

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

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OPERATIONAL POLICIES

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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 Bylaws, 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.

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION
OPERATIONAL POLICIES

COUNCIL MEETING PROCEDURES POLICY

- 1.0 Standing Orders
- 1.1 Council proceedings shall be governed by Robert's Rules of Order except as amended by the Constitution and Bylaws.
- 1.2 The first matter to be dealt with by Council at each meeting shall be announcements and correspondence.
- 1.3 Any member of the Association may make any number of announcements.
- 1.4 No debate shall be allowed during announcements and correspondence. Short questions for clarification may be allowed at the discretion of the Chair.
- 1.5 The second matter to be dealt with by Council at each meeting shall be the correction and approval of the minutes of the past meeting(s), if they are available.
- 1.6 The third matter to be dealt with by Council at each meeting shall be the amendment and approval of the agenda.
- 1.7 The fourth matter to be dealt with by Council at each meeting shall be the Presidents' Report.
- 1.8 The fifth matter to be dealt with by Council at each meeting shall be the Vice President Finance's Report.
- 1.9 The sixth matter to be dealt with by Council at each meeting shall be the Vice Presidents' Reports.
- 1.10 The seventh matter to be dealt with by Council at each meeting shall be the RRRRA Report.
- 1.11 The eighth matter to be dealt with by Council at each meeting shall be the GSA Report.
- 1.12 The ninth matter to be dealt with by Council at each meeting shall be the Carleton Academic Student Government report.
- 1.13 The tenth matter to be dealt with by Council at each meeting shall be the Board of Governors Report.
- 1.14 The eleventh matter to be dealt with by Council at each meeting shall be Constituency Reports
- 1.15 The twelve matter to be dealt with by Council at each meeting shall be the Committee Reports.
- 1.16 The thirteenth matter to be dealt with by Council at each meeting shall be Items for Information.
- 1.17 The length of each of the Reports listed in Sections 1.9, 1.10, 1.11 and 1.12 shall be limited to three (3) minutes and no questions shall be permitted in that time.
- 1.18 The fourteenth matter to be dealt with by Council at each meeting shall be question period.
- 1.19 Any member of the Association may ask a question of any other member of the Association who is present.

- 1.20 No debate shall be allowed during the question period, but clarifications and supplementary questions may be allowed at the discretion of the Chair.
- 1.21 Items of Information
- a. Items of information shall be considered on the agenda before Other Business.
 - b. Individual Items of Information may be questioned during Question Period.
 - c. Individual Items of Information shall become official Council documents upon being placed on the agenda.
 - d. Individual Items of Information may be inserted as a regular item of business on the agenda upon the request of 1/6 of all Councillors, or the equivalent number of members of the association, during the Approval of the Agenda.
- 1.22 After all business arising from the agenda has been dealt with, Council shall consider Other Business. After all Other Business has been dealt with, Council shall, if possible set a time and place for the next meeting.
- 1.23 There shall be a ½ hour time limit on each motion; or item of business without motion. This limit may be extended by a majority vote of all those present and voting.
- 1.24 No Council meeting shall extend past 23:00 o'clock, unless extended by a majority of all those present and voting.
- 2.0 Speaker's List
- 2.1 The Chair shall keep a list of those who wish to speak and recognize them in order.
- 2.2 The Chair will put a speaker on the list for a given question only twice.
- 2.3 If a speaker passes when recognized by the Chair, the speaker drops to the bottom of the speakers' list. The pass does not count as if the speaker had spoken.
- 3.0 Voting
- 3.1 The results of all votes shall be recorded in the minutes.
- 3.2 Councillors, or their proxies, may vote "YES" or "NO" or "ABSTAIN".
- 3.3 On a substantive, non-procedural vote, there shall be a roll call vote in which the votes of individual Councillors or their proxies shall be recorded in the minutes. The fact that a Councillor is absent without a proxy shall also be recorded in the minutes.
- 3.4 There shall be a roll call vote on any question at the request of any member of the Association.
- 3.5 There shall be a secret ballot:
- a. Where required by the Constitution
 - b. In staff related matters
 - c. In any vote where members of the Association are candidates to any position appointed by Council
 - d. Upon request by any member of the Association, subject to Council approval by 2/3 of those present and voting.

3.6 In a secret ballot, only the Chair or Clerk may count the ballots. Only whether the motion passes or fails, or the name(s) of the winner(s) shall be released to Council and recorded in the minutes, unless the Constitution provides otherwise, only the following results shall be released to Council and recorded in the minutes: the winner(s) of elections; the passage or failure of a motion.

COMMITTEE TERMS OF REFERENCE

Financial Review Committee

- 1) The Committee shall be responsible for the monitoring of the financial performance of the Carleton University Students' Association, Inc., and work towards the continued fiscal health of the Corporation, ensuring that the financial consequences of political objectives and activities are made known to Council. To this end, the committee shall review the monthly and other financial statements of the Corporation to ensure that the budget is being followed as approved by Council, and shall where necessary;
 - a. Inquire into substantial deviations from the budget projections, and report on these to Council; and
 - b. Make recommendations to Council regarding the re-allocation of potential surpluses and avoiding or financing potential deficits. Any such recommendations to Council may, at the discretion of Council, be brought forward to the Board of Trustees of the Corporation.
- 2) The Committee may, at its discretion, explore the potential for new areas of activity in the Corporation, and where it seems advisable; recommend pursuit of such activity to Council. Council may then bring these recommendations to the Board of Trustees of the Corporation. The Committee shall also evaluate the financial feasibility of proposals for new activities originating outside the Committee.
- 3) The Committee shall review and make recommendations to Council regarding the financial implications for the Corporation of any contracts or agreements entered into with the University or other body outside the Association as such contract or agreements arise. Council may then bring these recommendations to the Board of Trustees of the Corporation.
- 4) The Committee may examine and make recommendations to Council regarding the financial structure and operating systems of the Corporation to ensure maximum efficiency in the achievement of goals and to ensure all necessary control for Council over the deployment of Corporation funds. Council may then bring these recommendations to the Board of Trustees of the Corporation.
- 5) The Committee shall make recommendations regarding requests from the three (3) discretionary funds, and may examine any other Council items involving financial expenditure. Council may then bring these recommendations to the Board of Trustees of the Corporation.
- 6) The Committee shall accept other responsibilities that may, from time to time, be bestowed by Council or the Executive.
- 7) The Committee Chair shall develop a working relationship with the Executive and keep it informed of the findings of the Committee. The Committee Chair may not be an executive.

- 8) The Committee shall strive to make all meetings accessible to all interested parties, the media and students with disabilities.
- 9) The Committee shall strive to achieve a membership representative of the Carleton University student body.

Constitution and Policy

- 1) The Committee shall act in the manner prescribed in this document and according to Bylaw VII, and the CUSA Constitution in general.
- 2) The Committee shall examine any amendments to the Constitution, By-laws or Policies referred to it by: Council or the Committee members. It shall then make recommendations to Council concerning such amendments within a reasonable time. Recommendations should be made with an aim toward improving the Students' Association.
- 3) The Committee shall act as a research unit for Council on matters of Constitution and Policy.
- 4) The Committee shall, at its discretion, review Council documentation to help discover policy areas that should be clarified by Council.
- 5) The Committee shall strive to make all meetings accessible to all interested parties, the media and students with disabilities.
- 6) The Committee shall strive to achieve a membership representative of the Carleton University student body.
- 7) The Committee shall accept other duties as required.

Student Issues Action Committee

1. The Committee shall operate in the manner prescribed in this document, as well as in ByLaw VIII and the CUSA Constitution in general.
2. The Committee shall be responsible for researching and presenting council papers and reporting to CUSA Council on a regular basis on the activities of the committee.
3. The Committee shall work on issues that include but are not limited to: housing, health care, tuition increases and other social concerns students may share.
4. The Committee shall work in conjunction with the CUSA executive to create position papers in response to government policies on various student issues.
5. The Committee shall strive to make all meetings accessible to all interested parties, the media and students with disabilities.

6. The Committee shall strive to achieve a membership representative of the Carleton University student body.
7. The Committee shall accept other duties as required.
8. The chair shall be the Vice President student Issues.

Spirit Committee

1. The Committee shall operate in the manner prescribed in this document, as well as the CUSA Constitution in general.
2. The Committee shall be responsible for planning Homecoming and Frost Week
3. The Committee chairs shall be responsible for contacting potential sponsors and acquiring monetary and product sponsorship for Spirit events.
4. The Committee chair shall provide reports to CUSA Council
5. The Committee shall strive to make all meetings accessible to all interested parties, the media and students with disabilities.
6. The Committee shall strive to achieve a membership representative of the Carleton University student body
7. The Committee shall accept other duties as required.
8. Discussing programming for Fall and Winter terms

Equity Committee

1. The Committee shall report to the Vice President, Student Issues
2. The committee shall be open to any interested member of the association.
3. The committee shall be responsible for addressing issues concerning the status of women, international students, students of colour, gay, lesbian, trans-gendered students, or any other minority group at Carleton and for addressing any problem that is commonly faced by any of these groups in society at large.
4. The committee shall work in conjunction with other organized groups on campus including but not exclusively to the service centres to raise the awareness of Carleton students about problems which face these groups at Carleton and in society.
5. The committee shall be an advisory body for CUSA council and shall be responsible for reviewing and making recommendations on policy and issues facing the identified groups in society.
6. The committee shall be open to outside submissions.

7. The committee shall report to council.
8. The Committee chair shall develop a working relationship with the service center coordinators, the orientation commissioners, the Vice President, Student Services and the Vice President, Internal Affairs and keep them informed of the committee findings.
9. The committee shall strive to make all committee meetings accessible to all interested parties, the media and students with disabilities.
10. The Committee shall strive to achieve a membership representative of the Carleton University student body
11. The committee shall accept other duties as required.

The Conference and Discretionary Fund Committee

1. The Committee shall have the following composition:
 - i. CUSA Vice President Internal as non-voting chair
 - ii. CUSA Vice President Finance
 - iii. Three (3) councillors appointed by council
 - iv. Three (3) students at large appointed by council
2. NOTE: No more than 2 of the 6 seats appointed by council may be of the same constituency.
3. Quorum for the Committee shall be four (4) voting members.
4. The Committee shall be empowered to administer the Conference and Discretionary Fund in accordance with the "Conference and Discretionary Fund Procedure".
5. The Committee shall at its first meeting following inception, be responsible for developing a set of guidelines which will be used in evaluating all funding requests. These guidelines shall set out the basic requirements that all requests must meet and must be approved by Council prior to any request being heard.
6. The Committee shall make regular reports to Council regarding the appropriation of funds for its approval.
7. The decision of the committee shall be final, unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.
8. The Committee shall accept other responsibilities that may, from time to time, be bestowed by Council or the Executive.
9. The Committee shall strive to make all meetings accessible to all interested parties, the media and students with disabilities.

EXECUTIVE TERMS OF REFERENCE

All members of the Carleton University Students' Association Executive shall:

1. be a member of CUSA in Ottawa, elected by popular vote at each General Election and will hold office from May 1st, following the General Election at which they were elected, through April 30th of the following calendar year;
2. be accountable and answerable to the members of the Association, through their representatives on Students' Council;
3. be proactive in fighting and educating the membership on issues of oppression including (but not limited to): ableism, homophobia, racism, sexism, ageism, and xenophobia;
4. outline and present monthly status reports, a mid-term report in November, and year-end report in April to Council. All reports should be made available to members of the Association;
5. hold regular and well-advertised office hours, and make their contact information (office phone, e-mail, etc) publicly known to members of the Association;
6. act in the best interest of the Association and all of its members, to ensure the relevance and legitimacy of the Association in all of its operations and activities;
7. actively work to improve relations with the membership, and student groups on campus;
8. maintain the parameters of the budget approved by Council;
9. accept any and all duties as requested by Council;
10. ensure that successor is adequately prepared for assuming responsibilities the following May 1st.

The Carleton University Students' Association President shall:

1. Be the chief spokesperson for the Association, including but not limited to social media and all updates to the website. If another member of the executive would like to make an official communication through CUSA he or she must obtain approval from the president for each request.
2. Be responsible for the general management and supervision of the affairs and operations of the Association;
3. Act as chair of all Executive meetings;
4. Assume the responsibility of all CUSA Executives in their absence;
5. meet regularly with the President of the University;
6. sit as an Ex-Officio member of the Carleton University Senate and Senate Executive and attend 50% of all meetings;

7. co-ordinate all undergraduate student representation on University Committees, and consult with Carleton Academic Student Government President in regards to Senate Committees;
8. stay informed of all activities and decisions of the Carleton University Board of Governors and Senate and all their committees, and administer the Board of Governors student caucus;
9. stay informed of all activities and decisions of the Council of Ontario Universities, the Association of Colleges and Universities of Canada; and all levels of Canadian government, as they relate to student issues, and act upon these activities and decisions as needed to best represent the needs of Carleton University students and students in general;
10. stay informed and meet regularly with the Presidents of the Graduate Students' Association, the Rideau River Residence Association and the Carleton Academic Student Government;
11. maintain active ties with the local city councilors, M. P.'s and M. P. P.'s;
12. with the appropriate Executive member(s), ensure the proper training of all full-time and parttime staff as it relates to their terms of references, the CUSA Constitution, its by-laws and policies;
13. along with the Vice President Finance or appropriate Executive member, co-sign all approved entrepreneurial activities of the Association as outlined in the appropriate by-law;
14. in conjunction with the Vice President Finance and senior management, review the individual operations and approve any adjustments to the CUSA financial contribution(s);
15. sit as a CUSA member on the Board of Directors for Radio Carleton, 93.1 CKCU FM, and supervise the expenditures of the radio station;
16. act as a Representative for CUSA on the Orientation Supervisory Board;
17. ensure that there is CUSA representation on all Presidential Advisory Committees;
18. make all relevant information available to the Vice President Student Life for the CUSA website;
19. Ensure that all pertinent information regarding working study requests for all areas under their supervision are submitted to the Vice President-Internal Affairs.

The Carleton University Students' Association Vice President Finance shall:

1. in coordination with the Executive Committee, act in the best interest of the Students' Association and all of its members, to ensure the fiscal responsibility of the Association, all its operations and activities;
2. be responsible for the creation and presentation of the operating budget of the Association by August 1st of that year;
3. be responsible to Council for the disbursement of the Corporations' monies in accordance with the budget ratified by Council and supervise the expenditures of the Association;

4. be responsible to Council for the presentation of regular financial statements and such other financial statements as may be requested by Council;
5. in conjunction with the President and senior management, review the individual operations and approve any adjustments to the CUSA financial contribution(s);
6. sit as a CUSA member on the Board of Directors for Radio Carleton, 93.1 CKCU FM, and supervise the expenditures of the radio station;
7. sit as a voting ex-officio member of all committees of Council responsible for the oversight of the monies of the Corporation, i.e. the Financial Assistance Committee for Clubs and Societies, the Financial Review Committee, the Accessibility Fund Committee, and the Conference and Discretionary Fund Committee;
8. meet regularly with senior management and area managers to discuss the finances of the association and its areas;
9. approve all advertisement and sponsorship agreements of the Association, its areas, publications, and special events;
10. work with senior management and the auditors in regards to the financial management and year end audit issues;
11. work with senior management in regards to the establishment and management of all insurance plans of the Association;
12. meet with all areas of CUSA in regards to the formation and execution of their budgets;
13. along with the President or appropriate Executive member, co-sign all approved entrepreneurial activities of the Association as outlined in the appropriate by-law;
14. Make all relevant information available to the Vice President Student Life for the CUSA web-site;
15. Ensure that all pertinent information regarding working study requests for all areas under their supervision are submitted to the Vice President-Internal Affairs.

The Vice President-Internal Affairs shall:

1. Be responsible for the hiring and supervision of the Chair and Clerk of Council after they have been elected to these positions by a majority vote of Council. If one of these positions are declared vacant, Council shall elect an interim Council Officer under Bylaw I s. 4.0(d) until a motion to elect a new Council Officer is brought forth and voted upon by a majority of Council;
2. Be responsible for all administrative requirements of Council:
 - a) Organizing and distributing a Student Representative Manual to all Councillors by the beginning of the Fall Term
 - b) Organize a training session for the council-elect no later than two (2) weeks prior to the end of the Winter term session.

3. Oversee and advise the office of the Clubs and Societies Commissioner, have final authority over all Clubs and Societies, and:
 - a) Develop and maintain open lines of communication between CUSA and the Clubs and Societies
 - b) Take full responsibility for ensuring the monetary requirements of Clubs and Societies are brought to the attention of the Vice President Finance.
 - c) Assist Clubs and Societies in their administrative requirements
 - d) Ensure an information workshop for Clubs and Societies is held prior to fall certification
 - e) Sit on the Clubs and Societies Boards and the Financial Assistance Committee for Clubs and Societies as outlined in the constitution, bylaws and policies of CUSA;
4. Serve as the clerk for all Executive meetings;
5. Act as the primary contact at CUSA for Galleria Bookings. Develop and maintain clear poster policy, and actively work to expand the current posting areas;
6. Work in conjunction with the Vice President Student Life and CUSA Council to organize a Carleton University Students' Association Information Week;
7. Organize an annual retreat for the CUSA Executive in the summer term and again in the winter term;
8. Coordinate the application for and promotion of for all work-study positions within CUSA.
9. be responsible for the coordination, general management and supervision of the affairs and operations of the Front Office.
10. Work with the Vice President-Student Services and Council in organizing a CUSA Information week;
11. Ensure that all pertinent information regarding working study requests for all areas under their supervision.

The Carleton University Students' Association Vice President-Student Issues shall:

1. be responsible for responding to student academic concerns;
2. be the chief representative of CUSA, at the request of/in the absence of the President, on all issues including, but not limited to:
 - a) The Carleton University Administration
 - b) The Carleton University Faculty
 - c) Canadian Federation of Students
 - d) other post-secondary institutions
 - e) provincial, federal and municipal levels of government
 - f) Carleton Academic Student Government
 - g) OC Transpo and Para Transpo
 - h) Ontario Secondary School Students Association;
3. in conjunction with the CUSA President, lobby for members of CUSA to all levels of administration within the University on issues including but not limited to: a) academic issues
b) reduction of costs for ancillary fees

- c) ensuring no cuts to student services;
 - d) working Towards creating a sustainable campus.
 - e) combating systemic oppression, including racism, sexism, misogyny, homophobia, transphobia, ableism, ageism, gender oppression, and rape culture, among other forms of systemic oppression in collaboration with the service centres.
4. work aggressively to ensure that student issues are addressed in any federal or provincial or municipal election;
 5. ensure the enumeration of Carleton students for all municipal, provincial and federal elections, and encourage all members to actively participate in elections;
 6. Work in conjunction with Student Experience Office in promoting academic activities;
 7. maintain close contact with the Awards Office on issues regarding student assistance programs, the availability of bursaries and awards, and other aid programs offered to students;
 8. keep CUSA members updated of changes in student assistance programs, availability of bursaries and awards, and other aid programs offered to students;
 9. make all relevant information available to the Vice President Student Life for the CUSA website;
 10. Ensure that all pertinent information regarding working study requests for all areas under their supervision are submitted to the Vice President-Internal Affairs.
 11. shall act as chair for the CUSA Awards Committee (as well as promoting the awards to all CUSA members), Sustainability Committee, Equity Committee, Transit Committee, the Student Issues Action Committee, and sit as the CUSA representative on the Sexual Assault Advisory Committee and the Student Mental Health Advisory Committee.
 12. shall be responsible for addressing issues on campus, which include, but are not limited to:
 - a) Sexual Assault/Harassment;
 - b) AIDS Awareness; and
 - c) Alcohol Awareness.

The Carleton University Students' Association Vice President Student Services shall:

1. ensure the continued visibility and viability of all CUSA Service Centres. The Vice President-Student Services will have the authority, upon the direction of the President and/or Vice President-Finance, over all CUSA Service Centres, and ensure that these services are responsive to the changing needs of the students of Carleton University;
2. be responsible for the hiring and supervision of Service Centre staff and assist them with their administrative and programming duties;
3. be responsible for ensuring that all monetary requirements of CUSA Service Centres are presented to the Vice President-Finance for prior consideration and approval;

4. in conjunction with the Vice President-Student Life, be responsible for the promotion of the Service Centres;
5. be the chair of the Accessibility Fund Committee and administer the Accessibility Fund as laid out in the CUSA constitution, bylaws and policies;
6. be active and responsible for the co-ordination of event days and weeks with the CUSA Service Centres addressing issues including, but not limited to:
 - a) various cultural programs and theme weeks with CUSA Service Centres
7. in conjunction with the Appropriate Executive, be responsible for Safe Space training for the CUSA Executive, Council and all CUSA staff, including the businesses, the Service Centres, volunteers, and work-study students;
8. Make all relevant information available to the Vice President-Student Life for the CUSA web-site;
9. Ensure that all pertinent information regarding work-study requests for all areas under their supervision are submitted to the Vice President-Internal Affairs.
10. Work in conjunction with the Vice President Student Life and CUSA Council to organize a Carleton University Students' Association Information Week.

The Vice President Student Life shall:

1. support the development of promotional and advertising programs and student information materials and monitor their success;
2. work aggressively to improve awareness of CUSA within the Carleton community through public relations and advertising including, but not limited to:
 - a) advertising in The Charlatan, The Resin, on CKCU and by using any relevant social networking tool
 - b) creation of a monthly events calendar, that can be accessed by all members of the association through social media, the CUSA website and any other forms deemed necessary;
3. be the primary contact for the Canadian Federation of Students – Student Saver Discount Program;
4. Assume the responsibility of all CUSA Executives in their absence;
5. investigate potential event sponsorship, affinity or revenue generating partnerships on behalf of CUSA and report back to the CUSA Vice President Finance;
6. work with the Vice President-Internal, Vice President-Student Services and Council in organizing a CUSA Information Week;
7. be the primary contact for all external advertising and advertisers;
8. investigate, promote, program and organize a CUSA radio show on CKCU;

9. be responsible for maintaining a relationship with the Rideau River Residence Association (RRRA);
10. work in conjunction with the Vice President-Student Issues to promote Carleton University, and specifically CUSA, in the Ottawa community and its secondary school facilities, including high school student councils and the Ontario Secondary School Students' Association;
11. supervise the development, production, and promotion of the CUSA Handbook;
12. act as the primary contact for CUSA members to Development and Alumni Services;
13. act as the primary contact for CUSA members to Athletics in regards to fostering Carleton spirit and organizing Red Zone;
14. be responsible for the coordination, general management and supervision of the affairs and operation of the Publications Office and the CUSA website.
15. be responsible for the coordination, general management and supervision of Fall Orientation and its proceedings with Carleton University Administration and the RRRA.
16. be responsible for the coordination, general management and supervision of an event promotion street team in collaboration with the RRRA
17. act as a representative for CUSA on the Orientation Supervisory Board;
18. be responsible for ensuring that safe(r) sex initiatives are promoted on campus, and that coordination with the Vice President Student Life occur such that condoms are made available as a part of the Orientation Week packages;
19. act as the primary contact for the CUSA members to the homecoming council in regards to the student football experience;

THE CUSA AWARDS COMMITTEE POLICY

- 1.0 The CUSA Awards Committee
- 1.1 Responsibility for the selection of the candidates for all awards administered by CUSA shall lie within the CUSA Awards Committee. The decision of this committee shall be final.
- 1.2 If, in the opinion of the committee, no student is sufficiently qualified, an award may not be given. If more than one student is considered to have merited the award, the award shall be held jointly.
- 1.3 The CUSA Awards Committee shall have the power of nominating students who may not otherwise have been considered.
- 1.4 The CUSA Awards Committee shall hold at least one meeting each year within one month of the closing of nominations and before the end of the winter term.
- 1.5 The CUSA Awards Committee shall consist of the following members:

- a. The University Vice-President in charge of student affairs or delegate.
 - b. The University Vice-President in charge of academic affairs or delegate.
 - c. A member of the Faculty chosen by the Senate.
 - d. The CUSA Vice-President Student Issues, who shall sit as Chair of the Committee.
 - e. Two students chosen by the Council, of which a minimum of one must be a member of Council.
- 1.6 A quorum shall consist of four of the above, at least two of whom shall be students.
- 1.7 Members of the CUSA Awards Committee shall not be eligible candidates for the award.
- 1.8 The Chair of the committee shall ensure that details of the annual awards and applications are made available on the CUSA website by September 1st.
- 1.9 All Applicants are due by the 1st Monday of March each year.
- 1.10 Winners will subsequently be announced by no later than April 15th.

THE HENRY MARSHALL TORY AWARD POLICY

- 1.0 Candidacy
- 1.1 There shall be an award called "The Henry Marshall Tory Award" presented annually to an outstanding undergraduate student of Carleton University who will graduate within the calendar year and who has qualified in the following manner:
- 1.2 The candidate shall, in the opinion of the CUSA Awards Committee, have shown a high degree of academic application and have indicated an interest in the University by broad participation in extra-curricular affairs of a constructive nature pertaining to the University, the Association, and the Community.
- 1.3 The candidate shall have indicated qualities of leadership in the above-mentioned activities.
- 1.4 The candidate shall have attended the University for at least two (2) Fall/Winter sessions.
- 2.0 Nominations
- 2.1 Nomination of candidates for this award must be announced in writing and shall list fully, and with reference, the qualifications of the nominee.
- 2.3 Nominations for the award shall be addressed to the CUSA Awards Committee care of the Carleton University Students' Association.
- 3.0 The Award
- 3.1 The award shall be in the form of a trophy, which shall remain in the University.
- 3.2 Responsibility for the administration of the award shall lie with the Carleton University Students' Association.
- 3.3 The Association shall work to have these awards properly and appropriately recognized at convocation ceremonies.

3.4 The monetary value of Henry Marshall Tory Award is \$1000.

THE RAVEN AWARD FOR COMMITMENT TO THE CARLETON COMMUNITY POLICY

1.0 Candidacy

1.1 There shall be an award called "The Raven Award for Commitment to the Carleton Community" presented annually to an outstanding student who will graduate within the calendar year.

1.2 The candidates shall have demonstrated a strong commitment to extra-curricular activities of Carleton University and the Carleton University Students' Association throughout their academic career. The Candidates must have shown a dedication to the Carleton University community and student body.

1.3 The candidates will have attended the University for at least two (2) fall/winter sessions.

1.4 The candidate shall be in good academic standing

2.0 Nominations

2.1 Nomination of candidates for this award must be announced in writing and shall list fully, and with reference, the qualifications of the nominee

2.2 Nominations for the award shall be addressed to the Carleton University Students' Association Award Committee.

3.0 The Award

3.1 The award shall be in the form of a plaque for the individual.

3.2 Responsibility of the administration of the awards shall lie with the Carleton University Students' Association.

3.3 The Association shall work to have this award properly and appropriately recognized at convocation ceremonies.

3.4 The monetary value of the Ravens Award is \$1000.

THE HONOUR AWARDS FOR SERVICE POLICY

1.0 Candidacy

1.1 There shall be a maximum of twelve Honour Awards for Service presented annually to outstanding undergraduate students of Carleton University who will graduate within the calendar year and who have qualified in the following manner:

1.2 The candidate shall have participated widely in extra-curricular affairs of a constructive nature pertaining to the University, the Association, and the Community.

1.3 The candidate shall have indicated qualities of leadership in the above mentioned activities.

1.4 The candidate shall have attended the University for at least two (2) Fall/Winter sessions. 2.0 The Awards

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

- 2.1 The awards shall be in the form of an Honour Pin and a certificate.
- 2.2 Responsibility for the administration of the awards shall lie with the Students' Association.
- 2.3 Responsibility for the selection of the candidates shall lie within the CUSA Awards Committee. The decision of this committee shall be final.
- 2.4 If, in the opinion of the above committee, no student is sufficiently qualified, no award shall be given.
- 3.0 The Association shall work to have these awards properly and appropriately recognized at convocation ceremonies.

THE JEFF HEALEY AWARD FOR ACCESS POLICY

- 1.0 Candidacy
- 1.1 There shall be two awards, called "The Jeff Healey Awards", presented annually to an undergraduate student and one other member of the Carleton University community who have demonstrated an outstanding commitment to the improvement of access on campus for people with disabilities.
- 1.2 The nomination of candidates shall require a minimum of one sponsor and one letter of recommendation outlining the candidates' qualifications.
- 1.3 The recipients of the awards shall be chosen yearly by the CUSA Awards Committee.
- 1.4 If in the opinion of the above committee, no candidate is sufficiently qualified, no award shall be given.
- 2.0 The Awards
- 2.1 The awards shall take the form of a plaque, which shall be given to each award winner.
- 2.2 Responsibility for the administration of the award shall lie with the Students' Association, with the Vice President Student Issues giving public notice for submitting nominations forms.
- 2.3 The Association shall work to have these awards properly and appropriately recognized at convocation ceremonies.

THE TEACHING EXCELLENCE AWARDS POLICY

Date of Review:

- 1.0 Candidacy
- 1.1 There shall be 10 (ten) Teaching Excellence Awards, called the Teaching Excellence Awards, presented annually to faculty members who have demonstrated outstanding ability to impart knowledge, consult students and invoke enthusiasm and participation from their students. This award is open to all teaching staff, including Professors, Instructors and Teaching Assistants.
- 1.2 The nomination of the candidate will require a nomination form to be completed, including the nominator's name and a seconder. More signatures can be acquired to affirm the candidate.

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

- 1.3 The recipients of the awards shall be chosen yearly by the CUSA Award Committee.
- 1.4 If in the opinion of the above committee, no candidate is sufficiently qualified, no awards shall be given.
- 2.0 The Awards
- 2.1 The award shall be presented in the form of a certificate given to each successful candidate.
- 2.2 Responsibility shall lie within the Students' Association, and be administrated by the Vice President Student Issues.

THE C.V. HOTSON MEMORIAL SCHOLARSHIP POLICY

- 1.0 The Association shall recommend candidates for the C.V. Hotson Memorial scholarship to the University Awards Office, according to the guidelines provided by the Awards Office.
- 2.0 The Vice President Student Issues shall coordinate the selection of candidates with the CUSA Awards Committee and the University Awards Office at the earliest possible date each April.
- 3.0 The Vice President Student Issues shall give public notice for nominations and for the awards.
- 3.1 The monetary value of the C.V. Hotson Memorial Award is \$700.

THE VOLUNTEER OF THE YEAR AWARD POLICY

1.0 Candidacy

- 1.1 There shall be one award given out the volunteer who has dedicated the most time and/or effort to improve the events and services provided by the Carleton University Students' Association.
- 1.2 The candidate shall have indicated qualities of leadership in the above mentioned activities.
- 1.3 The candidate shall be registered in the official CUSA volunteer database.
- 1.4 The candidate will have completed at least 3 of the training courses provided during CUSA volunteer training week in September.
- 1.5 The candidate shall be a registered undergraduate student at Carleton University, and shall be in good academic standing.
- 1.6 The nominations shall be made by the service centre coordinators, executives, and/or orientation coordinators.
- 1.7 The recipient of the award shall be selected yearly by the CUSA Award Committee.
- 1.8 If in the opinion of the above committee, no candidate is sufficiently qualified, no award will be given.

2.0 The Award

2.1 The award shall be presented in the form of an appreciation trophy to the chosen recipient.

2.2 The recipient of the award will have their name on a plaque to be displayed in the CUSA office.

2.3 The recipient will also have the choice to have a picture of them mounted in the CUSA office for the duration of the following academic year.

2.4 The award shall be given out during the end of year volunteer appreciation party to be determined by the Vice President Student Life.

2.4 Responsibility shall lie within the Students' Association, and to be administered by the Vice President Student Issues.

GENDER INCLUSIVE LANGUAGE POLICY

Date of Review: June 14, 1995

POLICY STATEMENT:

Summary of Guidelines for the Nonsexist Use of Language

When constructing examples, and theories, remember to include those human activities, interests, and points of view, which traditionally have been associated with females.

Eliminate the generic use of 'he': by using third person plural (e.g. Every councillor should watch their mouth for sexist slip-ups). by pluralizing nouns by substituting articles 'the', 'a', 'an', for 'his', or 'who' for 'he' by maximizing the use of indefinite pronouns (e.g. 'everybody', 'someone') by substituting 'one', 'we', 'you' by the sparing use either of the passive voice or of the substitution of nouns for pronouns.

Eliminate the generic use of 'man' by substituting 'person/people', 'individual(s)', 'human(s)', 'human being(s)' by rewording.

Eliminate sexism when addressing persons formally: by using the corresponding title for females ('Ms.', 'Dr.', 'Prof.') whenever a title is appropriate for males by using 'Dear Colleague' or 'Editor' or 'Professor', etc. in letters.

Eliminate sexual stereotyping in roles: by using the same terms (avoiding the generic 'man') for both females and males (e.g. 'department chair' or 'chairperson') or by using the corresponding verb (e.g. 'to chair') by not defining gender, which makes the masculine/feminine identity the standard, in occupations (e.g. avoid 'lady lawyer', 'male nurse').

Eliminate gender ordering: by alternating her/his and he/she every single time used. Direct quotations cannot be altered; where appropriate, paraphrase using nonsexist language.

CONFLICT OF INTEREST POLICY

Date of Review: March 24, 1997

The following is the conflict of interest regulations for the Carleton University Students' Association a copy of which must be distributed to every member of the Association who is in a position of trust and responsibility.

1. THIS POLICY SHALL REGULATE:
 - a. The CUSA Executive, Councillors, all unionized staff, all non-unionized personnel and others who are in a position of decision-making authority within the Association.
 - b. All members of financial or decision making bodies of the Carleton University Students' Association. This shall include but is not limited to the following boards and committees: Financial Review Committee (FRC), Constitutional and Policy Committee (C&P), Accessibility Fund Committee, All Services Committees, Clubs and Societies, CUSA Council, All other Ad-hoc Committees, and boards.
2. A Conflict of Interest shall be defined as a situation where:
 - a. Personal benefit will occur, whether it be direct or indirect; or
 - b. Where a benefit (financial or other) will occur to the organisation/group/business etc. that you represent or are involved/associated with. This shall apply to both on-campus and offcampus groups. This section shall not apply if you have not been a member of the organisation/group/business for more than one (1) year from the date of termination of membership/employment; or,
 - c. A benefit to your spouse/partner or family member will occur, whether it be direct or indirect;
 - d. You have received gifts/benefits previously from an organisation/group/business etc. which is now dealing with the Association; or
 - e. You are a CUSA Councillor and a member of a CUSA, Inc. -affiliated union, and a motion dealing with union business comes before Council.
3. If you believe you may be in a conflict of interest, you must do the following:
 - a. Remove yourself from the decision making process on the conflicting issue.
 - b. Do not, by ANY means, try to influence the decision or outcome.
 - c. Declare that you have a conflict either through verbal or written means.
 - a. If you are a CUSA, Inc. employee, notify your direct supervisor in writing about the conflict and the surrounding issues -
 - b. If you are a member of the CUSA Executive or CUSA Council, you will notify CUSA Council through either verbal or written means (under this section, written declarations shall be read aloud to Council)
 - c. If you are a Trustee of the Corporation, you must notify either through written or verbal means the other two trustees. Please refer to Corporate Policies.
4. If you believe that someone in a position of trust and responsibility is in a conflict of interest as outlined above, you can do the following:
 - a. Any member of CUSA Council with a 2/3 vote may declare another in a conflict of interest with presentation of evidence.

- b. Any attempt of a conflict of interest may be appealed to the constitutional board
 - c. The body will recognize submission of evidence for and against the declaration of a member's conflict of interest.
 - d. That an online submission form be made available on the governance page for conflicts of interests report which will go to the relevant committee chair, the Vice-President Internal, council chair and the president.
5. If this policy is breached appropriate action of discipline (keeping in mind the severity of the breach) can be taken by the management of CUSA Council. For the purposes of CUSA Council action, there must be a vote in favour of such action/discipline by 5/9 of those present and voting for any action/discipline to be implemented/imposed.

INTERPRETATION GUIDELINES

This section of the policy is intended to assist Association Members decide when they are in a conflict of interest position.

a. PREAMBLE

This policy cannot predict the future of the Association. As such, the list of decision-making bodies listed here is by no means an exhaustive list. The policy is written so that any new committees, boards, etc. automatically fall under the scope of this policy. ANY and ALL committees, boards and decision-making bodies of CUSA are bound by this Conflict of Interest Policy. This includes the bodies listed specifically in the document, boards and committees not listed, such as the CUSA Constitution Board, and any boards and committees that may be struck.

b. POLICY, SECTION 1

Any ONE of the five situations listed above can be a definition of a Conflict of Interest. All five conditions need not be met for a Conflict of Interest to occur. "Organisations/Groups/Businesses etc" means, as the policy states, any body on or off campus. Clubs and Societies fall under this policy. Therefore, funding requests by Clubs and Societies can place a Councillor in a conflict of interest situation.

Some examples will illustrate this section of the policy:

A Councillor who votes to give a Club or Society money for an event they wish to hold is not necessarily in a conflict of interest simply because she/he is a member of the Club/Society in question. However, if the Councillor is planning to ATTEND said event, then the Conflict of Interest Policy shall apply, and the Councillor must declare the Conflict. A company you work for is bidding on an Association contract. You are clearly in a conflict of interest, and must remove yourself from any decision making process. As well, you CANNOT influence the decision making process by any means. A Club you belonged to last year has put forth a request to the Financial Review Committee. You did not pay your membership dues for this year and, therefore, are no longer a member. But, because one (1) calendar year has not elapsed since the date of termination of membership, you may be in a conflict of interest, depending on the subject matter of the funding request.

c. POLICY, SECTION 2

Unlike section 1, ALL THREE (3) GUIDELINES MUST BE FOLLOWED IN THE EVENT OF A CONFLICT OF INTEREST. One cannot pick and choose which parts of this section to follow. The only exception to this is

Guideline 3, subsections A) and B). Whether section A) or B) is followed depends on whether you are a CUSA employee, or if you are a Councillor or Executive member.

Some examples will help clarify this section of the policy:

You are a Councillor. A motion is before Council that, you feel places you in a conflict of interest. You should IMMEDIATELY declare to Council, whether verbally or by a note to the Chair (which the Chair should then read aloud to Council), that you are in a conflict of interest situation. You should then remain silent during both the question period and debate on the motion. When the vote is called, you should abstain. You are in a position of authority within the Association. It is your job to evaluate bids on a Corporation contract. One of the bids comes from a company that your mother works for. Knowing that this contract will benefit your mother and her company, you MUST prepare a written declaration of Conflict of Interest, and submit it to your direct supervisor as soon as possible. Your direct supervisor would then assign someone else to perform the duty of evaluating contracts until the Conflict of Interest is no longer an issue. In summary, you must exercise good judgement and common sense when evaluating potential conflict of interest situations. However: When in doubt, play it safe and DECLARE A CONFLICT OF INTEREST.

THE ELECTORAL CODE POLICY

Preamble

Carleton University Students Association (the Association, or CUSA) is a democratic body which exists for the benefit of its members.

Elections, recalls and referenda conducted by the Association should always be conducted with this aim in mind and therefore must be, and be seen to be, transparent, free and fair.

The conduct of elections and the electoral process must be honest and not favour or hinder any Candidate or group.

To this end, CUSA Council adopts the following rules to govern the electoral process.

1. Definitions

- 1.1 "Electoral activities" means any activity related to an election, a recall or a referendum, including, without limiting the generality of the foregoing, voting, communications by any means whatsoever (including social media), and organizing or campaigning of any kind.
- 1.2 "CEO" refers to the position of Chief Electoral Officer.
- 1.3 "DEO" refers to the position of Deputy Electoral Officer.
- 1.4 "Elections Office" refers to the CEO, DEOs, Electoral Board, and Poll Management Supervisors collectively.
- 1.5 "Candidate" shall, for the purposes of this policy, refer to: an individual seeking the office of the President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, Vice President Student Issues, or any other

of the Constituency Representative positions of CUSA Council; or the Chair of a YES or NO committee for any referenda.

- 1.6 "Polling period" refers to the period from when polls open on the first day of voting to when polls close on the last day of voting.
- 1.7 "Campaigning" shall be defined as the process of distributing, advertising, exhibiting, presenting, broadcasting, soliciting, or making any sign or gesture so as to exhort or convince any member of the Association to support by ballot or any other means, any candidate in an election, by-election, recall, or referendum. Advertising is interpreted to include any type of publicity that directly promotes or opposes the election of a candidate.
- 1.8 A "Majority" shall be defined as an election result where one candidate receives 50% of all votes plus at least one additional vote
- 1.9 A "Fair and free election" is one that is democratic, inclusive, and allows for certain civil liberties such as freedom of expression, freedom of association, and freedom of peaceful assembly.
- 1.10 "Member" shall, within this Code, refer to all Active Members of the Association as set out in The Constitution of The Carleton University Student's Association.
- 1.11 "Interested Party" will refer to a campaign worker, the candidate or referendum committee for whom they are campaigning.
- 1.12 "Egregious" will be used to described an electoral offence if it seriously impaired the integrity of the electoral process, or created a reasonable apprehension of such impairment. Without limiting the generality of the foregoing, an offence is egregious if it altered, or had the potential to alter, the outcome of an election or referendum.

2 The CUSA Electoral Code

2.1 The following rules shall be known as the "CUSA Electoral Code".

2.2 All elections, recalls and referenda held by CUSA shall be governed by this Code, including elections, and recalls for the following positions:

- i. President of CUSA
- ii. Vice President Finance
- iii. Vice President Internal
- iv. Vice President Student Life
- v. Vice President Student Services
- vi. Vice President Student Issues
- vii. CUSA Council Constituency representatives

2.3 The Code applies to candidates, referendum committees, slates, and all members of the Association engaged in electoral activities.

3 Chief Electoral Officer

- 3.1 There shall be a Chief Electoral Officer (“CEO”), who shall be appointed by resolution of CUSA Council.
- i The term of the CEO shall be from ratification by CUSA Council until the subsequent April 30th, or until such time as the CEO resigns or is removed from office by CUSA Council for cause.
- 3.2 CUSA Council may, following a two-thirds majority vote, remove the CEO for cause, including conflict of interest.
- 3.3 The term of the CEO may be renewed by CUSA Council.
- 3.4 The CEO shall be a member of the Association.
- 3.5 The CEO may not hold any other position within the Association other than membership.
- 3.6 A person may not be appointed CEO if they currently hold a paid position with CUSA Inc or the Association.
- 3.7 The CEO shall be selected from amongst the individuals recommended by the Electoral Hiring Board in accordance with Part 5.0 of this Code.
- 3.8 At any time during the term of their appointment, the CEO shall immediately notify the President and CUSA Council of any potential conflict of interest that could compromise their ability to discharge the duties of the office.
- 3.9 The Chief Electoral Officer shall:
- i. exercise general direction and supervision over the conduct of elections, recalls and referenda;
 - ii. ensure that all election officers act with fairness and impartiality and in compliance with this Code;
 - iii. issue to election officers the instructions that the Chief Electoral Officer considers necessary for the administration of this Code;
 - iv. exercise the powers and perform the duties and functions that are necessary for the administration of this Code;
 - v. ensure that appropriate steps are taken to notify the University Community of any election, by-election, recall or referenda;
 - vi. ensure that any directives from CUSA Council are incorporated into the electoral process;
 - vii. ensure that the Elections Office be made available to Elections’ Officials and candidates on official business only.
 - viii. ensure that the location and the amount of postering areas available for candidates’ use is made public:

- a. before the closing of nominations; and
- b. at the all candidates meeting.
- ix. ensure that sufficient space is provided for all candidates to hang posters, and that no candidate is denied space to place their poster; and
- x. provide each candidate and referendum committee with an up to date copy of the Voting Day Policy.
- xi. make appropriate accommodations for students with disabilities.
 - a. The CEO may seek the assistance of the Paul Menton Centre and Carleton Disability Awareness Centre to select and provide appropriate accommodations.

3.10 The CEO shall have all powers necessary to discharge the duties set out in the Code and is empowered to:

- i. Contract for any good or service needed to discharge the duties of the office, including hiring such additional employees, including poll management supervisors, as are deemed necessary to conduct the affairs of the elections office;
- ii. Exercise and delegate all powers of the Tunnel Authority as they relate to election, by-election, recall or referendum; and
- iii. Grant refunds to candidates.

3.11 If the CEO is removed from office, resigns, or becomes otherwise incapacitated during an electoral period, CUSA Council shall appoint a DEO to the position for the duration of the election, recall or referendum.

- i. If CUSA Council cannot agree on a replacement within three (3) days, the Electoral Board shall appoint a DEO to fill the position.
- ii. If no DEO is available to replace the CEO, a member of the Association who meets the eligibility criteria for the position can be appointed following section 5.3 of this Code.

4 Deputy Electoral Officers

4.1 Council shall approve one or more members of the Association to the position of Deputy Electoral Officer.

4.2 The position of DEO is subject to the same eligibility criteria as apply to the position of CEO.

4.3 A DEO may, for cause, be dismissed by the CEO.

4.4 At any time during the term of the appointment, a DEO shall immediately notify the President and CUSA Council of any potential conflict of interest that could compromise their ability to discharge the duties of the office.

4.5 4.5 A DEO shall assist the CEO in discharging their duties under this Code, and under the CEO's direction shall;

- i. perform any of the duties of the CEO in the event of absence or incapacity of the latter, subject to any written directives of the CEO.
- ii. supervise any election staff which may be required to fulfill the specific requirements of the Electoral Code.

5 Electoral Hiring Board

5.1 CUSA Council shall establish a hiring board, pursuant to the CUSA HR Policy, for the purpose of recommending individuals for the position of CEO and/or DEO. This board shall be known as the Electoral Hiring Board.

5.2 The term of an Electoral Hiring Board shall be fixed by CUSA Council at the time of its creation.

5.3 Upon vacancy of the office of CEO or DEO, or whenever such vacancy is anticipated, the Electoral Hiring Board shall recommend to CUSA Council no more than three individuals for each vacant position.

5.4 In making its recommendations, the electoral hiring board will indicate to CUSA Council which candidate it believes is most qualified for each vacant position.

- i. If the decision of the Hiring Board is not unanimous, and at least two members of the Board disagree, then the Board's findings will include a minority recommendation.

5.5 The Electoral Hiring Board will submit, to Council, a summary of the hiring process. This summary will include:

- i. Key points raised in favour or against each of the candidates recommended to Council;
- ii. This summary will be considered as an In-Camera document and will not be made available outside of CUSA Council.

5.6 If CUSA Council does not approve of any of the candidates recommended by the electoral hiring board, the hiring process shall begin anew, including a new posting.

6 Electoral Board

6.1 For every election, recall, or referendum there shall be an Electoral Board, which shall have the following composition:

- i. The Chair, being the Carleton University Ombudsperson; and

ii. The Members, being five (5) individuals appointed by CUSA Council.

6.2 The Electoral Board shall be convened by CUSA Council no later than the day of the presentation of the writ of election, recall or referendum.

6.3 The Electoral Board shall remain convened until the election, recall or referendum is complete and all potential complaints arising out of it have been decided or become time-barred.

6.4 The members of the Electoral Board shall be appointed from among the membership of the Association.

i. No one who currently holds a position on CUSA Council or in the Executive, or who is or expects to be a candidate for such a position during the term of the Electoral Board, may hold the position of member therein.

6.5 Decisions of the Electoral Board are taken by majority vote of the members.

i. The Chair shall not vote on any matter before the Electoral Board.

6.6 Quorum for the Electoral Board shall be three (3) members plus the Chair.

6.7 Members shall be entitled to an honorarium as set out by Council.

7 General Elections

7.1 The CEO shall present the Writ of General Elections to CUSA Council announcing the intention to conduct the General Elections on the dates set forth therein.

7.2 The Writ of General Elections shall also contain:

- i. budget information for the elections;
- ii. an announcement of expense limits for candidates; and
- iii. a complete schedule for the election period.

7.3 CUSA Council shall consider this Writ as the first item of regular business after passage of the agenda.

7.4 The Writ shall stand unless altered by CUSA Council.

7.5 The Writ of General Election shall be adopted following the Christmas break and voting shall take place no later than the Winter break.

8 By-Elections

8.1 The CEO shall conduct a By-Election to fill vacancies in the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, or Vice President Student Issues.

8.2 By-Elections may not be held in the Summer term.

8.3 Vacancies:

- i. Vacancies occurring in the Summer term shall be filled in a September By-Election.
- ii. Vacancies occurring after the beginning of the Fall term shall be filled through a By-Election held within one month of the vacancy.
- iii. Vacancies occurring during the Winter term shall be automatically filled by the incoming Executive elected during the General Election.

8.4 By-Elections shall be announced and scheduled in the same manner as General Elections.

8.5 By-Elections shall be scheduled so as not to conflict with the examination period.

9 Recall

9.1 The CEO shall present the Writ of Recall to CUSA Council announcing the intention to conduct a recall election on the dates set forth therein.

9.2 The Writ of Recall shall also contain:

- i. budget information for the election;
- ii. an announcement of expense limits for candidates; and
- iii. the dates of the opening and closing of nominations.

9.3 CUSA Council shall consider this Writ as the first item of regular business after passage of the agenda.

9.4 The Writ shall stand unless altered by CUSA Council.

9.5 The Writ of Recall shall state the question to be asked.

- i. The question shall read: "Shall (name of person) continue to hold the office of (name of office) on CUSA Council?"
- ii. The question shall be answerable by a YES or a NO.

10 Referenda

10.1 The CEO shall present the Writ of Referendum to Students' Council announcing the intention to conduct a referendum on the dates set forth therein.

10.2 The Writ of Referendum shall also contain:

- i. estimated budget information for the referendum.

10.3 CUSA Council shall consider this Writ of Referendum as the first item of regular business after passage of the agenda.

- i. If the first item of business is a Writ of Election or a Writ of Recall, the Writ of Referendum shall be the second item.
- 10.4 The Writ shall stand unless altered by CUSA Council.
- 10.5 Referenda questions must be submitted to the Chair of the Constitution and Policy Committee on or before December 31st.
 - i. The Constitution and Policy committee shall consider the questions and make recommendations to the CEO, who shall then present both the writ of referenda and the recommendations of the Constitution and Policy Committee to CUSA Council.
- 10.6 The question shall be stated in such a way that it can be answered YES or NO.
- 10.7 Any referendum question dealing with the collection, alteration, and / or reimbursement of student fees shall require a nomination supporting such a referendum question signed by:
 - i. no less than one thousand (1000) students; or
 - ii. 10% of those eligible to vote on the question, whichever is less.

11 YES and NO Committees for Recall and Referendum Votes

- 11.1 There shall be only one (1) YES committee and one (1) NO Committee, for each referendum and/or recall question
- 11.2 The CEO shall announce the date and time of the first meetings of the YES and NO committees through campus media and by any other means they deem necessary.
- 11.3 YES committees for questions dealing with a CUSA-based levy are to be managed by the area manager of the group that would receive the levy.
- 11.4 All members of YES and NO committees must be members of the Association.
 - i. If a referendum question deals with an organization outside of CUSA, that organization may select a member of the Association to act on its behalf for the purposes of the referendum.

12 Nominations

- 12.1 Nominations shall be entered on a form specified by the CEO and shall be submitted to the CEO by the end of the Nomination Period.
- 12.2 The Nomination Period for any election shall be comprised of two (2) to three (3) consecutive business days, and shall commence as published in the Writ of Election.
- 12.3 A nominee must be a member of the constituency to which they are being nominated and the nomination form must include:
 - i. their student number;

- ii. contact information; and
 - iii. the name of the nominator who must be a student from the same constituency and may be the nominee.
- 12.4 Nominees must accept nomination at the all-candidates meeting by placing their signature at the bottom of a nomination confirmation letter provided by the CEO.
- 12.5 To be eligible for nomination for any position in CUSA, nominees must not be indebted to CUSA.
- 12.6 Each nominee must be nominated by the requisite number of nominators in their constituency, all of whom:
- i. Can nominate as many individuals for any position in their constituency as they wish.
 - ii. Be registered such that, at that time, they are a bona fide member of that constituency, and;
 - iii. Clearly and legibly place their name and correct student number on the nominator form.
- 12.7 No nominator may withdraw their nomination of a nominee after they have signed that nominee's form, unless:
- i. Between the time they signed the form, and the end of the Validation Period, they cease to qualify as a valid nominator.
 - ii. The Nominee agrees to allow the student to withdraw their nomination.
- 12.8 Nominations for President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, and Vice President Student Issues shall contain one hundred (100) signatures of Members of the Association.
- 12.9 Nominations for the Constituency Representatives shall contain the equivalent of two (2) signatures for every seat allotted to the constituency (i.e. for 10 Arts and Social Science seats, 20 signatures would be required).
- 12.10 Special Students need only submit an application to become a candidate.

13 Validation Period

- 13.1 A maximum of two (2) business days occurring after the end of the Nomination Period and before the Campaign Period shall be known as the Validation Period.
- 13.2 On the final day of the Validation Period, the CEO shall declare which nominees have been validated. These people shall comprise the candidate list.
- i. The CEO, or their designate, shall supervise the validation process in cooperation with the registrar's office.

- ii. Only nominees with sufficient number of valid signatures shall be declared valid candidates.

13.3 Upon the declaration of the candidate list by the CEO, the campaign period shall be considered open.

14 Campaigning

14.1 There shall be a period of five (5) business days in the campaign period before the polls open.

14.2 The CEO must hold two (2) public debates, both of which shall include an Executive debate, and one of which will allow time for a Council debate if there is sufficient interest.

14.3 The CEO shall ensure that an Election Supplement is published by the Charlatan and other media (where applicable) in print, or online, and distributed before the first day of polling.

- i. The CEO shall refuse any submission to the Election Supplement that violates the CUSA constitution, Bylaws, or Policies.

14.4 All campaign materials used in the election shall clearly indicate the Candidate's name and the position they are running for.

14.5 All campaign material shall be submitted first for approval of the CEO.

- i. Approval of the CEO shall be denoted by a stamp of the Office of the CEO, which shall appear on all material.

14.6 The CEO shall refuse any item if, in the opinion of the CEO, the material contravenes the CUSA Constitution, Bylaws or Policies, is libelous, or if the material does not clearly identify its originator(s).

14.7 Posters shall be restricted to areas determined by the CEO. The poster areas shall:

- i. be clearly marked by the CEO;
- ii. be large enough to accommodate one (1) poster from each candidate per race; and
- iii. contain designated spaces reserved for each of the Executive positions.

14.8 No candidate may have more than one (1) poster in each designated area at a time.

14.9 Campaign material in the form of stickers may not be used at any point during the campaign.

The use of Audio/Video campaign material is permitted. This includes but is not limited to YouTube videos, flash on websites, campaign songs, etc. This is subject to the discretion of the CEO.

14.10 The CEO, at their discretion, is to make use of a list of set minimum prices for all campaign material.

- i. Tape and other basic office supplies are exempt.

14.11 Email contact lists

- i. Personal e-mail contact lists need not be shared with the Elections Office.
- ii. E-mail contact lists obtained by professional means may not be used for campaigning.

14.12 Candidates are to campaign in a fair and respectable fashion, as defined by the Carleton University Human Rights Code.

14.13 Professors and other non-student university employees are respectfully requested to not directly endorse or support any Candidate or Referendum Committee or use their position of authority to unduly influence the electoral process.

15 Slates

15.1 Candidates for Executive positions (President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for Student Life, Vice-President for Student Services, and Vice-President for Student Issues) are permitted to work together and organize a slate to further their individual campaigns.

15.2 A slate will be defined as a group of two (2) to six (6) individuals, campaigning for different Executive positions, who share a common vision.

15.3 Slates are prohibited in elections for Constituency Representatives.

15.4 Candidates must inform the CEO of their membership in a slate on their nomination forms.

15.5 Candidates may make reference to the slate to which they belong in their campaign materials.

15.6 In the event of a breach of the present Code, each member of a slate shall be disciplined on an individual basis.

15.7 A single electoral offence can result in a conviction for more than one member of a given slate.

15.8 All members of a slate may share common campaign materials.

16 Electoral Offences

16.1 Candidates and those members working under their direction must, at all times, comply with the requirements of this Code. Failure to do so constitutes an electoral offence.

16.2 It is an electoral offence to undermine the integrity, fairness and freedom of any electoral process governed by this Code. Without limiting the generality of the foregoing, actions that do so include:

- i. Voting Day Policy violations (See section 16.4)
- ii. Interfering with the operation of seminars, laboratories, offices, other normal functions of the University or addressing a class without prior permission of the instructor.
- iii. Campaigning within the CUSA Main Office, the Associations' Service Centres or CUSA Businesses.
- iv. Campaigning within the Graduate Student's Association's Main Office or Business.
- v. Campaigning in the CUSA hallways on the fourth floor University Centre.
- vi. Damaging or defacing the property of another candidate, another campaigner, or of CUSA.
- vii. Disrupting the operation of any part of the Residence complex.
- viii. Use of physical violence against any person on campus.
- ix. Disrupting any Rideau River Residents' Association operation, service, or activity.
- x. Campaigning within Residence Buildings.
- xi. Campaigning, or deliberately leaving campaign materials, in any commercial area on campus.
- xii. Disrupting the operations of the Electoral Office.
- xiii. Campaigning within fifteen (15) meters of a polling station.
- xiv. Postering outside of the designated postering area without the permission of the CEO.
- xv. Distributing campaign material during the polling period.
- xvi. Breaching the Carleton University Human Rights Code.
- xvii. Using campaign materials that violate this Code.
- xviii. Allowing individuals who are not members of the Association to campaign, on campus, on their behalf.
- xix. Campaigning, either as a candidate or on their behalf, while wearing CUSA branded apparel.

17 Voting Day Policy

17.1 There shall be a Voting Day Policy, which will consist of the rules set out in the present section.

17.2 The Voting Day Policy is subject to any additional provisions as set out by the CEO and as approved by the Electoral Board.

- i. If the Electoral Board cannot be convened in a timely manner, the Chair can solicit a vote from among its members using Voting sheets. Voting sheets shall:
 - a. include a printed copy of the proposed additions;
 - b. name each member of the Board with space for their signature indicating their approval;
 - c. be held in the Electoral Office;
 - d. be witnessed by an Electoral Officer; and
 - e. be kept on file by the CEO and made available to CUSA Council upon request.
- ii. Provisions can be added to the Voting Day Policy at any point until seven (7) days prior to the first voting day.

17.3 The CEO shall post the Voting Day Policy on the CUSA website, and provide all Candidates and Referendum Committees with a copy within 24 hours of the Writ of Election or Writ of Referendum being adopted by Council.

- i. If the CEO adds provisions to the Voting Day Policy after an election or referendum period has commenced, an updated copy will be published on the CUSA website and sent to all candidates and referendum committees.

17.4 Permitted activity

- i. Candidates may encourage students to vote during the two voting days, as specified by the CEO, through in-person or online means.
- ii. Candidates may speak to students about campaign points, however they may not introduce new campaign points during the voting period.

17.5 Prohibited Activity

- i. Class talks of any kind are not permitted.
- ii. Distribution or display of campaign material is not allowed during the polling period, with the exception of:
 - a. posters in their designated areas; and
 - b. online campaigning.
- iii. Introducing new campaign points during the voting period which were not discussed during the dedicated campaign period is prohibited.

- iv. Candidates and campaign workers may not attempt to persuade students to vote on candidates' or campaign workers' personal technology. This includes, but is not limited to, laptops, smartphones, and tablets.
- v. Candidates and campaign workers may not attempt to persuade students to vote while they are in a classroom, either on personal devices or on lab computers.
- vi. All emails distributed by candidates and campaign workers must comply with the requirements of this Policy.

17.6 Other requirements

- i. Campaign budgets shall be submitted to the Elections Office by a deadline specified by the CEO. Candidates who do not submit a budget, even if no expenses are planned, will be disqualified.
- ii. All posters and other campaign materials, including online accounts, must be removed or deleted by a deadline specified by the CEO.

18 Procedures for Disqualification

- 18.1 The CEO may receive complaints from all persons, regardless of whether or not they are members of the Association, alleging that this Code has been violated.
- 18.2 Unless authorized by the CEO, complaints must be made within 24 hours of the moment at which the complainant became aware of the alleged electoral offence.
- 18.3 Complaints must be made in writing.
- 18.4 The CEO shall investigate all potential electoral offences. and document their investigation.
- 18.5 If the CEO finds that the complaint is without merit, they shall disregard the complaint.
- 18.6 If the CEO concludes that a person has contravened this Code, they CEO will find them guilty of an Electoral Offence.
- 18.7 The CEO has discretion in determining the procedure to be followed when investigating a potential electoral offence. However, the CEO may only find a person guilty of an Electoral Offence if:
 - i. The person has been informed of the allegation against them;
 - ii. The person has had the opportunity to seek the advice of a third party;
 - iii. The person has been provided with the opportunity to make submissions to the CEO; and

- iv. All other interested parties have had the opportunity to make submissions to the CEO.
 - a. The CEO shall receive submissions in writing.
- 18.8 If a person has been found guilty of an Electoral Offence, they shall immediately be provided with written notice of that decision by the CEO.
- 18.9 The CEO shall publish a notice of any finding that there has been an Electoral Offence on the CUSA website within thirty-six (36) hours of the ruling.
- 18.10 A candidate may not be found guilty of the same Electoral Offence more than once unless they have already been found guilty of that offence, been provided with notification thereof, and been afforded sufficient time to take any appropriate corrective measures.
- 18.11 Electoral Offences committed by campaign workers are attributed to the candidate or referendum committee for whom they are campaigning.
 - i. If a campaign worker is found guilty of an Electoral Offence, the CEO shall, in addition to providing notice to that individual, also provide notice to the candidate or the Chair of the referendum committee for whom they are campaigning.
- 18.12 A candidate or referendum committee who commits two Electoral Offences shall lose the right to obtain a refund of campaign expenses, subject to section 20 of this Code.
- 18.13 A candidate or referendum committee who commits three Electoral Offences shall be disqualified.
 - i. Written notice of a third offence shall also include a notice of disqualification.
- 18.14 If the members of a slate have collectively been found guilty of three or more Electoral Offences, the CEO shall disqualify the entire slate.
- 18.15 In the event a winning candidate is disqualified the winner becomes the next ranked candidate

19 Immediate Disqualification

- 19.1 Notwithstanding the provisions of section 17.5, immediate disqualification shall result if a Candidate or Referendum Committee:
 - i. Fails to present a final report of expenditures to the CEO.
 - ii. Exceeds the maximum allowable expenditures.
 - iii. Presents a fraudulent or inaccurate final report of expenditures to the CEO.

- iv. Attempts to, or tampers with the ballots or electronic polling system.
- v. Attempts to, or solicits the aid of any member of the Electoral Office to tamper with the ballots or electronic polling system.
- vi. Commits an offence which is deemed to be egregious by the CEO.

20 Disciplining of Referenda Committees

20.1 YES Committees that deal with a requested levy:

- i. The first offence will result in a warning.
- ii. The second offence will result in the withholding of five (5) percent of the requested levy.
- iii. The third offence will result in the withholding of ten (10) percent of the requested levy.
- iv. The fourth offence will result in the withholding of thirty (30) percent of the requested levy.
- v. The fifth offence will result in the withholding of sixty (60) percent of the requested levy.
- vi. The sixth and final offence will result in:
 - a. the withholding of one hundred (100) percent of the requested levy;
 - b. immediate disqualification; and
 - c. loss of re-imburement of funds spent campaigning.

20.2 All other Referenda Committees:

- i. The first offense will result in a warning.
- ii. The second offense will result in the loss of fifty (50) percent of any possible reimbursement.
- iii. The third offense will result in the loss of approved campaign materials up to fifty (50) percent of the agreed upon flyers and posters.
- iv. The forth offense will result in the with-holding of five (5) percent of votes favourable to the offending referenda campaign.
- v. The fifth offense will result in the with-holding of ten (10) percent of votes favorable to the offending referenda campaign.
- vi. The sixth and final offense will result in:

- a. the with-holding of one hundred (100) percent of the reimbursement of funds spent campaigning; and
- b. immediate disqualification.

21 Appeals

- 21.1 An appeal lies to the Electoral Board from all decisions of the CEO with respect to Electoral Offences.
- 21.2 Appeals to the Electoral Board must be made within seven (7) days of receiving the written notice of the electoral offence, unless the Chair of the Electoral Board grants an extension in writing.
- 21.3 A disqualified Candidate's name may not be removed from the final list of candidates unless the candidate has exhausted the entire appeal process for the disqualification in question.
- 21.4 There is no obligation on the part of a Candidate or Referendum Committee to cease their campaign until all avenues of appeal have been exhausted.
- 21.5 The CEO shall not make a finding that an Electoral Offence has been committed more than seventy-two (72) hours after the end of the polling period.

22 Expenses

- 22.1 The CEO, prior to each election period, shall determine total allowable expenditures for each position or Referenda Committee.
- 22.2 Each Candidate shall account for all their expenses in support of their campaign.
- 22.3 All election expenses shall be accounted for in actual Canadian dollars including tax.
- 22.4 The CEO shall be empowered to grant refunds to Candidates for their election expenses, following the receipt of all financial documents from the candidates and the declaration of the election results.
 - i. Such a refund shall be 50% (fifty percent) of the candidate's actual expenses.
- 22.5 The CEO shall be empowered to grant each Referendum Committee a refund not exceeding 100% (one hundred percent) of the total expense limit.
- 22.6 A final, complete, and accurate report of all expenditures, including all receipts and other evidence of expenditures shall be presented to the CEO before the polls close on the final day of voting.
- 22.7 If the candidate has incurred no expenses, then their report shall state such.

23 Voting Entitlement

- 23.1 An eligible voter is entitled to one ballot for each of the positions of:

- i. President;
- ii. Vice President Finance;
- iii. Vice President Internal;
- iv. Vice President Student Life;
- v. Vice President Student Services;
- vi. Vice President Student Issues; and
- vii. as many Constituency Representative seats allotted to the voter's Constituency at the time of the elections.

23.2 In a vote of Recall, only members of the Association in the affected Constituency shall be considered eligible to vote unless the Writ of Recall refers to a position within the Executive.

23.3 Only members of the Association who present their valid Carleton University Student Identification Card or, in the case of electronic voting, sign in to the correct voting software are eligible to cast their votes.

24 Ballots

24.1 All ballots shall be electronic.

24.2 All ballots shall be compliant with the Accessibility for Ontarians with Disabilities Act.

24.3 Ballots must be clearly presented so that the voter can rank Candidates running for Executive and/or single-seat Constituency positions in order of preference by the voter.

- i. The voter will have the option to leave their ballot blank
- ii. The voter may rank as many, or as few, Candidates as they prefer.

24.4 A Candidate who receives a majority (50% +1) of the first preference votes is elected to that position.

24.5 If no Candidate receives a majority of the first preference votes, the Candidate with the fewest first preference votes is eliminated from the count.

- i. The ballots from the first round of eliminations shall then be redistributed to the other candidates based on the secondary preference listed on each specific ballot.
- ii. This process is repeated until either one candidate has a clear majority, or only one candidate remains to be eliminated.
- iii. If two candidates are tied for last place on a ballot, they are both eliminated.

- 24.6 Ballots which are either submitted blank or in which all selected preferences are eliminated are to be considered as abstentions for successive ballot counts.
- 24.7 Candidates may voluntarily withdraw from the ballot until forty eight (48) hours before balloting begins.
- i. Withdrawals must be submitted in writing. Notice of the withdrawal must be included on the voting system before or on the voting page.
- 24.8 Names of all candidates shall appear on the ballot in alphabetical order of their legal surnames.
- i. The use of commonly used middle, shortened given, or other parental surnames shall be allowed.
 - ii. At the discretion of the Electoral Board, names different from given names or surnames shall be allowed for clarity because of cultural reasons or gender identity or expression.
 - iii. Acronyms shall not be allowed as names. Acronyms of given names may be appended in parenthesis after the given name on the ballot.
- 24.9 The ballot shall:
- i. clearly indicate how many positions are for election; and
 - ii. inform the voter on the number of candidates for whom they may vote.

25 Polling

- 25.1 On-campus polling shall take place on two (2) consecutive business days, for all elections and/or referenda.
- 25.2 There shall be two (2) Poll Management Supervisors at each polling location.
- 25.3 The Poll Management Supervisor shall be responsible for conduct of the polling station.
- 25.4 The polling locations for a General Election, or Referendum shall include at least the following locations and minimum numbers of polling stations accorded to each location:
- i. Two (2) stations in the Loeb Building (tunnel level).
 - ii. Two (2) stations in the atrium.
 - iii. Two (2) stations in Residence Commons.
 - iv. One (1) station in the Minto Center (outside Bell Theater).
 - v. Two (2) stations at the tunnel junction between Steacie and Herzberg Laboratories Buildings.

- vi. Two (2) stations in the tunnels outside the entrance to the MacOdrum Library.
- vii. One (1) station in the River Building first floor lobby.
- viii. Other locations shall be included at the discretion of the CEO.

25.5 The polling locations for Recall Election shall be created at the discretion of the CEO or by the direction of Council.

26 Tabulation

26.1 All tabulations of election results shall be carried out at the discretion of, and under the personal supervision of, the CEO or their designate.

26.2 Tabulation shall occur at a place on campus.

- i. CUSA, RRRRA, or GSA main offices shall not be used for the tabulation.

26.3 Tabulation of the ballots cast during the polling period shall be conducted within twenty-four hours of the final close of polls.

26.4 Scrutineers will be allowed to observe the tabulation of votes; no Candidates or other unauthorized persons shall be permitted in the room.

- i. The CEO and other Election Staff shall invite scrutineers to confirm the poll results prior to public release
- ii. Each candidate shall be allowed one (1) scrutineer to monitor balloting and the electronic polling systems in use.
- iii. Scrutineers may not interfere with the electoral process but may report inconsistencies, errors, and violations of the Electoral Code to the Electoral Board.
- iv. Any scrutineer who attempts to disrupt the electoral process shall, at the request of the CEO, be replaced by the Candidate.
 - a. This request may be appealed to the electoral board.

26.5 In accordance with the number of representatives determined for each constituency or other position, the Candidate, or Candidates (as the case may be), receiving the largest number of votes shall be declared elected.

26.6 In case of ties, a run-off vote shall be held no more than one (1) week after election results are announced.

26.7 Candidates who are acclaimed shall be considered elected when the Electoral Board declares official election results.

27 Appeals to the Electoral Board

- 27.1 Appeals to the Electoral Board shall be conducted in writing, unless the appeal concerns a disqualification, in which case the Board shall have an oral hearing.
- 27.2 The Electoral Board is not bound by the decision of the CEO and may make its own findings on questions fact, as well as address questions relating to the interpretation of this Code and/or the application of this Code to the facts at hand.
- 27.3 In the case of an oral hearing, the Electoral Board shall have the power to determine the procedure to be followed, subject to general principles of fairness as well as the following principles:
- i. All interested parties shall have the right to make submissions; and
 - ii. All interested parties shall have the right to address the Board through representatives; and
 - iii. All interested parties shall have the right to present evidence, including evidence not before the CEO.
- 27.4 The CEO shall have the right to make submissions to the Electoral Board.
- 27.5 The Electoral Board shall only make findings that were requested by a party and which all parties to the proceeding have had the opportunity to comment upon.

28 Appeals to the Constitutional Board

- 28.1 An appeal as of right lies to the Constitutional Board against a decision of the Electoral Board in relation to the interpretation of this Code or the application of the latter to the facts at hand.
- 28.2 In hearing an appeal under section 24.1, the Constitutional Board is bound by the findings of fact of the Electoral Board and may not hear any new evidence.
- 28.3 An appeal with leave can be made to the Constitutional Board against a decision of the Electoral Board in relation to a question of fact on the basis of new evidence not before the Electoral Board.
- 28.4 The Constitutional Board shall grant leave if the evidence could not have been obtained with reasonable diligence at the time of the Electoral Board hearing; it is credible; and it could have changed the outcome of the Electoral Board appeal.
- 28.5 Applications for leave are decided in writing by a panel of three members of the Constitutional Board, including the Chair.
- 28.6 Appeals under section 24.1 must be commenced within seven (7) days of the Electoral Board decision.
- 28.7 Applications for leave to appeal under section 24.3 must be filed within seven (7) days of the discovery of the new evidence on which the application is based, and in any event not later than ten (10) days after the Electoral Board has rendered its decision.

28.8 The Constitutional Board shall have the power to determine the procedure to be followed on all appeals, subject to the general requirements of fairness and the following principles:

- i. All appeals before the Constitutional Board shall be heard orally;
- ii. Interested parties shall make written submissions; and
- iii. The Electoral Board shall only make findings that were requested by a party and which all parties to the proceeding have had the opportunity to comment upon.

28.9 A decision of the Constitutional Board under this Code shall be final and binding, with no appeal therefrom.

29 Chief Electoral Officer Documents

29.1 Writs shall be used solely for the announcement of General Election, By-election, Recall or Referenda. Writs must be published and posted on the elections website within twenty-four (24) hours.

29.2 Declarations shall impart a state of affairs as perceived by the CEO and pursuant to their duties. All Declarations shall be in writing and must be published and posted on the elections website within twenty-four (24) hours.

29.3 Rulings shall stand as written in answer to a question. All rulings must be published and posted on the elections website within thirty-six (36) hours.

29.4 Electoral Warnings shall stand as a written decision of a charge and record of progress through the disciplinary process of the Elections Office. All Electoral Warnings must be published and posted on the elections website within thirty-six (36) hours.

29.5 Receipts shall be issued upon receiving any official documents with relevance to the Writ of Election, By-election, Recall, or Referendum.

- i. These receipts shall be stamped, distinctly by the CEO, and shall have the time of receipt noted upon them.
- ii. All parties involved in the transfer of documents shall sign the receipt and retain a copy of the receipt.

29.6 The CEO shall produce a final report after the CUSA Elections and Electoral Disputes are settled, to be submitted to Vice-President Internal.

30 Declaration of Results

30.1 Once the ten-day period after the end of polling has passed, and the Constitutional Board has ruled on all outstanding electoral challenges, the Electoral Board will declare the official election results.

- 30.2 The Official Declaration of Results shall be made to CUSA Council verbally and in writing, and shall be published in the campus media. Results shall also be posted on the elections website within twenty-four (24) hours of the official declaration.

CUSA INFORMATION TRANSPARENCY POLICY

The following is the information transparency policy for the Carleton University Students' Association:

1. CUSA will actively support and put into practice methods of ensuring information transparency and accountability from across the organization to its members as well as the public.
2. 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 and website and a "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
 - b. Ensure that CUSA's constitution bylaws and policies are posted on the "CUSA governance" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time
 - c. The VP Internal will ensure that all *CUSA Council meeting minutes* that have occurred in the last five (5) years are made available online on the "Cusa Governance" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time
 - d. The VP Finance will ensure that all *Annual CUSA Budgets, Annual Audited Financial Statements*, and any Supplemental Documentation that have occurred in the last seven (7) years are made available online on the "Financial statements" webpage and/or whichever of the two options are easier and can be implemented in the fastest and most reasonable time, including a breakdown of CUSA Fees and Levies paid by CUSA members.
 - e. The VP Internal will ensure that the meeting minutes for all CUSA Committees (Standing and Ad-Hoc) for that scholastic year are amalgamated into a single document, per committee, and be made available online on the "CUSA Governance" webpage.
 - f. Section (e.) will only apply to Student Issues Action Committee, Spir it Committee, Financial Review Committee, and the Constitution and Policy Committee.
 - g. 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.

CUSA Social Media Policy

1.0 Policy Statement

- 1.1 This Policy supports Carleton University's commitment to sections 15 and 28 of the Canadian Charter of Rights and Freedoms, sections 1, 5 and 11 of the Ontario Human Rights Code and the Carleton University Student Rights and Responsibilities and Human Rights policies.

- 1.2 CUSA, as representatives of the Carleton student body as a whole, unequivocally condemn all forms of discrimination, be it racism, sexism, xenophobia, ableism, sizeism, ageism, classism and homo/bi/transphobia, and/or any other form of systemic oppression, along with any group or person who actively promotes the previous ideologies.
- 1.3 Spaces that are owned and operated by CUSA, or are representative of CUSA, shall be free of any material that promotes the above ideologies, and shall take action against the propagation of such ideologies.
- fora
- 1.4 CUSA prohibits discrimination and harassment in social media and Internet fora that:
- a. Is abusive, demeaning or threatening, including behaviour such as name calling; derogatory remarks, gestures and physical attacks; or display of derogatory or projective words, pictures and graffiti; or
 - b. Provides a web link to an outside website which contains the above material.
- 1.5 CUSA supports and endorses the right to freedom of speech; however, CUSA believes that speech and expression loses its protection when it becomes:
- a. Direct incitement of damaging conduct with the use of speech, symbols, pictures or graffiti that directly incites damaging conduct; or
 - b. When it moves from an exposition of ideas to the use of words that are discriminatory, harassing or explicitly hateful or violent.
- 1.6 CUSA shall compile and make publicly available a list of all CUSA (CUSA Affiliated) social media. This will be compiled by the Publications Office.
- 1.7 Publications shall be informed and given access to other social media not specified as Facebook or Twitter in order to ensure the following; continued access during turnover, an up to date list in accordance with 1.6 and protection of online intellectual copyright.

2.0 Social Media Moderation Board

- 2.1 The Social Media Moderation Board shall consist of one (1) CUSA Executive as Chair, two (2) members of CUSA Council, and two (2) members of the Association who are not members of council.
- 2.2 The Board shall be responsible for ensuring all posts made online in a forum representative of CUSA abide by the Social Media Policy Statement.
- 2.3 If the Board finds a post to be in violation of a policy, the proper procedure must be followed to remove it.
- 2.4 Procedure:

- a. 3/5 of the members of the Board must agree that the post is in breach of policy for it to be removed, except in the case of threats or cyber-bullying, where the moderator of that space shall remove and document the post immediately and notify the board.
- b. All posts removed must be documented (by screenshot) and the line from the policy statement that has been breached must be cited by the board.
- c. The poster has the chance to appeal the removal to the Board, and afterwards it may be appealed to the Constitutional Board.
- d. If the appeal is found to pass then the Moderation Board will allow the individual to repost the comment or content in its original form and will further issue a statement of apology to said individual.
- e. A post may be removed following proper procedure in three cases:
 - i) A breach of policy.
 - ii) A recognized complaint.
 - iii) Threat.

2.5 All rulings of the Social Media Moderation Board must be made public and disseminated through the CUSA space where the initial infraction occurred.

2.6 The Board must make a ruling within 48 hours of a complaint or an appeal.

2.7 Although clubs and societies and their social media presence is not officially monitored by the Moderation Board, they may take advantage of the Moderation Board if they see fit or if an issue arises where a fair and unbiased body is needed.

3.0 Recognized complaint

3.1 A legitimate complaint is one that is filed by a member of the Association to the Social Media Moderation Board.

3.2 A complaint may only be made if the post in question is a breach of policy, or if the claimant feels personally threatened or unsafe.

4.0 Threats

4.1 Any comment deemed to be a threat or threatening in its language will be immediately removed and the issue will be directed to University Safety.

5.0 Facebook

5.1 Carleton University Students' Association Official Group

- a. Any group deemed to be an official group in representation of CUSA shall be open and structured to all members of the Association.
- b. Any group deemed to be an official CUSA Facebook Group must be created and managed by the current Executive and monitored by the Social Media Moderation Board.
- c. The group is meant to be a forum for student discussion, and the dissemination of information regarding points of interest and events happening on campus, including but not limited to events by CUSA clubs and societies, Service Centres and students.
- d. The group is subject to the rulings of the Social Media Moderation Board.
- e. Any Facebook group or Page et al created for or by CUSA or which CUSA Affiliated have in an admin capacity the Publications Office. This is to ensure the following; continued access during turnover, an up to date list in accordance with 1.6 and protection of online intellectual copyright.

5.2 Removal from Group

- a. In order to be removed from the official CUSA Facebook Group a three-strike policy will be used.
- b. The first breach of policy will result in a written warning. The second breach of policy will result in a second warning and the removal from the group for a period of one (1) week. The third breach will result in removal from the group for four (4) months. After 4 months there will be a one year (1) probationary period with zero tolerance, the breaking of which will result in the requirement to partake in Safe(r) Space training to reenter the group on a new one (1) year probationary period. Should the subsequent probationary period be violated, the individual will be permanently banned.
- c. If a member of the Association makes a threatening comment to another student they will not receive a warning, but will be removed from the group for a period of six (6) months. The issue will be further directed to University Safety and Student Affairs.

5.3 Service Centres

- a. Groups and pages created on Facebook by organizations officially affiliated with CUSA must meet certain guidelines.
- b. Service Centres are to create a Facebook Page for their centre.
- c. This Facebook Page is to be used for the dissemination of information that directly relates to the Service Centres' mandate and student life.

- d. This page is also to be used to promote the Service Centres' events and/or other information relevant to the Centre .

5.4 Community Conversations

- a. CUSA recognizes that Service Centres exist to facilitate discussion between communities.
- b. Some of these communities rely on the confidentiality of their membership or the confidentiality of the discussion that takes place to allow the members to take full advantage of the resources available to them.
- c. CUSA recognizes that in order to feel safe, some of these community conversations must be kept within the community and therefore, Service Centres shall be able to create a private community conversation using social media where membership is not public.
- d. The Social Media Moderation Board must approve the request for a community conversation.
- e. Members of the Association must have the opportunity to join in these conversations through either an application process or through review by the coordinators of said Service Centre or conversation forum.
- f. Community conversations are subject to the same policies as other social media fora affiliated with CUSA and will be monitored by the coordinators and the Chair of the Social Media Moderation Board.
- g. In the case of removal of posts for community conversations, the Chair of the Board that is a part of the conversation will bring the possible breach back to the Board to be ruled upon.
- h. The coordinator(s) and the Chair shall remove and document content which goes against this policy.
- i. If an appeal is made, the appeal shall be sent to the Moderation Board.
- j. Everything ruled upon in the community conversation forum in to be kept confidential.

6.0 Twitter

- 6.1 Any twitter account that is representative of CUSA is subject to this and other CUSA policies and the oversight of the Social Media Moderation Board.
- 6.2 Service Centres who use twitter must ensure that the content of their tweets is appropriate and is representative of the mandate and communities of their Centre.

- 6.3 Executives' accounts must ensure that the content of their tweets is appropriate and must use the account to inform students of the goings on at CUSA and on Carleton's campus.
- 6.4 The CUSA twitter account is to be used to inform students of all CUSA events, campaigns, news, information, and happenings in accordance with section 1.2.
- 6.5 All Twitter accounts created for, by or in association with CUSA will be compiled by Publications with the Account information kept secure. This is to ensure the following; continued access during turnover, an up to date list in accordance with 1.6 and protection of online intellectual copyright.

8.0 Additional Social Media Applications

- 8.1 Other social media fora may include, but are not limited to, Pinterest, Flickr, Tumblr, Imgur, Reddit and YouTube.
- 8.2 Each of these fora will be subject to this and other CUSA policies and the Social Media Moderation Board.

CUSA Bottled Water Free Policy

The Carleton University Students' Association is committed to conducting its programming in a socially, economically and environmentally responsible manner and believes the Association has an obligation to lead by example in issues of sustainability on the Carleton University campus. The Carleton University Students' Association recognizes access to public drinking water as a human right and not a commodity to be bought and sold. As such, water fountains should be readily available on university campuses.

The Carleton University Students' Association shall:

1. Encourage all students, faculty, and staff making a conscious effort not to purchase water sold in single-use plastic bottles for personal consumption, events or meetings and instead use a refillable bottle whenever possible.
2. Not distribute single-use water plastic bottles at any CUSA organized function or event
3. Where possible, make free or low-cost reusable water bottles available to members of the Association, and to student groups planning functions or events.
4. Urge Carleton University to follow CUSA's example and phase out the sale of single use water plastic bottles at all Carleton University businesses and vending machines on campus.
5. Urge Carleton University to ensure that water fountains and water bottle refill stations are installed in, at a minimum, every building on campus.

STRIKES AND PICKETING POLICY

1. In the event of a strike, a special strike committee will be struck on council, which will collaborate with the executive to both assess the impact of the strike on students and propose solutions to ease such impacts.
2. A. CUSA stands for a non-intimidating atmosphere at all picket lines, and urges all unions choosing to utilise this tactic to take measures to ensure students feel safe and comfortable passing picket lines.

b. CUSA expects that all picketers found to be making intimidating or derogatory remarks towards any student in the Carleton community to be removed from picket duty by their respective unions.
3. CUSA urges the adoption of proactive measures by unions engaging in picketing to ensure a 'safety first' approach. This would mean proactive strategies designed to reduce the likelihood of accidents, collisions, and confrontations at the picket line.
4. CUSA WILL WORK WITH PARA TRANSPOR TO ENSURE ACCESSIBILITY TO CAMPUS IS MAINTAINED DESPITE ANY DISRUPTION IN PUBLIC TRANSPORTATION
5. CUSA will remain in active dialogue with any picketing unions in order to advocate for the interests, safety, and comfort of students as these factors pertain to picketing.

ISSUES POLICIES

CHEMICAL HERBICIDE POLICY

Date of Review: June 14, 1995

POLICY STATEMENT:

The Carleton University Students' Association opposes the use on campus of all chemical herbicides and insecticides.

DECLARATION OF STUDENTS' INSTITUTIONAL AND ACADEMIC RIGHTS POLICY

Date of Review: June 14, 1995 POLICY

STATEMENT:

Every student, full or part-time, has the right to:

1. Have unrestricted access to high quality post-secondary education within minimal provincial standards.
2. Easy physical access to all buildings, grounds, and resources.
3. Available and accessible study space on campus.
- 4a. To participate in all levels of academic decision making bodies, both legislative and judicial.
- 4b. Seek student representative status on department and faculty boards.

- 4c. To have student representatives fully participate in all tenure review processes.
- 5a. To have their student representatives fully participate in the evaluation of their academic petitions, appeals and reviews.
- 5b. To forgo the above listed right at any time.
- 6. Appeal the application of any regulation.
- 7. Openly question and freely comment on course material without penalty.
- 8. Complete anonymity during the course of any petition, appeal, complaint, or comment.
- 9. Appeal all decisions regarding their relations with their institutions, and the right to advertise, legitimate appeal procedures that include the right to representation.
- 10. Adequate access to all materials, literature (including textbooks), equipment, and study aids necessary or the continuance and completion, to the best of the students' abilities, of education.
- 11. Access to existing information relevant to academic, institutional and other concerns of students.
- 12. Complete a program on the same terms that existed at the time of admission to that program.
- 13. Participate in the formulation of objective course and instructor evaluations.
- 14. Be informed of the content, structure, evaluation procedures and criteria at the commencement of all courses.
- 15. Have any course requirement grade re-evaluated by a different evaluator, upon request.
- 16. Have services provided which accommodate the special needs of students with disabilities.
- 17. Have graded exams returned without fee.

DISCRIMINATION ON CAMPUS POLICY

Date of Review: December 12, 2012

POLICY STATEMENT:

CUSA recognizes the diverse and multicultural composition of its organization and appreciate the dignity, worth, and contribution of each member. CUSA is committed to providing a safe environment free of discrimination.

- 1. CUSA as the representative of the Carleton student body as a whole, unequivocally condemns all forms of racism, sexism, xenophobia, ableism, sizeism, ageism and homo/bi/lesbophobia along with any group or person who actively promotes the previous ideologies.
- 2. CUSA will ensure that its members have access to facilities and resources without fear of discrimination based on a person or groups racial, religious, and political or sexual orientation or gender identity. Access to facilities and resources will be denied if a group advocates for and/or perpetuates violence and discrimination based upon the above beliefs or characteristics.

3. CUSA prohibits its services from carrying or distributing any written material, audio material, computer software or any other electronic medium with content deemed to have such ideologies as a basis for their content as this is in direct violation of Canada's hate laws.
4. CUSA will work to prevent groups or person(s) who promote hate or discrimination from coming to Carleton University as CUSA affirms the right of every member of the Association to study and work in a safe environment that is free of discrimination.
5. CUSA will support the condemnation of groups or person(s) whose purpose and/or mandate is to perpetuate hate or discrimination.
6. CUSA and all CUSA offices employees may encourage positive and respectful discussion of all opinions and beliefs without bias or discrimination against those with differing views or opinions.

STUDENT AID POLICY

Date of Review: June 14, 1995

POLICY STATEMENT

The Carleton University Students' Association opposes any introduction of an administrative fee on any student aid program.

PERSONAL SAFETY DEVICES POLICY

Date of Review: September 29, 1997

POLICY STATEMENT

The Carleton University Students' Association will not support, endorse, promote, supply, publicize, or provide promotional space for, or encourage the use of personal safety devices on campus.

1. CUSA declares that it is unfair and opportunistic to promote a product by capitalizing on women's disadvantaged position in terms of personal safety and security, especially when personal safety device companies depict this situation in stereotypical and/or misinforming promotional videos and pamphlets.
2. CUSA will not encourage a false sense of security to people by encouraging them to buy these products.
3. CUSA supports safety initiatives such as the Foot Patrol which serves as the best alternative to walking alone on campus at night.

STUDENTS WITH DISABILITIES POLICY

Date of Review: June 14, 1995

POLICY STATEMENT

The Carleton University Students' Association will refer to people who have disabilities as "students/people with disabilities", except where the reference to such a term is to point out ableism or to make a point about a derogatory statement.

CANADIAN BLOOD SERVICES POLICY

Date of Review: July 10, 2014

1a. CUSA will acknowledge that the screening policies on Canadian Blood Services health questionnaire are based on the precautionary principle and in turn CBS excludes the following groups of people: people under 50kg in weight; people under the age of 17; people who have had dental treatment in the last 72 hours; people who are feeling ill at the time of donation; people who have gotten a piercing or a tattoo in the last 6 months; people who have insulin dependent diabetes; women who are pregnant; people who have recently had a major surgery; people who have recently had a vaccination; people who have received a blood transfusion in the United Kingdom, France, or Western Europe since 1977; people who have taken money or drugs for sex since 1977; people who have used illegal drugs or narcotics intravenously; people who suffer from certain medical conditions; any person who has ever (even once) produced a false positive through Canadian Blood Services screening policies; people who have visited certain regions of Africa (Cameroon, Central African Republic, Chad, Congo, Equatorial Guinea, Gabon, Niger, and Nigeria); people who have received a blood transfusion while visiting certain regions of Africa; people who have had sex with someone who has lived in certain regions of Africa; men who have had sex with men in the last 5 years; people who have spent 5 years or more (cumulative) in Western Europe since 1980; people who have tested positive for HIV, AIDS, or Hepatitis; and people who have spent 3 months or more (cumulative) in the United Kingdom or France between January 1980 and December 31, 1996, among others. An updated list is always available on the Canadian Blood Services website.

1b. The Carleton University Students' Association officially opposes the 5 year time-based deferral on men who have sex with men and will support Canadian Blood Services in its efforts to reduce the ban to reflect modern scientific detection techniques. At any time that a Canadian Blood Services event is to be sponsored (or endorsed) by CUSA, the students' association will inform its' members of the blood ban by means of handouts and posters. These posters will contain the proper contact information for those officials within Health Canada who are responsible for decision making with regards to public health and the blood ban.

2a. CUSA will encourage Health Canada to accept any submissions made by Canadian Blood Services towards removing the ban by means of petition. The petitioning will be conducted by the Vice President Student Issues.

2b. CUSA will support the initiatives of any student, or student group seeking to raise awareness about the blood ban and/or those who wish to campaign to Health Canada in an attempt to end the blood ban.

3. The Student Issues Action Committee will review the effects of this policy no later than 1 year after July 10th 2013.

FEE POLICY

Date of Review:

All current and prospective students deserve access to an education. The Carleton University Students' Association will actively condemn unnecessary financial fees that do not correlate to an improvement in the quality of education on campus.

CUSA opposes:

- The use of increased tuition fees as a form of making up for the cuts by the provincial government, ☐ The use of ancillary fees imposed by the University to extract more money from each student.

Further more CUSA calls:

- For an immediate tuition freeze;

- ☐ The progressive elimination of all financial barriers to post-secondary education.

UNIVERSITY GOVERNANCE POLICY

Date of Review:

CUSA supports the rights of student representatives to participate more fully in the decision-making process on the governing boards of Carleton University. CUSA also believes that administration and their boards exist to serve Carleton students. Therefore, CUSA support increasing voting representation of graduate and undergraduate students on the board of Governors and the University Senate to fifty (50) percent of total membership.

Support freedom of Expression Policy

Date of review: April 8 2015

- (1) CUSA recognizes that within the unique university context, the most crucial of all human rights are freedom of speech, academic freedom, and freedom research. CUSA affirms that these freedoms are meaningless unless they include the right to raise disturbing questions and provocative challenges to the values embraced by society at large, and even by the University itself. The right to engage in frank and open debate, to share controversial and unpopular ideas, and to challenge society's core beliefs, is essential for the pursuit of truth, and for preserving a free and democratic society.
- (2) CUSA has a duty to actively support this human right to unfettered, critical teaching and research, because apart from the University, there is no other institution or office in our modern liberal democracy which is the custodian of this most precious and vulnerable right of the liberated human spirit.
- (3) CUSA affirms that the principles of academic freedom, which protect the right of professors to pursue controversial areas of research and to express and disseminate unpopular ideas, apply equally to students. All students enjoy the freedom to explore, debate, and disseminate ideas, regardless of their popularity or public acceptance.
- (4) CUSA accepts that the free and open exchange of ideas will generate controversy and disputes among members of the University, and in the wider community. In such cases, CUSA will support and protect the free speech rights of all persons, including and especially those who adhere to unpopular beliefs or controversial opinions.
- (5) CUSA recognizes that freedom of expression is limited to peaceful means and non-coercive methods. CUSA expressly rejects the use of violence, physical force, and physical coercion as methods to express one's views, or as methods to prevent others from expressing their views. Controversial or unpopular ideas should be addressed through debate, reason, and argument, and not by silencing one's opponents through blocking, obstructing, disrupting or otherwise suppressing unpopular or controversial speech on campus.
- (6) CUSA recognizes that the *Criminal Code of Canada* places certain restrictions on freedom of expression. Apart from these restrictions, the peaceful expression of ideas on campus should be supported and encouraged.
- (7) The right to free expression is complemented by the right to freedom of association, whereby individuals are free to cooperate in groups. All students enjoy the right to form and join the

campus club (or clubs) of their own choosing, to hold and advertise meetings, to invite speakers on campus, to sponsor debate, to engage in peaceful assemblies and demonstrations, and to have equal access to CUSA facilities, rooms, spaces, and resources. No student, and no campus club, shall be discriminated against on the basis of belief, opinion, or viewpoint.

- (8) CUSA will interpret and apply its rules, regulations, policies, by-laws, and Constitution in accordance with these principles.