2 Where applicable, the business manager for the position may suggest an alternative manager to take part in the committee and replace a position of the President or Executive member of the HRC, at the discretion of the president.
- 4.3 The composition of the HRC must not change throughout the entire hiring process.
- 4.4 If the Executive or non-Executive member of the Association that is outlined in this policy to be a member of the HRC cannot participate at the start of the hiring process, they must appoint a proxy who is of a similar position to replace them for the remainder of the hiring process.

5.0 Council Notice

- 5.1 Executive and non-Executive members of Council will be notified a week before the striking of a new HRC (including details of the position as well as the times and location of the interviews) through e-mail as well as at Council, where applicable.
- 5.2 An effort will be made to ensure that there is a rotation of non-Executive members on any new HRC that is struck by the Association.
- 5.3 All Executive and non-Executive members (where applicable) may respond to Council notice of the striking of a new HRC with their availability according to the times and location of the interviews as well as express their desire to be a member of the HRC.

5.4 The rotation of non-Executive members shall be chosen on a random basis, with all responses from members of Council numbered according to their submission and chosen based on the generation of a random number according to the number of responses.

5.5 Priority shall be given to those who have not yet been selected to be a member of an HRC.

5.6 A non-Executive number will not be chosen a second time from the random selection process until all others who have submitted their availability have also had a chance to sit on an HRC.

5.7 The appropriate Executive shall give to Council a report outlining the HRC's hiring process, the successful candidate and any other information the HRC deemed necessary for all newly hired positions.

6.0 Hiring Practices

6.1 The HRC must seek where possible a minimum of two (2) applicants per position.

6.2 Where deemed necessary for the position the HRC will seek a response from two references provided by the applicant.

6.3 It is the responsibility of each applicant to demonstrate that they meet all requirements and criteria of the position, at the manager or the VP Student Services' discretion.

6.4 The CUSA owned business manager will at their discretion, screen out those deemed unqualified for the position. The business manager shall be required to report to the HRC on any applicants that were deemed unqualified.

6.5 For CUSA Service Centre positions the VP Student Services will, at their discretion, screen out those who do not fulfill the application requirements. The VP Student Services shall be required to report to the HRC on any applicants that were deemed unqualified.

6.6 For all other CUSA positions the appropriate CUSA Executive or manager will, at their discretion, screen out those who do not fulfill the application requirements. The appropriate CUSA Executive or manager shall be required to report to the HRC on any applicants that were deemed unqualified.

6.7 The HRC will compile a list of all candidates considered for the position after the screening process.

6.8 The HRC will conduct a thorough review of all available individual application documents (including but not limited to resumes, cover letters and letters of recommendation) for all candidates who pass the screening process.

6.9 Each individual candidate shall be given where possible three (3) days' notice of the time and location of their interview through any and all desired means of communication.

6.10 The HRC shall conduct an interview of each individual candidate comprised of structured questions given to all applicants.

6.11 After all candidates have been interviewed; the HRC shall meet within 48 hours to discuss the candidates.

6.12 After a thorough evaluation as to whether or not the candidate satisfies all necessary criteria and qualifications the HRC will attempt to reach consensus on the successful candidate.

- 6.13 After an agreement is reached by the HRC, an offer of employment shall be given to the successful applicant through any and all of their desired means of communication.
- 6.14 The composition of the HRC shall remain the same for the duration of all of the interviews for one particular position, as defined in the sections above.
- 6.15 For CUSA owned businesses, if under extenuating circumstances a member of the HRC is unable to attend the interview process at any point; the interview process will continue with the remaining members of the HRC.
- 6.16 It shall be the duty of members of the HRC to record their evaluation of the criteria for the individual candidate and for the VP Internal to keep all of these records on file.

7.0 Consensus

- 7.1 The HRC will continuously strive to reach consensus.
- 7.2 Under extreme circumstances where the HRC fails to reach a consensus in regards to a CUSA business position, the position shall be decided by a majority vote. In the event of a deadlock, the CUSA President shall have the deciding vote.
- 7.3 Under extreme circumstances where the HRC fails to reach a consensus in regards to a CUSA Service Centre position, the position shall be decided by a majority vote. In the event of a deadlock, the VP Student Services shall have the deciding vote.
- 7.4 Under extreme circumstances where the HRC fails to reach a consensus in regards to another CUSA position, the position shall be decided by a majority vote. In the event of a deadlock, the CUSA President shall have the deciding vote.

8.0 CUSA Human Resource Duties

- 8.1 All positions will be advertised externally through the CUSA webpage and other CUSA locations 14 days prior to the selection process.
- 8.2 Where appropriate, the Association will advertise available CUSA positions through the Carleton myCareer webpage, RRRRA web page and The Charlatan where deemed necessary.
- 8.3 The posting for all CUSA positions shall include the following:
 - 1. nature of the position;
 - 2. qualifications;
 - 3. required knowledge or education skills;
 - 4. wage;
 - 5. hours expected; and
 - 6. any other criteria determined by the Employer.
- 8.4 The following phrases shall be included on each job posting:

“CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.”

"We thank all candidates for their interest, however, only those selected for an interview will be contacted."

8.5 The CUSA Human Resource Policy shall remain open to review and suggestions at any time and must be accommodated by the VP Finance at their discretion.

9.0 Performance Standards

9.1 All CUSA business positions will have contractually obligatory performance standards that will be made and evaluated at the discretion of the business manager, subject to existing federal and provincial law, conditions of work codes, human rights codes, relevant CUSA policies and the collective agreement.

9.2 It shall be the responsibility of the business manager to determine the enforcement of a failure to comply with the contractual performance standards for all CUSA business employees, up to and including termination of employment as per the collective agreement.

9.3 All CUSA Service Centre positions will have contractually obligatory performance standards that will be made by and evaluated at the discretion of the VP Student Services, subject to existing federal and provincial law, conditions of work codes, human rights codes, relevant CUSA policies and the collective agreement.

9.4 It shall be the responsibility of the VP Student Services, who may include feedback from the CUSA community to determine the enforcement of a failure to comply with the contractual performance standards for all CUSA business employees, up to and including termination of employment as per the collective agreement.

9.5 The performance standards of CUSA service centre positions shall be made according to reasonable expectations based in part on service centre activity in other student associations by the VP Student Services.

BYLAW IXV - ASSISTANCE COMMITTEE FOR COMPETITIVE SPORTS CLUBS AGREEMENT

1.0 Joint Committee for Competitive Sports Clubs (JCCSC)

1.1 JCCSC shall consist of the following voting members:

- a. Competitive Clubs Commissioner of Department of Recreation and Athletics;
- b. Two CUSA's Clubs and Society Commissioners;
- c. The Assistant Director of Athletics Department;
- d. The CUSA Vice President Internal;
- e. The Manager of Interuniversity Sports of Athletics Department;
- f. GSA representative;
- g. Two Athlete representatives (only for funding purposes, do not vote on own teams);
- a. Quorum is 5 members including the chairperson as a tie-breaker

1.2 JCCSC shall be empowered to:

- a. Recognize Competitive Sports Clubs by majority vote of all voting members of JCCSC. Subject to agreement by CUSA & Athletics.
- b. Request any financial information from a Competitive Club requesting money.
- c. Inquire about anything relevant to the funding request before JCCSC.
- d. Request the return of any funding allocation that has not been used or has been used in a way Contrary to that outlined by the specific funding request that the allocation was based upon.
- e. Grant money upon majority vote of all the voting members of JCCSC who are present.

- 1.3 JCCSC shall meet:
 - a. Twice in the summer (March to August) to consider yearly applications for recognition and funding application for Competitive Clubs on campus.
- 1.4 Proper notice shall be required for all meetings of JCCSC.
- 1.5 CUSA will match the total amount of funding set aside by Athletics for Competitive Clubs grants and the two portions will be allocated together by the JCCSC.

2.0 JCCSC Procedure

- 2.1 To receive funding, Competitive Clubs shall be required to provide:
 - a. Full and complete budget (Box 1);
 - b. Complete record of expenditures (Box 2)
 - c. Financial and membership report at year-end (Box 3)
- 2.2 Applications to be heard at a meeting of JCCSC must be received by the Competitive Clubs Commissioner in electronic form by the deadline set.
- 2.3 Grants to an individual Competitive Club shall not exceed \$4400.00 for the combined fall and winter semesters.
- 2.4 Condition of consideration for grant funding is that the competitive club must be open and restricted to all Carleton students (undergraduate and graduate), as well as meeting all the other Club requirements as outlined.

3.0 Financial Review

- 3.1 A financial review can be performed on any Competitive Club by recommendation of JCCSC.
- 3.2 A recommendation for financial review must be supported by two (2) members of JCCSC. There is no requirement to vote.
- 3.3 It is the responsibility of the Competitive Clubs Commissioner to conduct the financial review in cooperation with Assistant Director of Department of Recreation and Athletics and CUSA's Vice President Finance.

4.0 JCCSC Feedback

- 4.1 Any Competitive Club may request to see the notes made by JCCSC regarding their specific funding application. The Competitive Clubs Commissioner's shall provide these notes upon request.

5.0 Funding Guidelines

5.1 Purpose

- a. The JCCSC may examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all Competitive Clubs.
- b. Funding will be allocated on a per annum basis.
- c. JCCSC shall only fund Competitive Clubs whose operating budgets will run a deficit without a JCCSC grant.
- d. The amount of funding granted shall not exceed 75% of the Competitive Club total revenue.
- e. The JCCSC board may grant \$500 in funding to new clubs and societies at their discretion, to the exclusion of any other JCCSC funding, and without regard to the other funding rules.

5.2 Food Meals

- a. JCCSC may cover food meals for a Competitive Club to a maximum of \$100.
- b. JCCSC will not fund the purchase of alcohol.

5.3 Jerseys

- a. JCCSC will fund clothing apparel at the rate of \$35.00 per Competitive Club athlete for a maximum of \$750.

5.4 Room and Equipment Rentals

- a. All Competitive Clubs are encouraged to use the free room and facility bookings provided by Department of Recreation and Athletics.
- b. In the event that required rentals have an associated cost, JCCSC may cover up to half the cost of the booking to a maximum of \$500 per annum.
- c. In the event that Department of Recreation and Athletics equipment is not appropriate for a Competitive Club, JCCSC may fund the costs of equipment to a maximum of \$300 per annum.
- d. JCCSC will not fund the rental of any office or storage space.

5.5 Advertising

- a. CUSA provides a \$200 photocopying account for each Competitive Club that may be accessed at the CUSA Front Office upon appointment with the Clubs and Societies Commissioners.

5.6 Referees

- a. JCCSC may fund referees for Competitive Clubs up to a maximum of \$300 per annum.

5.7 Travel Expenses

- a. JCCSC will fund travel expenses up to \$75/athlete to a maximum of \$1500 per annum.

5.8 Tournament Fees

- a. JCCSC will fund tournament fees up to a maximum of \$500 per annum.

5.9 Alternative funding

- a. JCCSC will not fund any Competitive Club that is a subsidiary of a for-profit private sector corporation.

6.0 Amendments

6.1 Amendments

- a. Either council can propose an amendment to the agreement.
- b. Both councils must approve the amendments before come into place.