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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 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.

This document shall be the Policy Manual 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 Finance Commissioner's Report.
- 1.9 The sixth matter to be dealt with by Council at each meeting shall be the Vice Presidents' and Directors' 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 _ 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.

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. act as the Chief Executive Officer of CUSA, Inc.
2. be the chief spokesperson for the Association;
3. be responsible for the general management and supervision of the affairs and operations of the Association;
4. act as chair of all Executive meetings;
5. Assume the responsibility of all CUSA Executives in their absence;
6. meet regularly with the President of the University;
7. sit as an Ex-Officio member of the Carleton University Senate and Senate Executive and attend 50% of all meetings;

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8. co-ordinate all undergraduate student representation on University Committees, and consult with Carleton Academic Student Government Chair in regards to Senate Committees;
9. 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;
10. 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;
11. stay informed and meet regularly with the Presidents of both the Graduate Students' Association and the Rideau River Residence Association;
12. maintain active ties with the local city councilors, M. P.'s and M. P. P.'s;
13. with the appropriate Executive member(s), ensure the proper training of all full-time and part-time staff as it relates to their terms of references, the CUSA Constitution, its by-laws and policies;
14. along with the Finance Commissioner or appropriate Executive member, co-sign all approved entrepreneurial activities of the Association as outlined in the appropriate by-law;
15. in conjunction with the Finance Commissioner and senior management, review the individual operations and approve any adjustments to the CUSA financial contribution(s);
16. 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;
17. act as a Representative for CUSA on the Orientation Supervisory Board;
18. ensure that there is CUSA representation on all Presidential Advisory Committees;
19. supervise senior management, and the members of CUPE 3011 Bargaining Unit of the Carleton University Students' Association, Inc.
20. be responsible for administering all Collective Agreements of CUSA, Inc.;
21. make all relevant information available to the Vice President Student Life for the CUSA web-site;
22. 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. act as the Chief Financial Officer and as the primary signing authority for CUSA, Inc.;
2. 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;
3. be responsible for the creation and presentation of the operating budget of the Association by August 1st of that year;

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4. be responsible to Council for the disbursement of the Associations' monies in accordance with the budget ratified by Council and supervise the expenditures of the Association;
5. be responsible to Council for the presentation of regular financial statements and such other financial statements as may be requested by Council;
6. 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 Association;
7. be the principal signing authority on all deeds, transfers, licenses, contracts and engagements on behalf of the Corporation;
8. be ultimately responsible for the proper arrangement, settlement, balance and certification of all books and accounts between the Corporation and the Corporation's bankers;
9. be ultimately responsible 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;
10. 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;
11. act as a Representative for CUSA on the Orientation Supervisory Board;
12. authorize all purchase orders, cheque requisitions, and petty cash disbursements for the Association and all its areas;
13. in conjunction with the President and senior management, review the individual operations and approve any adjustments to the CUSA financial contribution(s);
14. 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;
15. sit as a voting ex-officio member of all committees of Council responsible for the care and disbursement 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;
16. meet regularly with senior management and area managers to discuss the finances of the association and its areas;
17. approve all advertisement and sponsorship agreements of the Association, its areas, publications, and special events;
18. work with senior management and the auditors in regards to the financial management and year end audit issues;
19. work with senior management in regards to the establishment and management of all insurance plans of the Association;
20. meet with all areas of CUSA in regards to the formation and execution of their budgets;
21. along with the President or appropriate Executive member, co-sign all approved entrepreneurial activities of the Association as outlined in the appropriate by-law;
22. along with the President and senior management, play an active role in all labour-related issues

- including, but not limited, to the negotiation of all Collective Agreements, as required;
23. make all relevant information available to the Vice President Student Life for the CUSA web-site;
 23. 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-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) providing Instructional Media Tapes to students at no charge
 - d) reducing bookstore prices
 - e) ensuring the availability of mandatory course readings and textbooks in the library
 - f) ensuring no cuts to student services;
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;
6. regularly attend meetings of the Senate and appropriate senate committee and stay informed of their activities at all times;
7. regularly attend meetings of the Presidential Advisory Committee on Student Affairs;
8. work in conjunction with Student Life Services in promoting academic activities;
9. 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;
10. keep CUSA members updated of changes in student assistance programs, availability of bursaries and awards, and other aid programs offered to students;
11. maintain close contact with the Dean of Students;
12. make all relevant information available to the Vice President Student Life for the CUSA web-site;

13. 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-Services shall:

1. ensure the continued visibility and viability of all CUSA service centres. The Vice President for Services will have the authority, upon the direction of the President and/or Finance Commissioner, 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's service centres are presented to the Finance Commissioner 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 CUSA contact and administer of the Accessibility Fund as laid out in the CUSA constitution, bylaws and policies;
6. be 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
 - b) Sexual Assault/Harassment on campus
 - c) AIDS Awareness on campus
 - d) Alcohol Awareness on campus;
7. in conjunction with the Appropriate Executive, be responsible for awareness training for the CUSA Executive, Council and all CUSA staff, including the businesses, the service centres, volunteers, and work-study students;
8. oversee the operation of the CUSA Food Centre;
9. make all relevant information available to the Vice President Student Life for the CUSA web-site;
24. 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. keep members of the Association informed of CUSA Council, any vacancies, and the inaugural meeting dates of Committees;
2. hire and supervise Council Chair and Council Clerk;
3. be responsible for all administrative requirements of Council
 - a) inform Councilors of all Council meetings, with at least forty-eight (48) hours notice

- b) ensure that Council meeting documents are prepared and distributed at least forty-eight (48) hours in advance of Council meetings
 - c) coordinate councilor office hours
 - d) maintaining CUSA council records and files
 - e) organizing and distributing a Student Representative Manual to all Councilors by the beginning of the Fall Term
 - f) Organize a training session for the council-elect no later than two (2) weeks prior to the end of the Winter term session.
 - g) inform all CUSA Inc. directors of Corporate Meetings using the guidelines as laid out in the CUSA Inc. bylaws;
4. ensure that the decisions made by council affecting the constitution, bylaws, or policies are recorded, and the document updated appropriately;
 5. co-ordinate of all standing and ad-hoc Committees of Council:
 - a) maintain an effective Standing Committee System
 - b) ensure all Committees meet on a regular basis and report to Council on their progress and decisions
 - c) ensure that each Committee of Council is aware of the dates of Council meetings, and is represented at these meetings
 - d) coordinate the meeting times of Committees to ensure that there are no conflicts
 - e) ensure that all Committees of Council have a place to meet
 - f) ensure that at least one (1) Executive member is assigned as the primary contact for each committee;
 6. 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 Finance Commissioner
 - 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;
 7. serve as the clerk for all Executive meetings;
 8. 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;
 9. work in conjunction with the Vice President Student Life and CUSA Council to organize a Carleton University Students' Association Information Week;
 10. make all relevant information available to the Vice President Student Life for the CUSA web-site;
 11. organize an annual retreat for the CUSA Executive in the summer term and again in the winter term;
 12. coordinate the application for and promotion of for all work-study positions within CUSA.
 13. Be responsible for the coordination, general management and supervision of the affairs and operations of the Front Office.

The Vice President Student Life shall:

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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 and CKCU
 - b) creation of a monthly events calendar, that can be printed in The Charlatan and/or The Resin and reported on CKCU
 - c) regularly publicize to members of the Association, the activities of CUSA Council and the Executive;
3. regularly post on appropriate newsgroups within the Carleton University domain;
4. be the primary contact for the Canadian Federation of Students – Student Saver Discount Program;
5. Assume the responsibility of all CUSA Executives in their absence;
6. investigate potential sponsorship, affinity or revenue generating partnerships on behalf of CUSA and report back to the CUSA Finance Commissioner;
7. supervise and make any relevant information available to the CUSA Webmaster. Oversee the design and maintenance of the CUSA web page as facilitated by the CUSA Webmaster and the Information Technology Committee;
8. work with the Vice President-Internal and Council in organizing a CUSA Information Week;
9. be the primary contact for all external advertising and advertisers;
10. attend and report on the activities and meetings of the Ottawa South Community Association;
11. investigate, promote, program and organize a CUSA radio show on CKCU;
12. be responsible for maintaining a relationship with the Rideau River Residence Association (RRRA);
13. supervise, staff and schedule regular movement of the CUSA satellite desk;
14. continue to foster close relationships with municipal officials and promote the accomplishments of CUSA and its members;
15. 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;
16. supervise the development, production, and promotion of the CUSA Handbook;
17. act as the primary contact for CUSA members to Development and Alumni Services in regards to Homecoming;
18. act as the primary contact for CUSA members to Athletics in regards to fostering Carleton spirit;
19. Ensure that all pertinent information regarding working study requests for all areas under their supervision are submitted to the Vice President-Internal Affairs.
20. Be responsible for the coordination, general management and supervision of the affairs and operation of the Publications Office.

THE HENRY MARSHALL TORY AWARD POLICY

Date of Review:

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 HM Tory and Honour 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.

2.2 All nominations must be submitted by no later than the third Friday of March of each year.

2.3 Nominations for the award shall be addressed to the HM Tory and Honour Awards for Service 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 Students' Association, and shall include the provision of suitable tangible substances representing the award.

4.0 The HM Tory and Honour Awards for Service Committee

4.1 Responsibility for the selection of the candidates shall lie within the HM Tory and Honour Awards for Service Committee. The decision of this committee shall be final.

4.2 If, in the opinion of the above committee, no student is sufficiently qualified, the award shall not be given. If more than one student is considered to have merited the award, the award shall be held jointly.

4.3 The HM Tory and Honour Awards for Service Committee shall have the power of nominating students who may not otherwise have been considered.

4.4 The Tory and Honour Awards for Service Committee shall hold at least one meeting each year within one month of the first day of regular classes of the winter session, and 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 of delegate.
- c. A member of the Faculty chosen by the Senate.

- d. The CUSA Vice-President in charge of academic affairs, who shall sit as Chair of the Committee.
 - e. Two students chosen by the Council, no more than one of which may be a member of Council.
- 4.5 A quorum shall consist of four of the above, at least two of whom shall be students.
- 4.6 Members of the HM Tory and Honour Awards for Service Committee shall not be eligible candidates for the award.

THE HONOUR AWARDS FOR SERVICE POLICY

Date of Review:

- 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
- 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.
- 3.0 The Henry Marshall Tory and Honour Awards for Service Committee
- 3.1 Responsibility for the selection of the candidates shall lie within the HM Tory and Honour Awards for Service Committee. The decision of this committee shall be final.
- 3.2 If, in the opinion of the above committee, no student is sufficiently qualified, no award shall be given.
- 4.0 The Association shall work to have these awards properly and appropriately recognized at convocation ceremonies.

THE C.V. HOTSON MEMORIAL SCHOLARSHIP POLICY

Date of Review:

- 1.0 Candidacy
- 1.2 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 Executive member responsible for academic affairs shall coordinate the selection of candidates with the President and the University Awards Office at the earliest possible date each April.
- 3.0 The Executive member responsible for academic affairs shall give public notice for nominations and for the awards.

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.

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.

THE J. PRATT AWARD FOR COMMITMENT TO THE CARLETON COMMUNITY POLICY

- 1.0 Candidacy
 - 1.1 There shall be an award called “The J. Pratt 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.

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
 - 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.

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.

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.

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.

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.

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.

SECTION 1: A Conflict of Interest shall be defined as a situation where:

- 1. Personal benefit will occur, whether it be direct or indirect; or
- 2. 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; or,
- 3. A benefit to your spouse/partner or family member.
- 4. You have received gifts/benefits previously from an organisation/group/business etc. which is now dealing with the Association or bidding on a contract within the Association.
- 5. You are a CUSA Councillor and a member of a CUSA-affiliated union, and a motion dealing with union business comes before Council.

If you believe you may be in a conflict of interest, you must do the following:

- 1. Remove yourself from the decision making process on the conflicting issue.
- 2. Do not, by ANY means, try to influence the decision or outcome.
- 3. Declare that you have a conflict either through verbal or written means.

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

- a. If you are a CUSA 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.

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. or 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.

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.

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.

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 an Association 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.

CONSOLIDATED ELECTORAL CODE POLICY

Consolidated Electoral Code

1.0 Preamble

1.1 This document constitutes the CUSA Electoral Code. It is intended to assist the Carleton University Students' Association and others with the orderly conduct of student electoral process from one year to the next. This code governs the elections for the following responsibilities:

- a. President of CUSA
- b. Vice-President Finance
- c. Vice-President for Internal Affairs
- d. Vice-President for External Affairs
- e. Vice-President for Student Services
- f. Vice-President for Student Issues
- g. CUSA Council Constituency representatives
- h. Undergraduate student membership on Senate
- i. Undergraduate student membership on the Board of Governors
- j. Referendum

1.2 Pursuant to an agreement between the Carleton University Students' Association and Carleton University, the Association shall conduct the elections for undergraduate membership of the Senate and the Board of Governors. The student membership on these bodies is defined in the University Bylaws 27.1(d), and 1(a)(iii) respectively. While the provisions of the present document have general applicability to the conduct of these elections, the CUSA Chief Electoral Officer cited herein is accountable to the Clerk of Senate and to the Secretary of the Board of Governors for all aspects of the electoral processes which relate to the election of undergraduate student members to the Senate and the Board respectively. Specific references to the Senate and Board electoral processes are contained in Section 24 of this document.

1.3 Definitions:

- a. "CEO" refers to the position of Chief Electoral Officer.
- b. "RO" refers to the position of Returning Officer.
- c. "DRO" refers to the position of Deputy Returning Officer
- d. "Elections Office" refers to the CEO, ROs, DROs, Electoral Board, and Poll Clerks collectively.
- e. "Candidate" shall for the purposes of this policy, refer to: an individual seeking the office of the President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for External Affairs, Vice-President for Student Services, Vice-President for 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; or an individual seeking office of the board of Governors; or an individual seeking office on the Carleton University Senate.

f. Polling period” refers to the entirety of the two (2) consecutive business days during which voting takes place.

2.0 Chief Electoral Officer

2.1 The CEO shall be a neutral member of the association. The CEO shall be ratified by a majority vote of all members of CUSA Council, and shall be accountable to Council.

2.2 The CEO shall be the senior administrative officer in respect to the elections, by-elections, recall or referenda and shall have charge of the administrative duties of the Elections Office which shall be comprised of all officers and employees engaged by him/her.

2.3 The CEO shall be entrusted to:

- a. Conduct elections, by-elections, recall and referenda in an honourable, fair and thorough manner, and shall not exhibit or exercise any political or other bias in favour of, or against, any candidate and shall ensure compliance by any officer or employee of their office.
- b. Prior to the elections, execute the specific provisions of the Consolidated Electoral Code and make any administrative decisions which will facilitate the smooth running of the elections, by-elections, recall or referenda.
- c. Ensure that the University Community is aware of any election, by-election, recall or referenda.
- d. Ensure that any directives from CUSA Council are incorporated into the electoral process.
- e. Declare a conflict of interest, should one occur, and relinquish any authority or decision making power with regards to the CEO's conflict of interest to a RO who is not in a conflict of interest.
- f. Forward all charges of electoral misconduct brought against any candidate and report it to the chair of the Electoral Board.
- g. Hire, train and supervise such officers, including Deputy Returning Officers, poll clerks and any other employees that are deemed necessary to conduct the affairs of the elections office.
- h. Ensure that all rulings of the Electoral Board are made known to all candidates and members of the association in a timely fashion.
- i. Ensure that the Elections Office be made available to Elections' officials and candidates on official business only.
- j. Ensure that the location and the amount of postering areas available for candidates use is made public before the closing of nominations.

2.4 The Chief Electoral Officer shall be empowered to:

- a. Contract any good or service in the name of CUSA, which will facilitate the smooth running of their office or election, by-election, recall or referendum.
- b. Exercise and delegate all powers of the Tunnel Authority as they relate to election, by-election, recall or referendum.
- c. Grant refund to candidates.
- d. Shall be empowered to make administrative decisions not defined in the Electoral Code subject to any appeals to the Electoral Board.

2.5 The term of Office of the CEO shall be from ratification by Students' Council until the subsequent April 30th, or such time when notification of resignation is given by the CEO, in writing to the Chair of Students' Council, or a vote to remove the CEO has taken place with 5/9 (five-ninths) of all members of Council in favour.

3.0 Returning Officers

- 3.1 Council shall appoint a member(s) of the association to act as the RO(s) to facilitate the election, by-election, recall, or referendum.
- 3.2 The RO(s) shall have the power to 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.
- 3.3 The RO(s) shall serve as the deputy supervisors of any DROs, Poll Clerks, or other election staff, which may be required to fulfill the specific requirements of the Electoral Code.
- 3.4 The RO(s) shall assist the CEO in facilitating the day to day operations of any election, by-election, recall, or referendum, subject to any directives from the CEO.

4.0 Electoral Board

- 4.1 At the time of the presentation of the writ, Council shall appoint three neutral members of the association to act as the Electoral Board and to serve in that capacity until the subsequent April 30th, or such time when notification of resignation is received by the Chair of Council.
- 4.2 The Electoral Board shall consist of:
 - a. Three (3) members as follows: one (1) constituency representative, one (1) student-at-large, and one (1) member of the association who is not an executive.
 - b. Where as no constituency representative accepts nomination to be appointed to the Electoral Board then that seat may be filled by a member of the association.
- 4.3 Quorum for the Electoral Board shall be all members of the Board.
- 4.4 The Electoral Board shall have final authority, subject to appeal to the Constitutional Board, over all matters of discipline, interpretation of the electoral code, any actions taken by the CEO and any and all other matters relating to elections, by-elections, recall or referenda that may be appealed to the board by any member of the association.
- 4.5 The Electoral Board is empowered to determine and carry out the electoral process, should extenuating circumstances prevent the completion by ordinary or legislated means by any means it deems fit.
- 4.6 The Executive Assistant of CUSA shall act as an advisor to the Electoral Board where needed and at the request of the Board.
- 4.7 Members of the Electoral Board shall be entitled to an honourarium as set out by Council.

5.0 General Elections

- 5.1 The CEO shall present the Writ of Elections to Students' Council announcing their intention to conduct the General Elections on the dates set forth. The Writ of General Elections shall also contain budget information for the elections, an announcement of expense limits for candidates, and the dates of the opening and closing of nominations. Students' Council shall consider this Writ as the first item of regular business after passage of the agenda. The Writ shall stand unless altered by Students' Council.
- 5.2 Elections shall be held in the winter term before Reading Week.

6.0 By-elections

- 6.1 The CEO shall conduct a by-election within six (6) months of the occurrence of a vacancy in the seats of President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President

for External Affairs, Vice-President for Student Services, or Vice-President for Student Issues.

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

7.0 Recall

7.1 The CEO shall present the Writ of Recall to Students' Council announcing their intention to conduct a referendum of Recall on the dates set forth. The Writ of Recall shall also contain budget information for the elections, an announcement of expense limits for candidates, and the dates of the opening and closing of nominations. Students' Council shall consider this Writ as the first item of regular business after passage of the agenda. The Writ shall stand and be presented to Council for informational purposes only.

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

7.3 The Question shall read: Shall (name of person) continue to hold the office of (name of office) on Students' Council?" The Question shall be answered YES or NO.

8.0 Referenda

8.1 The CEO shall present the Writ of Referenda to Students' Council announcing their intention to conduct a referendum on the dates set forth. The Writ of Referenda shall also contain an estimated budget information for the referendum. Students' Council shall consider this Writ of Referenda as the first item of regular business after passage of the agenda, unless the first item of business is a writ of election or recall whereupon the writ of referenda shall be the second item. The Writ shall stand unless altered by Students' Council.

8.2 The CEO may only initiate a Referendum question after the Constitution and Policy Committee has reviewed the question.

8.3 Students' Council shall determine the wording of the referendum question.

8.4 Students' Council may only remove a referendum question from the Writ of Referenda by a 2/3 (two-thirds) majority vote.

8.5 The question shall be stated in such a way that it can be answered, YES or NO.

8.6 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 no less than one thousand (1000) student, or 10% of those eligible to vote on the question, whichever shall be less.

9.0 YES and NO Committees for Recall and Referendum Votes

9.1 There shall be only one (1) YES committee and one (1) NO Committee, for each referendum and/or recall question

9.2 The CEO shall announce the date and time of the first meetings of the YES and NO committees in the campus media and through any other means they deem necessary.

9.3 YES committees of questions dealing with a CUSA based levy are to be managed by the area manager of the group that may be receiving the levy.

9.4 If the referendum is dealing with an organization outside the Carleton University Students' Association, subject to the approval of the CEO, representatives from that organization may

be permitted to work on a YES or NO committee, in so long as at least 2/3 (two-thirds) of the committee members are comprised of CUSA members.

10.0 Nominations

10.1 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.

10.2 The Nomination Period for any election shall be comprised of five (5) business days, and shall commence on a Monday, as published in the Writ of Election.

10.3 A nominee must be eligible to vote in the constituency in which they are seeking election and must indicate concurrence by placing their signature at the bottom of their nomination sheet.

10.4 To be eligible for nomination for any position in CUSA, nominees must not be indebted to CUSA.

10.5 Each nominee must be nominated by the requisite number of nominators in their constituency, all of whom:

- a. Can nominate as many individuals for any position in their constituency as they wish.
- b. Be registered such that, at that time, they are a bona fide member of that constituency, and;
- c. Clearly and legibly place their name, signature and correct student number on the nominator form.

10.6 No nominator may withdraw their nomination of a nominee after they have signed that nominee's form, unless:

- a. Between the time they signed the form and the end of the Validation Period, they cease to qualify as a valid nominator.
- b. The Nominee agrees to allow the student to withdraw their nomination.

10.7 Nominations for President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for External Affairs, Vice-President for Student Services, and Vice-President for Student Issues shall contain one hundred (100) signatures of Members of the Associations.

10.8 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). Special Students need only submit an application to become a candidate.

11.0 Validation Period

11.1 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. On the final day of the Validation Period, the CEO shall declare which nominees have been validated. These people shall comprise the candidate list.

11.2 The CEO, or their designate, shall personally validate or disallow each signature on each nomination form. Only nominees with sufficient number of valid signatures shall be declared valid candidates.

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

12.0 Campaigning

- 12.1 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.
- 12.2 There shall be a period of five (5) business days in the campaign period before the polls open.
- 12.3 The CEO must hold two (2) Public Forums where all candidates are invited to speak and answer questions, at locations to be determined by the CEO. Additional public forums shall be held at discretion of the CEO.
- 12.4 The CEO may hold CKCU-FM Radio Debate.
- 12.5 The CEO shall ensure that a Charlatan Election Supplement will be published and distributed before the first day of polling. The CEO shall refuse any submission to the Election Supplement that violates the CUSA Constitution.
- 12.6 All campaign materials used in the election shall clearly indicate the candidate's name and the position they are running for.
- 12.7 All campaign material shall be submitted first for approval of the CEO. Approval of the CEO shall be denoted by a stamp of the Office of the CEO, which shall appear on all material. The CEO shall refuse any item if, in the opinion of the CEO, the material contravenes the CUSA Constitution, is libellous, or if the material does not clearly identify its originator(s).
- 12.8 Posters shall be restricted to areas determined by the CEO. The poster areas shall be clearly marked by the CEO and shall be large enough to accommodate one (1) poster from each candidate per race. All poster areas shall contain designated spaces reserved for each of the Executive positions. No candidate may have more than one (1) poster in each designated area at a time.
- 12.9 Campaign materials shall endorse one and only one candidate and position per campaign team.
- 12.10 The number of handbills allowable during the campaigning period is restricted to six thousand (6000) or the total voter turnout plus ten percent in the previous year election's total voter turnout, which ever is higher.
- 12.11 The CEO, at their discretion, is to make use of a list of set minimum prices for all campaign material.
- 12.12 Campaigning on residence floors is permitted only at floor meeting as predetermined by the CEO in conjunction with the REZ fellows.
- 12.13 Personal e-mail contact lists need not be shared with the elections office.
- 12.14 E-mail contact lists obtained by professional or academic means must be submitted to the CEO for authorization and if they see fit, for distribution to all candidates.
- 12.15 Distribution of campaign material is not allowed during the polling period.
- 12.16 Campaigning is not allowed to take place in the Unicenter except in areas designated by the CEO.

12.17 Areas of the Unicenter in which candidates will not need prior permission of the CEO to campaign are Baker Lounge and any classrooms.

12.18 Discretion may be granted to organizations that will directly benefit from the outcome of a referendum question, provided that campaigning is only for the purposes of said referendum, to campaign in other areas of the Unicenter.

12.19 At no time can an organization campaign in an area that is already deemed off limit by other sections of this code.

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

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

12.22 “The use of Audio/Video campaign material is not permitted. This includes but is not limited to Radio Advertisements, Youtube videos etc

13.0 Slates

13.1 Candidates for Executive positions (President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for External Affairs, 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.

13.2 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.

13.3 Slates are prohibited in elections for Constituency Representatives, student representatives to the university Senate, or for the Board of Governors.

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

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

13.6 Each member of a slate shall receive discipline on an individual basis.

13.7 All members of a slate may share the same style for all campaign materials. (Content, colour, layout, orientation, font).

14.0 Procedure for Disqualification

14.1 Campaigning candidates and their workers shall be entitled to conduct their campaigns so as to reach the maximum number of students as long as they do not commit an Electoral Offence. These offences include:

- a. Interfere with the operation of seminars, laboratories, offices, other normal functions of the University or addressing a class without prior permission of the instructor.
- b. Campaign within the CUSA Main Office, or the Associations' Service Centres.
- c. Damage or deface any property.
- d. Disrupt the operation of any part of the Residence complex.
- e. Disrupt any RRRA operation, service, or activity, unless the RRRA Executive grants explicit written permission to the CEO. Any consent given to the CEO by the RRRA Executive will be considered as giving consent to any and all candidates.
- f. Campaigning, or leaving campaigning materials in any commercial area.
- g. Disrupt any operation of the Electoral Office.

- h. Campaign within fifteen (15) meters of a Polling Station.
- i. Poster outside of the designated poster area.
- j. Campaign in the Unicenter outside the areas designated by the CEO.
- k. Distributing campaign material during the polling period.
- l. A breach of the Carleton University Human Rights Code.
- m. The use of unapproved campaign material.

14.2 Electoral Warnings:

- a. The committing of an Electoral Offence shall result in an immediate verbal warning to that candidate by the Electoral Board. The Electoral Board shall then subsequently document the incident, and issue to the charged candidate written notice to that effect. In the case of a referendum committee, the warning and subsequent written notice shall be given to the chair of the committee.
- b. A second Electoral Offence shall result in a loss of any amount of refund of the candidate's expenses for that candidate. The Electoral Board will then subsequently document the incident, and issue the charged candidate written notice to that effect. In the case of a referendum committee, the warning and subsequent written notice shall be given to the chair of the committee.
- c. A third Electoral Offence shall result in immediate disqualification of the candidate and the Electoral Board shall issue to the charged candidate written notice to that effect. In the case of a referendum committee, the warning and subsequent written notice shall be given to the chair of the committee.

14.3 Immediate disqualification shall result should the candidate or his/her workers:

- a. Fail to present a final report of expenditures to the CEO.
- b. Exceed the maximum allowable expenditures.
- c. Present a fraudulent or inaccurate final report of expenditures to the CEO.
- d. Attempt to, or tamper with Ballots.
- e. Attempt to, or solicit the aid of any member of the Electoral Office to tamper with the Ballots.

14.4 The process to file an electoral infraction charge is as follows:

- a. An alleged violation is presented to the CEO.
- b. The CEO shall then conduct an initial investigation into the charge.
- c. Findings of the CEO shall be presented to the chair of the Electoral Board along with the charge.
- d. The Electoral Board may conduct a hearing on the charge.
- e. The Electoral Board shall return a decision in writing for all electoral infractions.
- f. Decisions of the Electoral Board can be appealed to the Constitutional Board provided said decision will either result in the cancellation of the candidate's refund, or the candidate's disqualification.

15.0 Disciplining of Referenda Committees

15.1 YES Committees that deal with a requested levy:

- a. The first offence by a yes committee will result in a warning.
- b. The second offence will result in the with-holding of five (5) percent of the requested levy.
- c. The third offence will result in the with-holding of ten (10) percent of the requested levy.
- d. The fourth offence will result in the with-holding of thirty (30) percent of the requested levy.
- e. The fifth offence will result in the with-holding of sixty (60) percent of the requested levy.
- f. The sixth and final offence will result in the with-holding of one hundred (100) percent of the requested levy, immediate disqualification and loss of re-imbusement of funds spent campaigning.

15.2 All other referenda committees:

- a. The first offense will result in a warning
- b. The second offense will result in the loss of fifty (50) percent of any possible re-imbusement
- c. The third offense will result in the loss of approved campaign materials up to fifty (50) percent of the agreed upon flyers and posters
- d. The fourth offense will result in the with-holding of five (5) percent of votes favorable to the offending referenda campaign
- e. The fifth offense will result in the with-holding of ten (10) percent of votes favorable to the offending referenda campaign
- f. The sixth and final offense will result in the with-holding of one hundred (100) percent of the re-imbusement of funds spent campaigning and immediate disqualification

16.0 Expenses

- 16.1 The CEO prior to each election period shall determine total allowable expenditures for each candidate contesting the position of President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for External Affairs, Vice-President for Student Services, and Vice-President for Student Issues or any other position elected at large.
- 16.2 The specific candidate shall account for all expenses in support of any candidate. Expenses made by people outside of the individual's campaign, who are endorsing the candidate, must also be included.
- 16.3 All election expenses shall be accounted for in actual Canadian dollars including tax.
- 16.4 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. Such a refund shall be no more than 50% (fifty-percent) of the candidate's actual expense.
- 16.5 A final, complete and accurate report of all expenditures made, including all receipts and other evidence of expenditures shall be presented to the CEO before the polls close on the final day of balloting.
- 16.6 If the candidate has incurred no expenses, then any report shall state such.
- 16.7 The CEO shall be empowered to grant each referendum committee a credit allowance not exceeding 100% (one hundred percent) of the total expense limit.

17.0 Voting Entitlement

- 17.1 An eligible voter is entitled to vote once, and only once, for each of the positions of the President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for External Affairs, Vice-President for Student Services, and Vice-President for Student Issues and to vote for as many Constituency Representatives in their Constituency as there are seats allotted at the time of the elections.
- 17.2 The following are ineligible to vote:
 - a. The Chief Electoral Officer
 - b. The Returning Officers
 - c. The members of the Electoral Board
 - d. All Honourary Members
- 17.3 In a vote of Recall, only members of the Association in the affected constituency shall be considered eligible to vote.

17.4 Only members of the Association who present their valid Carleton University Student Identification Card are eligible to cast their vote.

18.0 Ballots

18.1 All ballots shall be printed clearly and legibly.

18.2 Candidates may voluntarily withdraw from the ballot until three (3) days before balloting begins.

18.3 Names of all candidates shall appear on the ballot in alphabetical order of their given legal surnames.

18.4 The names appearing on the ballot shall be the name given to the University Admissions upon registering for classes at Carleton.

18.5 The use of middle or other given names may be allowed in certain cases at the discretion of the Electoral Board. As well nicknames and/or shortened given names are not allowed, except at the discretion of the Electoral Board. Discretion may only be given for clarity because of cultural reasons.

18.6 Slate names will appear on the ballot for those candidates that belong to a recognized slate immediately below the name of the candidate.

18.7 The word INDEPENDENT will appear in large case type immediately below the name of any independent candidate. This only applies to independent candidates in races where the use of slates are authorized.

18.8 Ballots shall come in numbered packages to ensure tight control of the inventory.

18.9 The ballot shall clearly indicate how many positions are for election and will inform the voter on the number of candidates for whom he/she may vote.

18.10 Templates with holes in the side will be available at all polling stations to allow persons with visibility impairments to vote in private. The order of candidates on the ballot will be read by the Poll Clerk on duty to the voter in order to permit the voter to feel the template and place a mark in the hole corresponding to the candidate's placement on the ballot.

19.0 Polling

19.1 The polling locations for a General Election, Recall, or Referendum shall total no less than eleven (11) in number and shall include at least the following locations and minimum numbers of polling stations accorded to each location:

- a. Two (2) stations in the Loeb Building (tunnel level).
- b. Two (2) stations in Baker Lounge.
- c. Two (2) stations in Residence Commons.
- d. One (1) station in the Minto Center (outside Bell Theater).
- e. One (1) station in the St. Patrick's Building.
- f. One (1) station at the tunnel junction between Steacie and Herzberg Laboratories Buildings.
- g. Two (2) stations in the tunnels outside the entrance to the MacOrdrum Library.
- h. Other locations shall be included at the discretion of the CEO.

19.2 There shall be one (1) Poll Clerk and one (1) DRO at each polling station. No voting shall occur while one (1) Poll Clerk or DRO is absent. The ballot boxes and ballots shall at no time be left unattended.

19.3 The DRO shall be responsible for conduct of the polling station.

19.4 Voting shall take place on two (2) consecutive business days, for all elections and/or referenda. All voting schedules shall be presented in the Writ.

20.0 Tabulation

20.1 Tabulation of the ballots cast during the polling period shall be conducted the day after the final close of polls.

20.2 Each candidate shall be allowed one (1) scrutineer at the tabulation of the results, and until all tabulations is completed. No scrutineer is allowed to leave the tabulation room until all counts are announced publicly by the CEO. Scrutineers shall not be candidates, but shall be members of the Association. In case of recall or referendum, each committee shall be allowed one (1) scrutineer at each table where counting is taking place.

20.3 Under no circumstances shall a candidate or other unauthorised person be allowed in the tabulation room during the counting of ballots.

20.4 The CEO may expel any scrutineer who attempts to disrupt the counting process.

20.5 All tabulations of election results shall be carried out at the discretion of and under the personal supervision of the CEO or their designate. Tabulation shall occur at a place on campus. CUSA, RRRA, or GSA main offices shall not be used for the tabulation. Overnight storage of ballots or ballot boxes shall be stored in an area accessible to only the CEO.

20.6 The CEO, or their designate, shall have full authority to declare a ballot rejected if that ballot paper:

- Has not been supplied by the CEO or does not carry the appropriate initials.
- Has not been marked for any valid candidate.
- Has been marked for more than the allowed number of candidates
- Does not clearly indicate the intention of the voter.

20.7 Any scrutineer may make a challenge to the CEO of any ballot cast for any candidate in their candidate's constituency.

20.8 Following the tabulation of ballots, any ballot that has required a validity judgement by the CEO shall be kept separately. Those ballots that have been judged as valid by the CEO shall still be included in the tabulation.

20.9 The ballots for each position shall be counted three (3) times.

20.10 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. In case of ties, a run-off vote shall be held no more than three (3) weeks after election results are announced.

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

21.0 Recounts

21.1 If the difference between a candidate declared elected and a candidate declared unelected is less than ten percent of the total number of votes cast, or is less than the number of spoiled ballots, then a recount may be held at the request of the latter candidate within two (2) business days.

21.2 Every candidate is entitled to one recount per position contested.

21.3 Recounts shall consist of all original ballots.

21.4 Recounts shall be carried by:

- a. The Chief Electoral Officer and/or
- b. The Returning Officers
- c. Each candidate involved in the recount may send one (1) scrutineer.

21.5 During a recount, the ballots shall be counted three (3) times.

22.0 Electoral Disputes

22.1 Any member of the Association who has reason to believe that there has been an infraction of electoral procedures and rules as outlined in this document or ordered thereunder by the Electoral Board, may charge an offender in writing.

22.2 The Electoral Board shall be entrusted to investigate the charge at their discretion and shall take such action pursuant to the relevant articles of the Electoral Code.

22.3 A candidate is allowed up to ten (10) days after the closing of the polls to file a Constitutional Challenge, not including University Holidays.

22.4 After the beginning of polling, if the Electoral Board deems that the candidate charged has violated the Electoral Code, then they shall direct the CEO at their discretion, to remove that person's name from the final list of candidates.

22.5 The electoral infraction must be laid in writing before the CEO within three (3) days after the results of polling are announced and by 6:00pm on the final day.

22.6 If a constitutional challenge pertains to a violation of the electoral process and there is supportive evidence that the Electoral Office aided or assisted in helping certain candidates to receive votes through illegal or unfair means, then the Constitutional Board may ask for the resignation of the CEO. The election may be declared null and void, and shall ask for an ensuing election.

23.0 Chief Electoral Officer Documents

23.1 Writs shall be used solely for the announcement of General Election, By-election, Recall or Referendum.

23.2 Declarations shall impart a state of affairs as perceived by the CEO and pursuant to their duties. All Declarations shall be in writing.

23.3 Rulings shall stand as written decision of a charge or answer to a question.

23.4 Receipts shall be issued upon receiving any official documents with relevance to the Writ of Election, By-election, Recall, or Referendum. These receipts shall be stamped distinctly by the CEO, and shall have the time of receipt noted upon them. All parties involved in the transfer of documents shall sign the receipt and retain a copy of the receipt.

24.0 Election of Undergraduate Student Members to the Senate and Board of Governors

24.1 The Clerk of Senate and the secretary of the Board of Governors are the Electoral Officers for their respective bodies, and the CUSA CEO is accountable to them for the election of undergraduate student members.

24.2 The CUSA CEO shall consult with the Senate and Board Electoral officers with respect to the application of any regulations that pertain to the election of undergraduate student members to the two bodies.

24.3 The CUSA Electoral Code shall be applied by the CEO in the conduct of the election of the undergraduate student members to the Senate or to the Board, subject to the provisions above.

24.4 Each nomination for student membership on the Senate shall require three signatures from those eligible to vote, as defined by University Bylaw 27.1 (d). Each nomination for student membership on the Board of Governors shall require twenty-five (25) signatures from those eligible to vote, as defined by University Bylaw 1(a)(iii).

24.5 The validation of nominations for the Senate and Board shall be the responsibility respectively of the Senate and Board Electoral Officers who shall inform the CUSA CEO of their decision.

24.6 Any irregularities, questions or disputes with respect to the conduct of the elections shall be referred immediately, as the case may be, to the Senate or Board Electoral Officers for a decision. The final authority with respect to the election of undergraduate student members is ultimately that of the Senate and Board of Governors respectively.

24.7 The conduct of any election or by-election for undergraduate student members of the Senate and Board occurs concurrently with CUSA general elections or by-elections.

24.8 Validation of election results for undergraduate student member of the Senate and Board remains the responsibility of the Senate and Board Electoral Officers respectively.

25.0 Declaration of Results

25.1 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.

25.2 The Official Declaration of Results shall be made to CUSA Council verbally and in writing and shall be published in the campus media.

25.3 A copy of the Official Declaration of Results shall also be forwarded to the Clerk of Senate and the Secretary of the Board of Governors.

THE POLICIES OF THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION

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, including 2,4-D.

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: November 27, 1997

POLICY STATEMENT

1. CUSA and CUSA Inc., as representatives 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 and CUSA Inc., will not fund, rent or loan any space on campus to an event involving a group or a person representing the above beliefs.
3. CUSA and 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 and CUSA Inc., discourages and will actively work to prevent members of the Ku Klux Klan, the White Aryan Resistance, the Heritage Front, the Heritage Foundation, Canadians for the Preservation of English and any other group or person who actively promotes hate or discrimination from coming to Carleton University to promote hate or discrimination as their presence is unwanted and undesirable.

FAIR EDUCATION POLICY

Date of Review: June 14, 1995

POLICY STATEMENT

All people deserve the right to unobstructed access to an education. The Carleton University Students' Association will actively condemn and seek to eradicate all financial obstructions to post-secondary education.

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 Inc., will not support, endorse, promote, supply, publicize, or provide promotional space for, or encourage the use of personal safety devices on campus.

1. CUSA Inc. 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 Inc. 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: December 21, 2003

- 1a. CUSA will acknowledge that The Canadian Red Cross donor Screening application is homophobic and genders exclusive, Specifically question 15, which asks donors if they have Participated in any of the following activities since 1977, "if male, Having sex with another male, even once; receiving regular Treatment with blood or blood products; accepting money or drugs In exchange for sex; being the sexual partner of someone who has Taken part in any of the above activities or who had contracted AIDS or has tested positive for AIDS"
- 1b. CUSA will not support The Canadian Red Cross in its attempts to solicit blood donations on campus until such time that The Canadian Red Cross ceases to use homophobic/gender-exclusive screening policies on their donor applications.
2. CUSA lobby Canadian Blood Services to remove the homophobic and gender-exclusive screening policies on their Donor Health Assessment Questionnaire.
3. CUSA will, in the event that the Red Cross is scheduled to hold a Blood Donor Clinic on Carleton's University campus, support the efforts of the GLBT Centre and Administration to ensure the participation of Red Cross staff in sensitivity training prior to donor clinics on the Carleton University Campus.

Fee Policy

Date of Review:

CUSA oppose:

- ❖ 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.