

CORPORATE
BY-LAW NO. I

A By-law relating generally to the transaction of the affairs of

CARLETON UNIVERSITY STUDENTS' ASSOCIATION, INC.

BE ENACTED as a by-law of Carleton University Students' Association, Inc., as follows:

HEAD OFFICE

1. The head office of the corporation shall be in the city of Ottawa in the Province of Ontario, and at such place therein as the Trustees may from time to time determine.

SEAL

2. The seal, the impression whereof is stamped in the margin thereof, shall be the corporate seal of the Corporation.

BOARD OF TRUSTEES

3. The affairs of the Corporation shall be managed by a Board of three (3) Trustees, each of whom shall be registered as a student at the Rideau River Campus of Carleton University. Every trustee shall be a member of the Corporation as set forth in the Letters Patent, supplementary Letters Patent or By-laws of the Corporation at the time of his election or within ten (10) days thereafter and through-out his term of office. Each trustee shall be elected to hold office until the first annual meeting after he shall have been elected or until his successor shall have been duly elected and qualify or until his term of office shall have been terminated automatically or otherwise, pursuant to the terms of the Letters Patent, Supplementary Letters Patent, or By-laws of the Corporation. The whole Board shall be retired at each annual meeting, but shall be eligible for re-election of otherwise qualified. The election may be by a show of hands unless a ballot be demanded by any member. The members of the Corporation may, by resolution passed by at least two thirds (2/3) of the votes cast at the general meeting of which notice specifying the intention to pass such resolution has been given, remove any trustee before the expiration of his

term of office and may, by a majority of the votes cast in that meeting, elect any person in his stead for the remainder of his term.

VACANCIES, BOARD OF TRUSTEES

4. Vacancies on the Board of Trustees, however caused, may so long as a quorum of Trustees remain in the office, be filled by the Trustees from among the qualified members of the corporation, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the Trustees for the ensuing year are elected, and if there is not a quorum of Trustees, the remaining Trustees shall forthwith call a meeting of the members to fill the vacancy. If the number of Trustees is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred which may be filled in the manner above provided.

QUORUM AND MEETINGS, BOARD OF TRUSTEES

5. Three Trustees shall form a quorum for the transaction of the business. Except as otherwise required by law, the Board of Trustees may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Trustees are present, or if those absent have signified their consent to the meeting being held in their absence. Trustees' meetings may be formally called by the President or Finance Commissioner or by the Secretary on the direction of the President or the Finance Commissioner or by the Secretary on the direction in writing of two Trustees. Notice of such meetings shall be delivered, telephoned to each Trustee not less than one day before the meeting is to take place or shall be mailed to each Trustee not less than two days before the meeting is to take place. The Statutory Declaration of the Secretary or the President that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meeting no notice need be sent. A Trustees' meeting may also be held without notice, immediately following the annual meeting of the Corporation. The Trustees may consider or transact any business either special or general at any meeting of the Board.

ERRORS IN NOTICE, BOARD OF TRUSTEES

6. No error or omission in giving such notice for a meeting of Trustees shall invalidate such meeting or invalidate or make void any proceedings taken or had such meeting and any Trustee may at any time waive notice of any meeting and may ratify and approve of any or all proceedings taken or had thereat.

VOTING, BOARD OF TRUSTEES

7. Questions arising at any meeting of Trustees shall be decided by a majority of votes. All votes at any such meeting shall be taken by ballot if so demanded by any Trustee present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible evidence as *prima facie* proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution. In the absence of the President his duties may be performed by the Vice-President or such other Trustee as the Board may from time to time appoint for the purpose.

POWERS

8. The Trustees of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its character or otherwise authorized to exercise it do. Without in any way derogating from the foregoing, the Trustees are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration and upon such terms and conditions as they may deem advisable.

REMUNERATION OF TRUSTEES

9. The Trustees shall receive no remuneration for acting as such.

OFFICERS OF CORPORATION

10. There shall be a President, a Vice-President, a Secretary and a Finance Commissioner and such other officers as the Board of Trustees may determine by By-law from time to time. One person may hold no more than one office with the exception of the Secretary who may hold more than one office. The President, Vice-President and Finance Commissioner shall be elected by the Board of Trustees from among their number at the first meeting of the Board after the annual election of such Board of Trustees, provided that in default of such election the then incumbents, being members of the Board, shall hold office until their successors are elected. The Secretary and other officers of the Corporation need not be members of the Board and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

DUTIES OF PRESIDENT AND VICE-PRESIDENT

11. The President shall, when present, preside at all meetings of the members of the Corporation and of the Board of Trustees. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. During the absence or inability of the President, his duties and powers may be exercised by the Vice-President or such other Trustee as the Board may from time to time appoint for the purpose, and if the Vice-President, or such other Trustee as the Board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

11.1 The Vice-President shall also act as Secretary of the Corporation. He or she shall be duly elected by the members of the Board of Directors of CUSA, Inc. from the duly elected Executive members of the Association, who sit on Students' Council. He or she shall inform all CUSA, Inc. directors of Corporate Meetings using the guidelines as laid out in these bylaws.

11.2 The President shall also act as the President of CUSA, the Association. He or she shall supervise senior management, and all members of CUPE 3011 Bargaining Unit of CUSA, Inc. He or she shall be responsible for administering all Collective Agreements of CUSA, Inc.

DUTIES OF SECRETARY

12. The Secretary shall be *ex officio* clerk of the Board of Trustees. He shall attend all meetings of the Board of Trustees and members and record all facts and minutes of all proceedings in the

books kept for that purpose. He shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the Board of Trustees to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the Board of Trustees. In addition to the foregoing, the Secretary shall ensure that copies of all facts and minutes of all proceedings are distributed to each member of the Corporation as soon as conveniently possible after the particular meeting has been held. He shall further be responsible for all correspondence assigned to him by the Corporation and shall file all communications received, copies of all correspondence sent under the authority of the Corporation and all other documents pertaining to the Corporation's activities. The Secretary shall act as Chief Returning officer for the Corporation at all elections held by the Corporation and shall be responsible for the publicizing of such elections.

DUTIES OF FINANCE COMMISSIONER

13. The Finance Commissioner, or the person performing the usual duties of the Finance Commissioner, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all monies or other valuable affects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Trustees. He shall disburse the funds of the Corporation under the direction of the Board of Trustees, taking proper vouchers therefor and shall render to the Board of Trustees at the regular meetings thereof or whenever required of him, an account of all his transactions as Finance Commissioner, and of the financial position of the Corporation. The Finance Commissioner, with the Secretary or other officer appointed by the Board for that purpose, shall sign all By-laws and Membership Certificates. He shall also perform such other duties as may from time to time be determined by the Board of Trustees.

13.1 The Chief Financial Officer shall also act as the Vice President Finance of CUSA, the Association. He or she shall be the primary signing authority for CUSA, Inc.; he or she shall be the principal signing authority on all cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation and on all deeds, transfers, licenses, contracts and engagements on behalf of the Corporation. Additionally, the CFO shall ultimately be responsible for the proper arrangement, settlement, balance and certification of all books and accounts between the Corporation and the Corporation's bankers, and for the receipt of all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification

slips. He or she shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all monies or other valuable affects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Trustees. The CFO shall authorize all purchase orders, cheque requisitions, and petty cash disbursements for the Association and all its areas. Along with the President and senior management, he or she shall play an active role in labour-related issues including, but not limited to, the negotiation of all Collective Agreements, as required.

DUTIES OF OTHER OFFICERS

14. The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board of Trustees requires of them.

EXECUTION OF DOCUMENTS

15. Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by the Finance Commissioner and by any one other Trustee and the Secretary shall affix the seal of the Corporation to such instruments as require the same. Subject to the other provisions of the By-laws of the Corporation, contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the Finance Commissioner. The President, Vice-President, Secretary or any one person appointed by the Board for that purpose and the Finance Commissioner may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as Trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the Corporate Seal to any such transfers or acceptances of transfers, and may make, execute and deliver under the Corporate Seal any and all instruments in writing necessary and proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities, on the books of any company or corporation. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Trustees may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.

BOOKS AND RECORDS

16. The Trustees shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

MEMBERSHIP

17. The membership of the Corporation shall consist of the applicants for the incorporation of the Corporation and such other individuals as shall be admitted as members by the said applicants for the incorporation of the Corporation, such persons to admitted having been duly elected or appointed as voting members of the Students' Council of Carleton University (Rideau River Campus) or being the person who is the Chairman of the Students' Council of Carleton University (Rideau River Campus). Members may resign in writing, which resignation shall be effective upon acceptance thereof by the Board of Trustees. All members of the Corporation shall cease to be members of the Corporation when they cease to hold office on the Students' Council of Carleton University (Rideau River Campus). Each member shall promptly be informed by the Secretary of the Corporation of his admission as a member.

ANNUAL AND OTHER MEETINGS OF MEMBERS

18. The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the Board of Trustees may determine and on such day as the said Trustees shall appoint. At every annual meeting, in addition to any other business that may be transacted, the report of the Trustees, the financial statement and the report of the auditors shall be presented and the auditors appointed for the ensuing year and remuneration of the auditors shall be fixed. Unless the Board of Trustees has been elected within the six months prior to the annual meeting, at the annual meeting, in addition to any other business that may be transacted, the Board of Trustees shall be elected. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The Board of Trustees or President or Finance Commissioner shall have power to call at any time a general meeting of the members of the Corporation. No public notice or advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member by sending the notice by e-mail, ten days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all the members of the Corporation are present thereat or represented by proxy duly appointed, and at such meeting any business may be transacted which the Corporation at annual or general meetings may transact.

ERROR OF OMISSION IN NOTICE

19. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to every member, Trustee or officer for any meeting or otherwise, the address of any member, Trustee, or officer shall be his last address recorded on the books of the Corporation.

ADJOURNMENTS

20. Any meetings of the Corporation or of the Trustees may be adjourned to any time and from time to time and such business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

QUORUM OF MEMBERS

21. A quorum for the transaction of business at any meeting of members of the Corporation shall consist of not less than two-thirds ($2/3$) of the members of the Corporation, present in person or represented by proxy; provided that in no case can any meeting be held unless there are one-half ($1/2$) of the members of the Corporation present in person.

VOTING OF MEMBERS

22. Subject to the provisions, if any, contained in the Letters Patent, supplementary Letters Patent or By-laws of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one vote and he may vote by proxy. Such proxy need not himself be a member but before voting shall produce and deposit with the Secretary sufficient appointment in writing from his constituent or constituents. At all meetings of members every question shall be decided by the majority of the votes of the members present in person or represented by proxy unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution. A demand for a poll may be withdrawn, but if a poll be demanded

and not withdrawn the question shall be decided by a majority of votes given by the members present in person or by proxy, and such polls shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote.

FINANCIAL YEAR

23. Unless otherwise ordered by the Board of Trustees the fiscal year of the Corporation shall terminate on the 30th day of April in each year.

CHEQUES, ETC.

24. All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by the Finance Commissioner and any one such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees and any one of the Finance Commissioner or such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of the Finance Commissioner or such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

DEPOSIT OF SECURITIES FOR SAFEKEEPING

25. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Trustees. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board of Trustees and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board of Trustees shall be fully protected in acting

in accordance with the directions of the Board of Trustees and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

NOTICE

26. Whenever under the provisions of the By-laws of the Corporation, notice is required to be given, such notice may be given either personally or by depositing same in a post office or a public letter-box, in a prepaid, sealed wrapper addressed to the Trustee, officer or member at his or their address as the same appears on the books of the Corporation. A notice or other document so sent by post shall be held to be sent by post at the time when the same was deposited in a post office or public letter-box as aforesaid. For the purpose of sending any notice the address of any member, Trustee or officer shall be his last address as recorded on the books of the Corporation.

BORROWING

27. The trustees may from time to time;

- (a) borrow money on the credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

From time to time the Trustees may authorize any Trustee, officer or employee of the Corporation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the Trustee may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

INTERPRETATION

28. In these by-laws and in all other by-laws of the Corporation hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Passed by the Board of Trustees and sealed with the Corporate Seal this 22nd day of *March* A.D., 1971.

CORPORATE
BY-LAW NO. II

A By-law to authorize the Trustee to borrow and give security

CARLETON UNIVERSITY STUDENTS' ASSOCIATION, INC., with head office at the City of Ottawa, in the Regional Area of Ottawa-Carleton and the Province of Ontario, incorporated under the laws of the Province of Ontario.

BE IT ENACTED as a by-law of the Company as follows:

The Trustees of the Company are hereby authorized from time to time:

- (a) to borrow money upon the credit of the Company in such amounts and on such terms as may be deemed expedient by attending loans or advances by way of overdraft or otherwise;
- (b) to issue debentures or other securities of the Company;
- (c) to pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient;
- (d) to mortgage, hypothecate, charge or pledge, or give security in any manner whatever upon, all or any of the property real and personal immoveable or moveable, undertaking any rights of the Company, present and future, to secure any debentures or other securities of the Company, present or future, or any money borrowed or to be borrowed or any obligation or liability of the Company, present or future;
- (e) to delegate to such officers or Trustees of the Company as the Trustees may designate all or any of the foregoing powers, to such extent and in such manner as the Trustees may determine.

This by-law shall remain in force and be binding upon the Company as regards any party acting on the face thereof, until a copy, certified by the Secretary of the Company under the Company's Seal, of a by-law repealing or replacing this by-law shall have been received by such party and duly acknowledged in writing.

ENACTED this 14th day of *March* A.D., 1969.

WITNESS the Seal of the Company.

CORPORATE
BY-LAW NO. III

A By-law respecting the borrowing of money by the Company

CARLETON UNIVERSITY STUDENTS' ASSOCIATION, INC., with head office at the City of Ottawa, in the Regional Area of Ottawa-Carleton and the Province of Ontario, incorporated under the laws of the Province of Ontario.

BE IT ENACTED as a By-law of the Company as follows:

1. The Trustees may from time to time borrow money from THE BANK OF NOVA SCOTIA (herein called the "Bank") upon the credit of the Company on cheques, promissory notes, bills of exchange or otherwise in such amounts and subject to such terms as may be considered advisable; AND may assign, transfer, convey, hypothecate, mortgage, charge or pledge to or in favor of the Bank any property of the Company, real or personal, moveable or immovable, present or future, including book debts, unpaid calls, rights, powers, undertaking, franchises and the Company's own debentures, as security for the fulfilment of any liabilities or obligations, present or future, of the Company to the Bank and may empower the Bank or any person or persons to sell by public or private sale, assign, transfer or convey from time to time any such property; AND may sign, make, draw, accept, endorse, execute and deliver on behalf of and in the name of the Company all such cheques, promissory notes, bills of exchange, drafts, acceptances, orders for the payment of money, warehouse receipts, bills of lading, agreements to give security, assignments, transfers, conveyances, hypothecs, mortgages, pledges, securities and other agreements, documents and instruments as may be necessary or useful in connection with the borrowing of money by and other banking business of the Company.
2. The Trustees may authorize any one or more trustees, officers, employees or agents of the Company to exercise any of the rights, powers and authorities conferred by this By-law upon the Trustees.

3. The borrowing of money from the Bank from time to time heretofore under the authority of the Trustees of the Company and the giving of security therefor are hereby ratified and confirmed.
4. This By-law shall continue in force as between the Company and the Bank until a By-law repealing this By-law shall have been validly passed and confirmed and a copy thereof, duly certified under the seal of the Company, shall have been delivered to the Bank and receipt thereof acknowledged by the Bank.

ENACTED this 14th day of *March* A.D., 1969.

WITNESS the Seal of the Company.

CORPORATE POLICIES

CARLETON UNIVERSITY STUDENTS' ASSOCIATION, INC., with head office at the City of Ottawa, in the Regional Area of Ottawa-Carleton and the Province of Ontario, incorporated under the laws of the Province of Ontario.

1. DISCRIMINATION ON CAMPUS POLICY

Date of Review: December 12, 2012

POLICY STATEMENT:

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

1. CUSA, Inc. 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, Inc. 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, Inc. 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, Inc. will work to prevent groups or person(s) who promote hate or discrimination from coming to Carleton University as CUSA, Inc. affirms the right of every member of the Association to study and work in a safe environment that is free of discrimination.
5. CUSA, Inc. will support the condemnation of groups or person(s) whose purpose and/or mandate is to perpetuate hate or discrimination.
6. CUSA, Inc. and CUSA office employees may encourage positive and respectful discussion of all opinions and beliefs without bias or discrimination against those with differing views or opinions.

2. CANADIAN PRODUCT PREFERENCE POLICY

Date of Review: September 29, 1997

POLICY STATEMENT

CUSA Inc., shall, in all purchasing and contracting decisions, give preference to goods, services and affiliated companies, which are Canadian made and when possible union made, except in such cases where quality is inferior or cost is higher than non-Canadian or non-union-

made goods and services. CUSA Inc., is committed to purchasing from those organizations who act in accordance with all CUSA policies and the United Nations Declaration of Human Rights. This policy applies to CUSA itself, and CUSA owned or funded operations.

3. INVESTMENTS POLICY

Date of Review: 1995

POLICY STATEMENT:

CUSA Inc. may, at its discretion, invest funds only in the following classes of securities:

- a. Government and Municipal Securities - ("A" rated or better), bonds, debentures or other evidences of indebtedness. of or guaranteed by the Government of Canada, of or guaranteed by the government of any provinces of Canada, of any municipal corporation in Canada, or guaranteed by any municipal corporation in Ontario,
- b. Dominion Subsidy Bonds - bonds, debentures or other evidences of indebtedness of a corporation that are secured by the assignment to a trustee of payments that the Government of Canada has agreed to make, if such payments are sufficient to meet the interest as it falls due on the bonds, debentures or other evidences of indebtedness outstanding and to meet the principal amount of the bonds, debentures or other evidences of indebtedness upon maturity,
- c. Loan Company Debentures - debentures of any loan corporation that is registered under the Loan and Trust Corporations Act,
- d. Trust Company Guaranteed Investments - guaranteed investment certificates of any trust company that is registered under the loan and Trust corporations Act, not to exceed the maximum amounts insured by the Canada Deposit Insurance Corporation, and,
- e. Chartered Banks - deposit receipts, deposit notes, certificates of deposits, acceptance and other similar instruments issued or endorsed by any chartered bank to which the Bank Act (Canada) applies, with such investments not to exceed the maximum amounts insured by the Canada Deposit Insurance Corporation, where applicable.
- f. Real estate which is located within Canada with the approval of council.

4. CONFLICT OF INTEREST POLICY

Date of Review: August 3, 2016

1. 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.
 - i. If you are a CUSA, Inc. employee, notify your direct supervisor in writing about the conflict and the surrounding issues.

- ii. If you are a Trustee of the Corporation, you must notify either through written or verbal means the other two trustees.
2. A Conflict of Interest shall be defined as a situation where:
 - a. Personal benefit will occur, whether it be direct or indirect;
 - 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 off-campus 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;
 - 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 Corporation or bidding on a contract within the Corporation; or
 - e. You are a member of CUSA, Inc. as well as a member of a CUSA, Inc.-affiliated union, and a motion dealing with union business comes before the Board of Directors.
3. 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, Inc. with a 2/3 vote of the Board of Directors may declare another in a conflict of interest with the presentation of evidence.

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, Inc.

5. BOTTLED WATER FREE POLICY

Date of Review: August 5, 2016

The Carleton University Students' Association, Inc., is committed to conducting its programming and businesses in a socially, economically and environmentally responsible manner and believes the Corporation 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, Inc., 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 sell single-use water bottles for personal consumption in any CUSA business.
3. Not distribute single-use water plastic bottles at any CUSA, Inc.–sponsored function or event.

BE IT ENACTED as the Policies of the Company as follows:

ENACTED this *1st* day of *September*, 2016.

WITNESS the Seal of the Company.