

# **BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION**

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# BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

## Preamble

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

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

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

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

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

# BYLAWS OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

## BYLAW I - COUNCIL

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

- b. Stand for election to a Council seat in a by-election while holding another Council seat
  - c. Hold more than one seat on Council.
- 2.0 Terms and Conditions of Office
- 2.1 The term of office for all Councillors and members of the Executive shall begin on May 1 following the General Election and end on the following April 30. The term of office for a member filling a vacant seat shall commence immediately following ratification, and end on the following April 30.
- 2.2 No person under the age of eighteen (18) may occupy the position of President
- 2.3 Councillors must join and maintain voting status on one of Council's committees within two months of attending their first meeting of council. Councillors who arrange for a summer proxy with the Vice-President Internal are exempt from this requirement for the summer term.
- 2.4 Each Constituency Representative is expected to attend or provide a proxy for each meeting of Council. The proxy:
- a. Must be a member of the Association who is not a Councillor.
  - b. Must be from the same Constituency, except during Summer Session.
  - c. Shall act on behalf of and represent the Constituency.
  - d. Shall have the privileges and responsibilities of a Councillor, and
  - e. Shall be bound by the Councillor's instructions.
  - f. Must, along with the Councillor, sign a registration form and submit it to the Chair of Council during or before each and every meeting of council, except during Summer Session where item (g) shall govern.
  - g. Must, during Summer Session, sign a registration form, along with the Councillor and submit it to the Chair of Council during or before the first meeting for which the proxy will sit. The proxy may continue to occupy the seat until the end of Summer Session, unless otherwise directed by the Councillor.
- 2.5 An Executive or Council member seat shall be considered vacant if any of the following conditions are met:
- a. The seat was not filled in the general election, and has not since been filled through the procedures for filling vacant seats;
  - b. The incumbent tenders a written resignation that is accepted by Council;
  - c. In the case of a Constituency Representative, if the incumbent is absent for three (3) consecutive meeting of Students' Council between September 1 and April 30;
  - d. In the case of a Constituency Representative, if the incumbent fails to attend or send a proxy to two meetings during the summer session;
  - e. In the case of a Constituency Representative, if the incumbent sends a proxy to four (4) meetings of the Students' Council between September 1 and April 30;
  - f. In the case of a Constituency Representative, if the incumbent fails to maintain committee requirements by not attaining voting status on at least one (1) council committee by December 31 of their elected term;
  - g. The incumbent ceases to be a member of the association;
  - h. The incumbent is removed by means of a referendum of recall, which:
    - a. In the case of an Executive member, may be initiated through a 2/3 majority vote of the members of Students' Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to his/her office;
    - b. In the case of a Constituency Representative, may be initiated through a 2/3 majority vote of the members of Students' Council or where the Chair is presented with a bona fide petition requesting the recall of that member, signed by more students than elected that member to his/her office;
    - c. For the purposes of subsections (i) and (j), only signatures of persons who would be eligible to vote in an election for the vacated position shall be counted in the total number of signatures

collected, and any member who was acclaimed to his/her office shall be deemed to have been elected by 99 votes, or 20% of the electorate for that constituency, whichever is the lesser;

- d. Notice of petition to recall must be presented to the Chair at least fourteen (14) calendar days prior, at which time the Chair will notify the members of the Students' Council for proper public notice;
- e. In accordance with subsection (l), the collection of signatures will commence on fifteenth (15) day after giving notice to the Chair;
- f. Collection of signatures during the fourteen (14) day notice period will render the petition failed;
- g. No member may be petitioned for recall more than once during their term in office.

### 3.0 Filling Vacant Seats

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

- a. Public notice must be given before the seat is filled.
- b. Candidates must produce a nomination form signed by no fewer members of the Constituency group than required during general elections.
- c. Nomination forms must be received at the CUSA office a minimum of twenty-four (24) hours prior to the meeting of the Students' Council.
- d. Nomination forms shall be verified by the Executive member in charge of Council prior to the meeting of Council for which the form has been submitted.

### 4.0 Requirements of Council Officers

- a. Councillor may be a Council Officer.
- b. In order to exercise their rights as members of the Association, Council Officers must surrender their positions for the duration of the matter that they wish to address.
- c. No member shall hold more than one Council Officer position.
- d. If a Council Officer is absent from a Council meeting or surrenders the position during a meeting, Council shall name a member of the Association, who may be a Councillor, to temporarily act as the Council Officer. In order to exercise their rights as members of the Association, or in case of Councillors, the rights of Councillors, acting Council Officers must surrender their positions for the duration of the matter that they wish to address.

#### 4.1 The Council Officers shall be:

- a. The Chair of Council
- b. The Clerk of Council

#### 4.2 The Chair of Council:

- a. Shall be responsible for the orderly conduct of business at Council meetings
- b. Shall be responsible to Students' Council for ensuring that public notice of the enactment of any amendments to the Constitution, Bylaws or Policies is given, and shall report on the status of public notice at the next meeting of Students' Council.
- c. Shall be responsible for informing each member of the Constitutional Board and each member of Students' Council by phone or by a letter in each member's mailbox of a Constitutional challenge within one week of the challenge being filed.
- d. Shall be responsible for providing proper notice of Council meetings to all Councillors and public notice to the members of the Association. Public and proper notice shall be waived for only council meetings called for under the provisions laid out in Bylaw I, 4.2, e. Notice for the said meeting shall be given no less than 48 hours prior to the start of the meeting.

- e. Shall convene meetings of council no less than once a month, and at the request of council, and no less than forty-eight (48) hours and no more than one week after having received a request for a Council meeting from either the President or at least one-sixth (1/6) of the Councillors.
- 4.3 The Clerk of Council:
- a. Shall be responsible for recording and distributing the minutes of Council meetings.
- 5.0 A Council meeting shall have quorum only if:
- a. At least one third (1/3) of all the members of council are present in person.
  - b. The number of councillors and proxies present are a majority of the number of members of Council.
  - c. No more than one-half (1/2) of all the members of the executive will be counted for quorum.
  - d. No more than five (5) proxies will be counted for quorum.
- 5.1 At the first meeting of Students' Council after its term of office begins:
- a. As the first item of business, Students' Council shall appoint members to the Constitutional Board.
  - b. The President shall recommend, and Students' Council shall determine the number of Vice-Presidents and Directors, and the responsibilities of each.
- 5.2 Any guest may speak at a Council meeting, with the permission of Council
- 6.0 In-Camera Sessions
- a. Council meetings shall be open to all members of the Association and invited guests, unless closed to discuss staff related matters or by a two-thirds (2/3) majority of those present and voting.
  - b. Only Councillors, proxies, Council Officers, and those guests or members invited by Council to attend the closed session may attend.

## **BYLAW II - EXECUTIVE**

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

### **BYLAW III – CONSTITUTIONAL BOARD**

- 1.0 The Constitutional Board shall consist of:
  - a. Two (2) members of Students' Council, for which there shall be one (1) alternate;
  - b. Two (2) members of the Association who are not members of Students' Council, for which there shall be one (1) alternate;
  - c. One (1) Executive member, for which there shall one (1) alternate position.
  
- 2.0 Terms of Office
  - a. The term of members, and alternates, shall be from the point of ratification until April 30 of that academic year or until such time as the member resigns or is removed due to a conflict of interest.
  - b. At the first meeting of Students' Council following the occurrence of a vacancy in the position of a member or an alternate of the Constitutional Board, Students' Council shall fill the vacancy.
  
- 3.0 The Chair shall:
  - a. Be elected by and from members of the Constitutional Board at the first meeting of the Board, to be held within fourteen (14) days of the Board being struck by Council.
  - b. Give public notice of the time, date and location of the Board meeting.
  - c. Be responsible for meeting the requirements of the Constitution imposed on the Board.
  - d. Inform Council of any decisions of the Board.
  
- 4.0 Challenges
  - a. The Chair of Council shall give proper notice of all Constitutional Challenges to Council.
  - b. The challenger's name shall be removed from the challenge filed, after confirmation of membership, and before the filed challenge is sent forth to the Constitutional Board.
  - c. The Executive Member in charge of Council shall, when a constitutional challenge is made, confirm the challenger's membership with the Association.
  - d. The Constitutional Board shall be convened to deal with the challenge and shall render a decision no more than 30 days after the challenge has been filed.
  - e. Written notice to formally announce the decision shall be given to Council within one week of a decision being rendered.
  - f. All challenged actions shall be considered valid until Students' Council is informed of the Constitutional Board's ruling.
  - g. All constitutional challenges within a specific CUSA year shall only be heard by the Constitutional Board within that CUSA year, ending April 30<sup>th</sup>.
  
- 5.0 At the beginning of every challenge the Chair of the Constitutional Board shall call a meeting of the Constitutional Board and ask the members of the Board if they are in a conflict of interest situation.
  - a. If a conflict of interest is declared by any of the members of the Board they shall be replaced by an alternate, chosen by the Board. The alternate shall be chosen from the list of alternates for the board, as designated by Council.
  - b. All declarations of conflict of interest are to be made in accordance with the Conflict of Interest Policy adopted by Students' Council

- c. If a Board member does not declare a conflict of interest but another Board member believes that a conflict exists, a secret ballot vote will then be taken by the Board members to remove the member in question. A majority of the Board members shall decide the question.

**6.0 Order of Proceedings**

- a. A meeting of the Constitutional Board shall have quorum only if five (5) members of the Board, or their alternates, are present, including the Chair of the Board.
- b. All meetings of the Board are open to all members of the Association.
- c. Each challenge shall be dealt with separately.
- d. The Board shall render its decision, with reasoning, to those present at the meeting of the Board. A roll call vote will be taken with each member stating whether they have voted to accept or reject the challenge. Abstentions are not permitted. The majority will prevail.
- e. The challenger may first make a presentation, calling any witnesses s/he or they deem appropriate, after which the Board members and the challenged may ask questions.
- f. The challenged may then make a presentation, calling any witnesses s/he or they deem appropriate, after which the Board members and the challenger may ask questions.
- g. Board members will deliberate and reach a decision. Board members may deliberate in a location other than that of the hearing.

**7.0 Rulings**

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

**8.0 Submitting a Challenge**

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

**BYLAW IV – FINANCES AND FEES**

**1.0 Fee Adjustment**

**1.1 The Association may request that the Board of Governors alter the level of fees collected provided that the change has been approved according to the following criteria:**

- a. No fee may be removed or adjusted without a referendum unless otherwise specified herein.
- b. The Student Fee may only be adjusted through a referendum vote favouring the change.
- c. The Unicentre Fee, Health Insurance Fee, and Dental Fee may be adjusted through a two-thirds majority vote in favour of all members of Students' Council.
- d. The Canadian Federation of Students (CFS) Fee may be adjusted as per the relevant provisions in the CFS Bylaws and the CFS/CUSA fee contract.

- e. Any additional fee from the student body is subject to approval of a referendum favouring the change.
  - f. Report on each executive special projects fund spending available upon request biannually at the end of the fall and winter semesters.
- 2.0 Fee Payment
- 2.1 Students' payment of fees shall be determined on the following basis:
- a. Full-time, undergraduate, qualifying year undergraduate and Certificates of Public Administration students shall be assessed the Carleton University Students' Association fee for the Fall and Winter academic terms.
  - b. Part-time, undergraduate students shall be assessed the Carleton University Students' fee.
- 3.0 Executive Compensation
- 3.1 From May 1st until such time as directed otherwise by Council, the base rate for the Executive Honourarium shall be the previous year's Honourarium adjusted by the annual rate of change in the Consumer Price Index for the City of Ottawa for the previous calendar year
- 3.2 Under no circumstances shall the Executive Honourarium fall below \$24,960 for any member of the Executive.
- 3.3 The Executive Compensation Package shall include at least the following:
- a. All Executive members shall be entitled to a benefit equal to the value of one tuition credit.
  - b. All Executive members shall be enrolled in the Health and Dental plan offered by the Association to its members.
- 3.4 Beginning in May 1st 2006, and continuing on a biennial basis, Council shall, at its first meeting, strike the Executive Compensation Review Committee.
- 3.5 The composition of this committee shall be as follows:
- a. Three (3) constituency representatives appointed by Council.
  - b. Three (3) students-at-large appointed by Council.
  - c. One (1) member of the Association appointed by Council,
- 3.6 Quorum for the Executive Compensation Committee shall be five members of the Committee.
- 3.7 The committee shall:
- a. Undertake a thorough review of the Executive Compensation.
  - b. Make use of all relevant information from outside organizations.
  - c. Include in its research all relevant information from within the Association including, but not limited to, the budget, audited financial statements and recommendations from previous committees.
  - d. The committee shall present its report and recommendations for adjustments to Council no later than June 15<sup>th</sup>. Council shall make a final determination on the Executive Compensation no later than June 30<sup>th</sup>.
  - e. Provide the Vice-President Finance with a copy of the final report, which will be incorporated into the Association's Operating Budget.
- 4.0 Duties of the Vice-President Finance
- 4.1 The Vice President Finance:

- a. Shall be responsible for the presentation to Students' Council of a budget detailing the appropriation of the Association's monies, no later than August first (1st).
- b. Shall be responsible to Students' Council for the disbursement of the Association's monies in accordance with the budget ratified by Council.
- c. Shall be responsible to Students' Council for the presentation of regular financial statements and such other financial statements as may be requested by Students' Council.
- d. Shall in conjunction with the Financial Review Committee, review the Student Fee and provide a report of the findings to Council, prior to February first (1st), every second year starting February 1990.
- e. Shall in conjunction with the Financial Review Committee, review the Unicentre Fee annually, and present a report of the findings at the Corporate Meeting when CUSA Inc.'s audited statements are brought forward.
- f. Shall incorporate in the final determination of the CUSA's Operating Budget the findings from the Executive Compensation Committee's report.

## **BYLAW V - COUNCIL STANDING COMMITTEES**

- 1.0 The Advisory bodies of the Association shall include, but not be limited to, the following standing committees: Constitution and Policy Review, Financial Review, Equity, Student Issues and Action, and Spirit Committee.
- 1.1 These committees shall act solely as information bodies to Council.
- 1.2 Standing Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.
- 1.3 Standing Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.
- 2.0 Striking of Standing Committees
- 2.1 Standing Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas of, but not limited to, policy, action and planning, where it feels that such recommendations would improve the Students' Association. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of the respective Committees.
- 2.2 Standing Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Standing Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate, however this does not preclude other members of the Association endeavoring to strike any Standing Committee.
- 2.4 There shall be two sessions during which Standing Committees shall sit. The first shall be the Summer Session, which shall begin May 1 and end August 31. The second shall be the Fall/Winter Session, which shall begin September 1 and end April 30.
- 2.5 Not all Standing Committees need be struck during the Summer Session.
- 3.0 Membership
- 3.1 Voting membership on any CUSA Standing Committee is open to any member of the Association unless otherwise specified by subsequent terms of reference that members be elected to the Committee by Council.

- 3.2 Voting status is acquired through attendance at the first meeting of a Summer Session for that Session, or either of the first two meetings of a Fall/Winter Session for that Session.
- 3.3 Voting status is also granted at the attendance of two consecutive meetings during a Summer Session for that session or at the first meeting after attendance at two consecutive meetings during a Fall/Winter Session for that Session.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings during the Summer or Fall/Winter Session.
- 3.5 Any member of a standing committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.
- 4.0 Standing Committee Chairpersons
- 4.1 The Chair of each Standing Committee shall be elected by the Committee at the first meeting of a Summer Session or of a Fall/Winter Session, unless otherwise decided by CUSA Council.
- 4.2 The Chair of each Standing Committee shall:
- a. Be responsible for the consistent scheduling, and public and proper notice of Committee meetings.
  - b. Be responsible for the recording and filing of minutes for each Committee meeting.
  - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
  - d. Be responsible for keeping track of the voting membership of the Committee.
  - e. Be responsible for submitting bimonthly written reports on the progress of the Committee to Council. Such reports shall be approved beforehand by the Committee.
  - f. Be responsible for ensuring that Committee recommendations are made aware of at Council.
  - g. Be paid an honourarium determined by Council.
- 4.3 The Chair of a Standing Committee may be removed from his or her position as chair at any time during a given Session by a majority vote of the members of that committee.
- 4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.
- 5.0 Quorum for Standing Committee Meetings
- 5.1 Quorum for Standing Committee meetings shall be five (5) voting members.
- 6.0 Terms of Reference
- 6.1 All Standing Committees are subject to any subsequent Terms of Reference, which may be passed by Council.

## **BYLAW VI – COUNCIL AD HOC COMMITTEES**

- 1.0 Ad Hoc Committees may be struck at any point to deal with issues that are not already designated to a Council Standing Committees.
- 1.1 These committees shall act solely as information bodies to Council.
- 1.2 Ad Hoc Committees shall be actively encouraged to examine Council business of a relevant nature to the Committee.

- 1.3 Ad Hoc Committees may also undertake projects with the aim of educating students or raising awareness of issues related to the mandate of the respective Committees.
- 2.0 Striking of Ad Hoc Committees
- 2.1 Ad Hoc Committees of the Carleton University Students' Association shall be struck with the aim of advising CUSA Council in areas that are not already examined by Standing Committees. To this end, Standing Committees shall respond to requests from Members and member groups of the Association to research matters of importance to CUSA.
- 2.2 Ad Hoc Committees shall be struck by a simple majority vote of council.
- 2.3 The striking of Ad Hoc Committees shall be the responsibility primarily of the appropriate Executive member or Council delegate; however this does not preclude other members of the Association endeavoring to strike any Ad Hoc Committee.
- 2.4 An Ad Hoc Committee may be struck at any point throughout the year.
- 2.5 An Ad Hoc Committee must end as of April 30<sup>th</sup> and there is no requirement that any Ad Hoc Committee be struck again the following year.
- 3.0 Membership
- 3.1 Voting membership on any CUSA Ad Hoc Committee is open to any member of the Association.
- 3.2 Voting status is acquired through attendance at the first two meetings of the Ad Hoc Committee after it has been struck.
- 3.3 Voting status is also granted at the first meeting after attendance at two consecutive meetings.
- 3.4 Voting status is automatically lost upon absence from three consecutive meetings.
- 3.5 Any member of an Ad Hoc committee can be removed for cause by a 2/3 vote of such committee in the event that such member has unsatisfactory attendance, participates in dilatory or disruptive actions, or otherwise contributes to inadequate committee effectiveness.
- 4.0 Ad Hoc Committee Chairpersons
- 4.1 The Chair of an Ad Hoc Committee shall be elected by the Committee at the first meeting of the committee
- 4.2 The Chair of each Ad Hoc Committee shall:
- a. Be responsible for the consistent scheduling, and public and proper notice of the Committee meetings.
  - b. Be responsible for the recording and filing of minutes for each Committee meeting.
  - c. Be responsible for the preparation of agendas for each Committee meeting. To this end, the Chair will accept agenda submissions from Council and any interested Member or member group of the Association.
  - d. Be responsible for keeping track of the voting membership of the Committee.
  - e. Be responsible for ensuring that Committee recommendations are made aware of at Council.
  - f. Be paid an honourarium determined by Council.
- 4.3 The Chair of an Ad Hoc Committee may be removed from his or her position as chair at any time by a majority vote of the members of that committee.
- 4.4 Should the position of Chair become vacant due to their resignation or removal, the election of a new chair shall commence immediately.

- 5.0 Quorum for Ad Hoc Committee Meetings
- 5.1 Quorum for Standing Committee meetings shall be five (5) voting members.

## **BYLAW VII – CONFERENCE AND DISCRETIONARY FUND**

- 1.0 Purpose
  - 1.1 The Conference and Discretionary Fund shall be maintained by CUSA Council and is intended to assist students and student groups on campus in endeavors which improve the Carleton community, the profile of CUSA, and/or the interests of the students involved.
  - 1.2 These endeavors may be in the form of a conference that a student or group may wish to attend, host, a charity CUSA may be asked to support, or some other event that CUSA deems worthy.
- 2.0 Eligibility
  - 2.1 The Conference and Discretionary Fund shall be open to all members of the Association as well as members from the Carleton Community and external organizations which are registered charities, so long as they are not included in section 2.2 or 2.3 of this Bylaw.
  - 2.2 The Conference and Discretionary Fund is not available to areas of CUSA that receive funding through CUSA's operating budget. Restricted areas include but are not limited to, CUSA Service Centres, Businesses, and Executives. (The only exception would be an individual who happens to be a member of a Club/Society, the Executive, or a Service Centre, who wishes to be funded for a conference or event that does not relate to their position in this area)
  - 2.3 The Conference and Discretionary Fund is not available to trade or labor unions, organizations which do not have Federal and Provincial registered Charity numbers, political parties, or religious organizations.
- 3.0 Conferences and Discretionary Fund Committee (CDFC)
  - 3.1 The Conference and Discretionary Fund Committee (CDFC) shall administer the Conference and Discretionary Fund.
  - 3.2 The CDFC shall have the following composition, with no more than two of the six seats appointed by council coming from the same constituency:
    - a. CUSA Vice-president Internal Affairs as Chair
    - b. CUSA Finance Commissioner
    - c. 3 Councillors appointed by Council
    - d. 3 Students-at-large appointed by Council
  - 3.3 Quorum for the CDFC shall be four (4) voting.
  - 3.4 The CDFC shall, at its first meeting, be responsible for developing a set of guidelines, which will be used in evaluating all funding requests. These guidelines shall be approved by council prior to any request being heard.
  - 3.5 The CDFC shall make regular reports to Council regarding the appropriation of funds. The decision of the CDFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.
- 4.0 Funds

- 4.1 The committee shall receive an annual budget, set out by the Finance Commissioner and approved by Council in the operating budget.
- 4.2 The money in the fund will be given out at the discretion of Council in the following time periods:
  - a. 20% of the Fund is reserved for the Summer academic session.
  - b. 40% for the Fall Session and the remaining 40% is to be held for the Winter Session.
- 4.3 The CDFC may fund up to half of the budgeted cost for the conference or event. In the case of a charitable donation, the CDFC will be permitted to use their discretion in setting the amount to be funded. The CDFC may grant no more than \$1000 for any request.
- 5.0 Submissions
- 5.1 All applicants are required to fill out a standard application form (available in the CUSA office) and provide information in the form of official itinerary and/or contact number for the conference organizers, charity representative or event organizer.
- 5.2 Applicants may be asked to appear before the CDFC to make a presentation and/or answer questions regarding their request.

## **BYLAW VIII – ACCESSIBILITY FUND**

- 1.0 Purpose
- 1.1 To assist in improving the accessibility of CUSA events and facilities for all disability groups.
- 2.0 Eligibility
- 2.1 All CUSA clubs, societies, services, facilities, and Members of the association will be able to access the monies of the fund by filling out an Accessibility Improvement form.
- 2.2 Funding will be determined by the following criteria:
  - a. The money is going towards improving the accessibility of a CUSA event or a CUSA facility for any or all disability groups.
  - b. If the subject of an accessibility project is the joint responsibility of the Association and the University Administration, then costs will be divided in proportion to the responsibility.
- 2.3 For the uses of money going to improve accessibility at a CUSA event or a CUSA facility for a specific individual, it must be established that the provision of the improved accessibility at a said event or a said facility is the responsibility of CUSA.
  - a. In the event that the subject of the request for funding is a joint responsibility of both the individual and the Association, then CUSA will enter into a cost sharing arrangement with the individual to cover the costs in the amount for which CUSA is responsible.
  - b. To determine whether improved accessibility is the responsibility of the Association, or the individual, the Association will look at all relevant legislation to the situation and the common practice of provision in the situation and will then make a decision.
- 2.4 In events and facilities where the provision of accessibility improvements are necessary to obtain the same level of utility for a person with a disability, then the provisions of those services is solely the responsibility of CUSA.
- 3.0 Accessibility Fund Committee (AFC)
- 3.1 The Accessibility Fund Committee shall administer the Accessibility Fund.

- 3.2 The use of the monies of the CUSA Accessibility Fund must be ratified by a committee composed of the following:
- a. The Vice President Finance
  - b. The appropriate Vice-President
  - c. Four students with disabilities, and two CUSA Councilors
  - d. Two (2) students at large.
- 3.3 The AFC shall make regular reports to Council regarding the appropriation of funds. The decision of the AFC shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.
- 4.0 Funds
- 4.1 At the end of every fiscal year, any monies remaining in the CUSA Accessibility fund will remain in the said fund.

## **BYLAW IX – CLUBS AND SOCIETIES**

- 1.0 Structure
- 1.1 Academic Societies, may be student organizations established in any department, school, institute, program or division, and may only be established such that:
- a. The aim of Academic Societies shall be to provide an academic and social environment related to the field of study of the respective academic area in an effort to enhance the university experience.
  - b. All Societies shall be open to all fee-paying Members of the Association.
- 1.2 Clubs may be any other student organization joined by a common interest, and may only be established such that:
- a. The aim of a Club shall be to provide a social and / or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
  - b. All Clubs shall be open to all fee-paying Members of the Association.
- 2.0 The Clubs and Societies Introduction meeting
- 2.1 Each Club or Society must send an executive to the meeting unless proper notice has been given to and been accepted by the Clubs and Societies Commissioner.
- 2.2 There shall be a meeting once (1) in the Fall term and once (1) in the Winter term for all Clubs and Societies after their certification.
- 2.3 The Introduction Meeting shall
- a. be the opening session for all Clubs and Societies certified that term.
  - b. be responsible to elect members to the Financial Assistant Committee for Clubs and Societies one (1) in the Fall term and once (1) in the Winter term.
- 3.0 The Clubs and Societies Committee
- 3.1 The Committee shall consist of:
- a. The Clubs and Societies Commissioners
  - b. The CUSA Vice-President responsible for Clubs and Societies or his/her delegate

- c. The CUSA Vice President Finance or his/her delegate
  - d. Three (3) delegates; two (2) Clubs and one (1) Society, elected from all present at the Introduction meeting in the Fall term.
- 3.2 The Clubs and Societies Committee shall be empowered to:
- a. Coordinate joint Club and Society activities and operate to foster the successful operation of Clubs and Societies.
  - b. Act as an open forum, in which Clubs and Societies may express their views.
  - c. Make recommendations to Students' Council regarding Clubs and/or Societies.
  - d. Make and enforce regulations and orders with regard to Clubs and Societies as approved by council.
  - e. Hear concerns of certification or decertification of Clubs and Societies.
  - f. Hear appeals of the CUSA Clubs and Societies Commissioners' decisions.
- 3.3 The Committee shall meet:
- a. At least once in the Fall Session.
  - b. When called by the Clubs and Societies Commissioner or the Vice-President responsible for Clubs and Societies.
  - c. Upon written request by delegates from 10 Clubs and/or Societies.
- 3.4 Meetings of the Committee shall require public notice.
- 4.0 Certification and Recertification
- 4.1 Clubs and Societies are certified by the Clubs and Societies Commissioner once they have provided the following to the Clubs and Societies Office by the date set by the Clubs and Societies Commissioner:
- a. A written constitution, not in contravention of the CUSA Constitution, Bylaws, or Policy Manual, embodying the aims and structure of the Club or Society,
  - b. A formal budget, including all projected revenues and expenditures,
  - c. A list of a minimum of 10 (ten) members,
  - d. An executive list with contact information.
- 4.2 In order to maintain certification on an annual basis, Clubs and Societies must provide the following to the Clubs and Societies Commissioner by the date set by the Clubs and Societies Commissioner:
- a. An updated version of the Club or Society's constitution,
  - b. A formal budget, including all projected revenues and expenditures,
  - c. A list of a minimum of 10 (ten) members,
  - d. An executive list with contact information.
- 4.3 If at the time of certification or recertification the Vice President Internal Affairs and/or the Clubs and Societies commissioners question the legitimacy of a Club or Society application, they have the authority to request further information from the club or society and withhold any funding allocated until the information is received and deemed acceptable.
- 5.0 Decertification

- 5.1 Decertification of a Club or Society results in all grants and use of resources through CUSA being suspended.
- 5.2 Decertification may occur when:
- a. A Club or Society fails to fulfill the recertification requirements outlined in this Bylaw.
  - b. Actions taken by the Club or Society are contrary to the Constitution, Bylaws, or Policy Manual of the Carleton University Students' Association, or to the constitution of that Club or Society.
  - c. A Club or Society knowingly misrepresents facts when submitting or requesting information, resources, or funding.
  - d. A Club or Society is in debt to CUSA and has not made arrangements for repayment.
  - e. A Club or Society fails to attend a work shop outlined in section 8.0
  - f. A Club or Society fails to submit all receipts from each term
  - g. A club or Society does not meet requirements during an Annual Review as per section 9.0
- 5.3 A Club or Society shall be deemed decertified upon a simple majority vote in favour of the decertification by the CUSA Council.
- 5.4 Written notice of a motion to decertify shall be given to the Club or Society to be decertified no less than 10 (ten) days prior to the CUSA Council meeting.
- 6.0 Membership Fees
- 6.1 All Clubs and Societies must charge a membership fee of at least \$5.00 (five-dollars), unless appropriate documentation can be provided to prove that a Club or Society is affiliated with a provincial, federal, international and/or incorporated body whose bylaws prohibit the collection of membership fees and/or are prohibited by legislation, in order to qualify for funding from the Association.
- 6.2 All Club and Society members must be given receipts or appropriate confirmation of payment.
- 6.3 The membership fees collected will be reported in the budget and financial statements which the Club or Society submits to the Clubs and Societies Commissioner.
- 7.0 Workshops
- 7.1 All Certified Clubs and Societies are required to send an Executive to the Clubs and Societies Workshops as mandated by the Clubs and Societies Commissioner after certification, unless proper notice has been given and accepted by the Clubs and Societies Commissioners.
- 8.0 Clubs and Societies Annual Review
- 8.1 Each Club and/or Society may be randomly selected by the Clubs and Societies Commissioner or by recommendation by the FACCS Board for a Review of the Club or Society's spending.
- 8.2 If chosen for a Review the club or society must provide all necessary documentation to the Clubs and Societies Commissioner.
- 8.3 If the Review reveals misappropriated funds, fraud, or a lack of internal accountability measures by the Club or Society then they will be unable to receive funding from FACCS for the following fall term.
- 8.4 Any executive member of a Club or Society that is found to be culpable for inappropriate financial activity may be excluded from holding executive positions with any Club or Society as well as holding a seat on the FACCS in the future.

**By Law X- Financial Assistant Committee for Clubs and Societies**

- 1.0 Financial Assistance Committee for Clubs and Societies (FACCS)
- 1.1 FACCS shall consist of the following voting members:
  - a. A Clubs and Societies Commissioner as chairperson
  - b. The CUSA Vice-President responsible for Clubs and Societies or designate clerk
  - c. The Vice President Finance of CUSA or designate
  - d. Six (6) delegates; two (2) Clubs and two (2) Societies, elected at the fall Introduction meeting. The Clubs or Societies that receive the highest number of votes following the first four (4) delegates shall fill the remaining (2) seats. Each delegate shall hold one vote.
- 1.2 FACCS shall be empowered to:
  - a. Request any financial information from a Club or Society requesting money.
  - b. Inquire about anything relevant to the funding request before FACCS.
  - c. Request the return of any funding allocation that has not been used or has been used in a way contrary to that outlined by the specific funding request that the allocation was based upon.
  - d. Grant money upon majority vote of all the voting members of FACCS who are present.
- 1.3 FACCS shall meet:
  - a. A minimum of once per Fall and Winter term.
  - b. When called by the Clubs and Societies Commissioner, by the Vice-President responsible for Clubs and Societies or by any three FACCS Members.
  - c. when there is proper and public notice given
- 1.4 Quorum for FACCS shall be five (5) committee members
- 2.0 FACCS Procedure
- 2.1 To receive funding, Clubs and Societies shall be required, per term, to provide:
  - a. A full and complete budget
  - b. A complete record of expenditures; and
  - c. A financial report of each term
- 2.2 Applications to be heard at a meeting of FACCS must be received by the Clubs and Societies Commissioner by the deadline set.
- 2.3 Grants to an individual Club or Society shall not exceed \$1000.00 per term.
- 3.0 Contingency Fund
- 3.1 Five percent (5%) of all funding allocated to FACCS shall be reserved for a contingency fund. This fund shall be distributed as follows:

- a. Applications for funds shall be made to the Clubs and Societies Commissioner
- b. Grants for an individual Club or Society from the FACCS contingency fund shall not exceed \$1000.
- c. A simple majority vote of all members of the FACCS board shall be required for approval of funding.

4.0 Financial Review

- 4.1 A financial Review can be performed on any club or society by recommendation of the FACCS
- 4.2 A recommendation for financial Review must be supported by three members of FACCS. There is no requirement to vote.
- 4.3 It is the responsibility of the Clubs and Societies Office to conduct the financial review in cooperation with Vice President Finance and the Vice President responsible for Clubs and Societies.

5.0 FACCS Feedback

- 5.1 Any club or society may request to see the notes made by FACCS regarding their specific funding application

6.0 Asset Registry

- 6.1 All Clubs and Societies that purchase permanent assets, as deemed so by FACCS, exceeding \$100 must register them with the Clubs and Societies office.
- 6.2 These Assets must be passed from outgoing executive to incoming executive. In the event that the club ceases to exist then the Club or Society must relinquish all registered assets to the Clubs and Societies Office.
- 6.3 The Club or Society must include at least two quotes for the assets that they wish to purchase at the time of their presentation to the FACCS Board.

7.0 Funding Policies

7.1 Purpose

- a. FACCS will prioritize events that are open to all members of the Association and that are focused on engaging the Carleton community as a whole.
- b. The FACCS may examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all clubs and societies.
- c. Funding will be allocated on a per term basis unless otherwise stated
- d. It is not the jurisdiction of the FACCS to determine funding based on the nature of the event with regards to CUSA's discrimination policy or safe space requirements.
- e. FACCS may fund all club and society applicable events regardless of revenue, to a maximum of the difference between expenses and revenue.

7.2 Refreshments

- a. FACCS will not cover refreshments for club or society general meetings, as deemed so by FACCS
- b. FACCS may cover no more than half of refreshments for club and society approved events to a maximum of \$100

- c. There may be exceptions for clubs whose purpose and mandate surround the serving of food, or for cultural/religious events
  - d. FACCS will not fund the purchase of alcohol
- 7.3 Apparel
  - a. FACCS will not fund clothing apparel for club or society executives or members
- 7.4 Supplies
  - a. FACCS will not fund business cards and letter head.
  - b. FACCS may partially fund the purchase of large assets for clubs as long as they abide by the asset registration policy.
- 7.5 Room and Equipment Rentals
  - a. All clubs and societies are recommended to use the free room bookings available on campus as well as the equipment available through CUSA
  - b. In the event that an event has to be done off campus FACCS may cover up to one quarter for the cost of space booking.
  - c. In the event that CUSA equipment is not appropriate FACCS may fund the costs of using the AV equipment in campus areas. This applies for a maximum of \$300
  - d. FACCS will not fund the rental of any office or storage space
- 7.6 Alternative funding
  - a. FACCS will not fund any club or society that receives a levy from the entire Carleton student body.
  - b. FACCS will not fund any club or society that is a subsidiary of a for-profit private sector corporation.
- 7.7 Websites
  - a. All Clubs and Societies websites must be hosted at carleton.ca, unless the club can demonstrate that their website has an appointed moderator and can provide contact information to the Clubs Office.
  - b. FACCS will not provide funding for external websites.
- 7.8 Advertising
  - a. CUSA provides a \$30 photocopying account for each club and society
  - b. FACCS may fund up to half of advertising costs up to a maximum of \$100
- 7.9 Guest Speakers
  - a. FACCS may fund guest speakers for clubs and societies on a case by case basis.

**By Law XI - CUSA Human Resources Operational Policy Bylaw**

- 1.0 A hiring board will be struck for each job posting
  
- 2.0 The Board shall consist of:
  - The President of the Association or Alternate
  - The Appropriate Vice President or Alternate
  - One non executive member of council
  - The appropriate area manager, if applicable
  
- 3.0 New hiring's will be included in the appropriate executive council report