

College of Arts Student Union Constitution

Amended March 2018; Effective May 1 2018

SECTION A: GOVERNING OBJECTIVES

1. PURPOSE

1.1 The College of Arts Student Union (herein referred to as CASU) is a group of elected and appointed undergraduate students representing undergraduate students in the College of Arts and those residing in Maids Hall (Artz Haus) and La Maison Française (French House) at the University of Guelph. CASU's goals and objectives are:

- i. To enrich academic, cultural, and social life of students represented by CASU;
- ii. To generate interest and encourage students' involvement in the University at large;
- iii. To act on behalf of those students represented by CASU;
- iv. To protect the rights of students represented by CASU as they are outlined by the University of Guelph.

2. AUTHORITY

2.1 CASU shall determine its own governing objectives with respect to the ideals of undergraduate students in the College of Arts and those residing in Artz Haus or La Maison Française at the University of Guelph.

SECTION B: MEMBERSHIP

1. GENERAL MEMBERSHIP

1.1 General membership of CASU consists of all undergraduate students enrolled in a major in the College of Arts.

1.2 CASU membership is also extended to those residing in Artz Haus and La Maison Française at the University of Guelph, as defined by the University Registrar and/or Student Housing Services. While these students may not be a part of the College of Arts, these two residences offer similar valuable opportunities to undergraduate students in the College of Arts at the University of Guelph and share CASU's goals and objectives.

2. Board MemberSHIP

2.1 The business and affairs of CASU shall be managed by a board of undergraduate students consisting of:

- i. Five elected Executive members: President, Director of Communications, Director of Activities, Director of Finance, and Director of Operations;
- ii. One appointed representative from each Accredited Student Organization (ASO) that falls under CASU [the Primary Student Organization (PSO)], pursuant to the University of Guelph's Student Organization Policy (SOP);
- iii. One appointed representative from each CASU Associate Group (AG), Artz Haus and La Maison Française;
- iv. Ex-officio members who cannot vote and do not count towards quorum: Chairperson, College of Arts Undergraduate Student Senators, and College of Arts Appointed and At-Large Representatives to the Central Student Association.

3. COMMITTEE REPRESENTATION

3.1 The Board shall appoint from among its members a representative to the following committees. The position indicated in the parentheses shall be the representative sent unless external circumstances prevent it, in which case, an alternate can be sent. Where no position is indicated, the executive will be responsible for determining an appropriate representative:

- i. Dean's Council (President)
- ii. Student Leaders & Senior Administration (President)
- iii. Student Executive Council (President)
- iv. CSA Board of Directors
- v. Student Risk Management Committee (Director of Activities)
- vi. Student Rights and Responsibilities Committee (Director of Communications)
- vii. Student Budget Committee (Director of Finance)
- viii. Information Technology Student Advisory Committee (Director of Operations)
- ix. University Judicial Committee (Director of Operations)
- x. College Royal Committee (Director of Activities)
- xi. Gryphons Read (Director of Operations)

3.2 Representatives must report about the affairs of their respective committee(s) at every Board Meeting.

In the event that a committee appointment is not held by a Board Member, the representative must submit regular written reports to the CASU Director of Operations for presentation to the Board.

3.3 Representatives shall fulfill each and every duty and responsibility outlined by their respective committee(s), including maximum attendance.

3.4 Representatives must make every effort to ensure that an alternate representative attends a meeting if the regular member is unable to attend. Representatives must give forty-eight (48) hours notice in the event they are unable to attend a regularly scheduled committee meeting.

3.5 Each representative shall exercise voting privileges (if applicable) at their respective committee meeting(s) as the representative of the CASU, and shall vote as directed by the Board.

3.6 The Board reserves the right to recall, censure, or dismiss any or all of the committee representatives at any duly constituted Board Meeting with explanation. A vote will be called for which a two-thirds majority is needed to enact this decision.

3.6.1 In the event that a committee not outlined above is struck, the executive will be responsible for selecting an appropriate representative.

3.6.2 The Board shall define the duties and responsibilities of representatives at the time of the appointment.

SECTION C: DUTIES OF THE EXECUTIVE

1. GENERAL DUTIES

1.1 The following duties are required to be performed by all members of the Executive:

- i. Each executive member should act in a professional manner as a representative of CASU and the College of Arts in every aspect of their position;

- ii. Hold a minimum of three (3) office hours per week in the CASU office over at least two (2) days. These hours should be scheduled outside of committee and meeting times. All effort must be made for these hours to fall between 8am and 5pm, for student accessibility. Executives should refrain from rescheduling office hours where possible;
- iii. Represent the Board on various University committees as outlined in section B, subsection 3.1 of this constitution;
- iv. Complete a Transition Report by Week 12 of the Winter term and assist in transitioning the incoming Executive into the position;
- v. Fulfill all training requirements for Orientation and be present for all scheduled CASU events during Orientation Week;
- vi. Not be absent without leave from two Executive or Board Meetings per semester. Leave may be granted only by the President or Chairperson upon receipt of notice at least twenty-four (24) hours prior to the meeting.
- vii. Make an effort to be present at any scheduled CASU events throughout the year;
- viii. The executive team should meet with the Dean once per semester.

2. DUTIES OF THE PRESIDENT

2.1 The President Shall:

- i. Supervise all the affairs and business of the Board;
- ii. Ensure that all motions of the Board are acted upon;
- iii. Represent the Board on all suitable occasions;
- iv. Act on the Chairperson's behalf in the absence of the Chairperson or when the Chairperson is unable to fulfill any or all of the Chairperson's duties;
- v. Uphold and enforce this constitution and all its by-laws and policies in regulating the Board;
- vi. Assume signing authority on all financial matters of CASU;
- vii. Be responsible, with Board consensus, for the recommendation of members to all appropriate University committees, for Chief Electoral Officer (CEO) appointment (if applicable), and for announcing elections;
- viii. Be responsible for the delegation of any special or unusual projects outside of specific Executive portfolios;
- ix. Meet at least once a semester with each ASO president and ASO board representative to discuss board duties;
- x. Be responsible for the Student Organizational Policy (SOP), its distribution and collection, and ASO's adherence to the policy.

3. DUTIES OF THE DIRECTOR OF COMMUNICATIONS

3.1 The Director of Communications Shall:

- i. Act on the President's behalf in the absence of the President or when the President is unable to fulfill any or all of the President's duties and/or act on the Chairperson's behalf in the absence of the Chairperson or when the Chairperson is unable to fulfill any or all of the Chairperson's duties;
- ii. Assume signing authority on all financial matters of CASU;

- iii. Be the main contact for Alumni Affairs;
- iv. Act as the primary contact and resource for CASU ASOs and AGs as well as to new clubs;
- v. Act as a liaison with College of Arts Student Senators;
- vi. Act as an advocate for students who sit on Curriculum Committees in the College of Arts;
- vii. Be responsible for all CASU related promotion and communication via social media

4. DUTIES OF THE DIRECTOR OF FINANCE

4.1 The Director of Finance Shall:

- i. Be responsible, alongside the President, for the finances of CASU and act as one of its three (3) primary signing officers;
- ii. Present a budget to the Board outlining the nature and state of CASU's financial affairs in the first two weeks of the Fall and Winter semester, as well as a final budget at the end of the Winter semester;
- iii. Keep accurate and up-to-date records of all CASU financial transactions;
- iv. Keep accurate and up-to-date records of all business transacted at any and all Executive and Board Meetings;
- v. Be responsible for dispensing funds to CASU ASOs and Associate Groups (AGs) once the conditions set forth by Section D of this constitution have been met;
- vi. Act as the resource person and chair of the Finance Committee, to be struck at their discretion;
- vii. Be responsible for all matters concerning PDRs brought before the CASU board. In doing so they will ensure these parties are well versed in CASU's PDR policy as outlined in Section M of the Constitution and that they are notified promptly of the outcome of their request;
- viii. Ensure that a minimum of \$1,500 is carried over at the end of every Winter Semester;
- ix. Should make available all of CASU's finances to the University, relevant to the SOP.

5. DUTIES OF THE DIRECTOR OF ACTIVITIES

5.1 The Director of Activities Shall:

- i. Plan CASU events such as:
 - a. Arts Day and Arts Week which run in alternative semesters and shall include at least one large scale event determined by the executive team;
 - b. Build-A-Band or another large scale event showcasing the arts at the University of Guelph.
- ii. Assist with any matter pertaining to SRM and ensure that all CASU ASO's and AG's are SRM-trained;
- iii. Be responsible for checking SRM emails sent to the CASU email account;
- iv. Be responsible for maintaining the CASU bulletin board in the MacKinnon Lobby to advertise all CASU events and promotions;
- v. At his or her discretion, chair and act as a resource person for an Events Planners Committee;

- vi. Be responsible for running a clubs training session, which can be a single-day event or a series of smaller workshops, no later than the second week of October during the fall semester;
- vii. Assist the Director of Operations in creation of a year long calendar outlining events.

6. DUTIES OF THE DIRECTOR OF OPERATIONS

6.1 The Director of Operations Shall:

- i. Be responsible for the CASU website; if the Director of Operations is unable to do this, it is their responsibility to appoint an alternate;
- ii. Be responsible for the maintenance of the CASU office, including purchasing of supplies, scheduling, and general organization;
- iii. Facilitate the creation of a contact sheet by Week 5 which consists of all relevant contact information in regards to the ASOs;
- iv. Be responsible for recording accurate and detailed minutes from all Board and Executive meetings, which will be distributed to the Board Members and posted online in a timely fashion;
- v. Be responsible for the creation of any posters or specific promotional material for CASU events;
- vi. Be responsible for the production and distribution of the schedule of the office hours of the executive;
- vii. Facilitate the annual constitutional review;

Assist the Director of Activities in creations of a year long calendar outlining events.

7. TITLES OF THE EXECUTIVE

7.1 All Executives shall maintain their official titles whilst holding unofficial titles:

- i. The position of President shall also be titled of “Captain”;
- ii. The position of Director of Communications shall be entitled of “First Mate”;
- iii. The position of Director of Finance shall also be entitled “Quartermaster”;
- iv. The position of Director of Activities shall also be entitled “Sailing Master”;
- v. The position of Director of Operations shall also be entitled “Boatswain”.

SECTION D: BOARD CHAIRPERSON

1. DUTIES OF THE CHAIRPERSON

The Chairperson shall:

- i. Officiate all Board Meetings. While doing so, the Chairperson shall maintain order and decorum, recognize members who wish to speak, and facilitate discussion and debate. The Chairperson shall conduct the meeting according to Robert’s Rules of Order;
- ii. Be responsible for officiating at CASU executive elections, unless the chairperson is a candidate for election;
- iii. Complete a Transition Report at the conclusion of their term and assist in transitioning the incoming Chairperson into the position;

- iv. Not be absent without leave from two Board Meetings per semester. Leave may be granted only by the President upon receipt of notice at least twenty-four hours prior to the meeting;
- v. Be responsible for the hiring of the incoming chairperson;
- vi. The Chairperson must remain neutral and unbiased at Board Meetings;
- vii. The Chairperson may not vote at Board Meetings;
- viii. The Chairperson is not a member of the Executive. The Chairperson may be asked to occasionally attend Executive meetings as a non-voting guest;
- ix. The Chairperson is encouraged but not required to attend CASU events;

The Chairperson shall be responsible for leading an external transition with the new executive and be in contact with a member of the Leadership Education and Development (LEAD) team of Student Life.

2. QUALIFICATIONS OF THE CHAIRPERSON

- 2.1 The Chairperson must have basic understanding of Robert's Rules of Order.
- 2.2 The Chairperson must have the ability to remain neutral while facilitating Board Meeting discussions.
- 2.3 Experience chairing meetings is an asset, though not necessary.
- 2.4 The Chairperson need not be a member of CASU; however, priority during the selection process will be given to members.

3. APPOINTMENT OF THE CHAIRPERSON

- 3.1 Applications for the Chairperson will be solicited by Week 10 of the Winter semester.
 - i. Candidates must submit an application form to the President.
 - ii. Applications must be accompanied by a statement from the candidate outlining their qualifications, experience, and reason for application.
- 3.2 A committee comprised of the outgoing chair and the President will be struck to review candidates and make recommendations for appointment to the board:
 - i. When appropriate, the committee may shortlist candidates for interviews;
 - ii. The committee will interview all eligible candidates for the position;
 - iii. The committee will decide by consensus on which candidate to recommend for appointment to the position of Chairperson.
- 3.3 The successful candidate must be ratified by the Board before they are officially chosen.
- 3.4 In the event that the President is a candidate for the Chairperson position, the Director of Communications will chair the committee.
- 3.5 Any Executive or Board Member who feels they have a conflict of interest with this process must abstain from participating.

SECTION E: DUTIES OF CASU ACCREDITED STUDENT ORGANIZATIONS (ASOs) & ASSOCIATE GROUPS (AGs)

1. DUTIES

- 1.1 Each Board Member from a CASU ASO or AG shall fulfill each and every duty outlined by the Board, including maximum attendance at Board Meetings. If a Board Member is unable to attend a

regularly scheduled, it is the responsibility of the ASO or AG to find an alternate. If no alternate can be found, the Board Member must provide notification to the President no less than twenty-four (24) hours before the meeting. Absence without leave at two or more regularly scheduled Board Meetings may put club status at risk.

1.2 Each Board Member from a CASU ASO or AG must report CASU activities to their respective organization or group, and report to CASU about the activities of their respective organization or group at each Board Meeting.

1.3 Each Board Member from a CASU ASO must confirm that the accreditation process of their organization has commenced at the beginning of the fall semester.

1.4 Each Board Member from a CASU ASO or AG shall offer good sense and judgment when debating and voting on issues during meetings. When they decide they are in a conflict of interest or bias within the existing debate, a Board Member shall abstain from the discussion and from voting on any motion that may result from such a discussion.

1.5 To maintain funding each CASU ASO and AG is responsible for the following:

- i. Attendance at all possible Board Meetings, any exceptions may be granted by the President provided notice is given;
- ii. Reporting about the affairs of the ASO or AG at each Board Meeting;
- iii. Running one event during Arts Day and assisting the Director of Activities with CASU events during Arts Day;
- iv. Running one event during Arts Week and assisting the Director of Activities with CASU events during Arts Week;
- v. Following all University of Guelph policies as outlined in the SOP.
- vi. Sending at least one representative to clubs training as run by the Director of Activities in the Fall semester;
- vii. Ensure that their representative is not absent from more than two meetings without notice;
- viii. Must run a minimum of two events per semester.

1.6 All CASU ASOs must complete and submit the following financial and organizational requirements with strict adherence to the deadlines set. If an ASO does not comply with the deadlines, it is at the discretion of the executive to withhold funding.

- i. In order for fall semester funding to be released – an SOP application, a copy of the organization's projected Fall semester budget, a copy of the organization's updated constitution, and a copy of the organization's most recent bank statement by the deadline established by the Director of Communications in consultation with the rest of the Executive;
- ii. In order for Winter semester funding to be released – a copy of the organization's actual budget from Fall semester and a copy of the organization's projected Winter semester budget by the deadline established by the Director of Communications in consultation with the rest of the executive. Any updates to the contact information provided during Fall semester should also be provided at this time.

1.7 AGs are required to supply financial information and contact information for their Board Member, Program Facilitator (PF), and President (if applicable). Deadlines will be strictly adhered to.

1.8 Each ASO and AG must run a minimum of two events per semester.

1.9 ASOs and AGs are responsible for assisting the CASU executive in promoting and running all CASU events.

2. ENTITLEMENT

2.1 Provided a CASU ASO complies with the duties outlined above, CASU will provide the respective ASO with:

- i. \$400 per semester, given in the Fall and Winter semesters, upon completion of requirements listed in section E, subsection 1 of this constitution;
- ii. The Bachelor of Arts and Sciences Student Association (BASSA) shall receive 75% of the student fees received by CASU from the undergraduate students in the Bachelor of Arts and Sciences (BAS) program in the Fall and Winter semesters, upon completion of requirements listed in section E, subsection 1 of this constitution and confirmation of enrolment from the BAS Office;
- iii. Funding will be dispensed upon reception of student fees from the University, funds required by ASOs who have completed their requirements in the interim will be dispensed at the discretion of the Executive and in accordance to cash flow limitations;
- iv. AGs will receive up to \$200 per semester at the discretion of the executive;
- v. All rights granted under the SOP.

3. RAMIFICATIONS

3.1 Should a CASU ASO or AG fail to perform their duties outlined in Section E or violate University of Guelph policy, CASU reserves the right to suspend or revoke ASO or AG status.

3.2 The Executive reserves the right to suspend ASO or AG status and privileges, if the group contravenes the provisions outlined above in 3.1, until the end of the current semester, at which point the Board will review the situation.

3.3 The Board reserves the right to revoke ASO and AG status and privileges if the group contravenes the provisions outlined above. A 2/3 majority vote of the Board in favour of revocation must occur to revoke status.

4. APPLICATIONS BY NEW GROUPS

4.1 In the event that a new group wishes to apply for ASO or AG status under CASU, and has not applied under the SOP document in the previous two semesters, the Director of Communications shall be responsible for facilitating their transition in consultation with the executive

4.2 A group applying for ASO or AG status for the first time must first undergo a period of probation (lasting no longer than two semesters) at the discretion of the executive

4.3 In order to be eligible to apply for full ASO or AG status at the beginning of the next fall semester, a group must

- i. Have a constitution in support of CASU's governing objectives and that has been approved by a consensus of the executive;
- ii. Have sent a representative to at least 2 CASU Board Meetings in a non-voting capacity;
- iii. Have run one event in conjunction with the CASU executive, as per terms agreed to by the Director of Communications and that group;
- iv. Be ratified by a 2/3 majority vote of the board no later than the 12th week of the preceding Fall/Winter semester;

4.4 The CASU executive reserves the right to deny applications for ASO or AG status.

SECTION F: ORIENTATION COORDINATOR(S)

1. TERMS OF REFERENCE

1. The Orientation Coordinator(s) will be appointed after discussion by the incoming and outgoing Executives.
 - i. The Orientation Coordinator(s) should have experience with program planning from a College Government perspective.
 - ii. The position of Orientation Coordinator may be held by more than one person.
 - iii. The Orientation Coordinator will first be offered to the incoming Director of Activities, and then to the general public.
 - iv. Preference will be given to current College of Arts students.

1.2 The term for this position begins May 1 and ends at the conclusion of the second Board Meeting of the Fall semester.

The Orientation Coordinator shall:

- i. Work with the Orientation Week and The Student Transition Office to plan events for CASU, including:
 - a. The annual college lunch;
 - b. At least one other event during Orientation Week.
- ii. Attend meetings as required by the CASU Executive, the Orientation Office at the Centre for New Students, or other Orientation stakeholders;
- iii. Attend all required training sessions and CASU events during Orientation Week;
- iv. Maintain regular contact throughout their term with the President or their designate;
- v. Maintain on-going communication with the Executive during the summer semester.
- vi. Provide continued support for ASOs and AGs in planning and implementing Orientation Week events, including passing on updates as received from the Orientation Office;
- vii. Provide an Orientation Week final report including financial actual budget figures, attendance information, and recommendations to the Board at the second Board Meeting of the fall semester.

SECTION G: BOARD OPERATIONS

1. MEETINGS

1.1 The President shall call the first Board Meeting of each of the fall and winter semesters during the first two weeks of that semester.

1.2 The Chairperson shall officiate at all Board Meetings, except in the case of their absence or if the position is vacant, during which time the President or Director of Communications shall act as Chairperson.

1.3 During the fall and winter semesters, in order to conduct a Board Meeting, quorum shall be set at 50% + 1 of all Board Members, as defined by section B, subsection 2.1, of this constitution.

1.4 During the summer semester, the Executive shall be empowered by the Board to conduct the affairs of CASU according to the guidelines set forth by this constitution.

1.5 The Executive shall communicate with one another at least once a week, outside of Board Meetings, during the fall and winter semesters.

1.6 No error or omission in giving notice of a meeting of the Board shall invalidate or make void any proceedings taken or had at that meeting. The Board is not obligated to publicly make notice of any meeting.

1.7 The Executive will select and publicize at the beginning of the Fall and Winter semesters a minimum of three (3) Board Meetings where Petitions, Delegations, and Representations (PDRs) will be heard.

- i. Additional meetings may be set at the discretion of the executive if there are additional PDR requests after these three meetings have taken place, but do not need to be publicized. These meetings may only be called to hear PDRs that were submitted before the date of the third publicized meeting.

2. VOTING

2.1 Motions arising at Board Meetings shall be decided by the majority of votes cast, except as otherwise noted in this constitution.

2.2 Voting shall be carried out by a simple show of hands, unless otherwise requested by a member of the Board (i.e. secret ballot, roll-call, etc.). The Chairperson may not vote at Board Meetings.

2.3 A motion that receives an equal number of votes for and against is considered to be a defeated motion.

2.4 Electoral votes must be conducted by secret ballot.

2.5 The executive members of CASU shall hold one collective vote at Board Meetings. The executive may request a short recess during Board Meetings to determine their collective vote. If an agreement cannot be reached, the executive shall abstain from voting. This vote will be represented by the President or Director of Communications if the President is not present.

3. RULES OF ORDER

3.1 Except where otherwise stated in this constitution or in its by-laws and policies, the Board shall follow Robert's Rules of Order at the discretion of the Chair in the conduct of its meetings.

3.2 The Board may endorse candidates in any undergraduate campaign at the University of Guelph provided the candidate demonstrates their dedication to representing the membership of CASU and the College of Arts.

4. VACANCIES

4.1 In the event that an Executive position is vacant after the elections period, the President shall:

- i. Announce the vacancy at the first Board Meeting of the Fall semester, publish notice of such a vacancy in appropriate publications for a minimum of two weeks, and send a high volume e-mail to the general membership to solicit candidates for the position.

- ii. Hold duly constituted elections, following the procedure set forth in section H, subsection 1.12, of this constitution.
- iii. In-term elections shall be called by the President, unless the vacancy is the in the position of President, in which case the Director of Communications shall call the election.

4.2 In the event that an Executive position, with the exception of President, is vacant throughout the term, it is at the discretion of the Executives to hold an election for the unfilled position.

4.3 If the position of President is or becomes vacant throughout the term, the Director of Communications will become the acting President until an election can be held.

5. IMPEACHMENT

5.1 The Board may vote to impeach any of its members. Impeachment requires a 2/3 majority vote of the Board in favour of impeachment.

5.2 Notice of motion to impeach must be served at a Board Meeting one week before the motion is to be voted upon.

- i. If the member under review by the Board is not present at the meeting during which notice of motion is served, that member must be contacted with such notice within three days of the meeting via e-mail as well as served a hard copy to be signed by the member calling for impeachment. A hard copy of this e-mail must be kept on file in the CASU office and made available if requested.

5.3 Any member under review has the right to know the specific nature of the complaint levied against him or her. This shall be detailed in the notification sent to them.

5.4 If the Board fails to supply proper notification, the vote to take disciplinary action is automatically deferred to the next Board Meeting following the fulfillment of the proper procedure.

- i. In the event that the board fails to follow proper impeachment procedure and an impeachment vote takes place, the impeached party has the right to appeal that process at the Board level within two weeks of the original vote.

5.5 Any member under review has the right to respond to the complaint levied against him or her at the Board Meeting at which their performance is discussed. The member under review may not be in attendance for any vote concerning disciplinary action.

5.6 The member under review has the right to resign their position prior to the meeting at which the impeachment vote will take place.

SECTION H: STUDENT ORGANIZATION POLICY (SOP)

1. TERMS OF REFERENCE

1.1 CASU shall follow all guidelines set out by the SOP, pursuant to its role as a Primary Student Organization (PSO) at the University of Guelph.

1.2 Any and all organizations who wish to be officially affiliated with CASU through the SOP must have as one of their main governing objectives the promotion of the arts and humanities or the promotion of the rights and concerns of undergraduate students in the College of Arts and those residing in Maids Hall (Artz Haus) and La Maison Française at the University of Guelph.

1.3 Any organization desiring such official affiliation with CASU must submit a SOP application for approval, and must meet all of the requirements therein.

1.4 Each SOP period shall be set by the Associate Vice President (Student Affairs).

1.5 Applications for Accredited Student Organization (ASO) status can be made at any time, but will be valid only for the current SOP period. A group may specify the SOP period for which they are applying.

1.6 CASU will not recognize any student group that advocates sexist, racist, or militarist policies, nor any that practice discriminatory membership procedures such as those outlined in the SOP.

1.7 Any organization not meeting the requirements of the SOP will not be recognized as an ASO and could face disciplinary actions including the withdrawal of monetary support and/or full de-registration.

1.8 SOP applications shall be received by the Director of Communications and must be approved by the Executive before the applicant receives ASO status.

1.9 ASOs and AGs must be ratified by the Executives upon completion of the SOP process before funding is released and voting status at the Board is granted.

SECTION I: ELECTIONS

1. POLICY

Timeline during the winter semester:

- i. Nominations will open Monday and close on Friday of week 7. Campaigning will open on Monday and close on Friday of week 8.
- ii. The Annual General Meeting shall be held on Monday of week 9 and if quorum is not met, an Emergency Board Meeting shall be called directly after the AGM.

1.2 To be nominated for an executive position, a candidate must fulfill the CASU membership requirements as defined by section B of this constitution. They must also be nominated by fifteen (15) individuals who fulfill the aforementioned requirements and be able to complete the one-year executive term between May 1 and April 30 for which they ran.

1.3 An announcement must be made in week 6 by the CEO that nominations will open during week 6. This announcement must be made during the Board Meeting in week 6 (or during an earlier meeting if no Board Meeting is held in week 6), and by Thursday of week 6 on the CASU mass email, and on the website.

1.4 Nominations forms are to be made publicly available using the CASU mass email, website, and any other means of communication on the Monday of week 7.

- i. The CEO reserves the right to review nomination forms and accept eligible candidates for election.
- ii. Candidates may bring nomination forms to Board Meetings or Club meetings to solicit signatures informally only.
- iii. 1.5 Nomination Forms must include
- iv. The candidate's name and contact information
- v. Fifteen (15) nomination signatures from students registered in the College of Arts
- vi. An indication of which position the candidate will run for

1.6 The CEO shall not accept any nomination forms received after 5:30pm on the Friday of week 7.

1.7 Candidates will be given at least 48 hours notice, via email, of the time of the all-candidates meeting run by the CEO during week 8.

- i. During the all-candidates meeting, the CEO is responsible for informing all candidates of campaigning rules
- ii. The Campaign period shall not be opened until after the conclusion of the all-candidates meeting.

1.8 The campaign period shall be closed as of 5:30pm on the Friday of week 8.

1.9 An Annual General Meeting (AGM) shall be held on the Monday of week 9.

- i. The AGM shall allow time for each candidate to make a statement (of a length to be determined by the CEO), and for the general population to cast their votes.
- ii. The AGM may also include a debate period or all candidates forum to allow voters to ask questions. Alternatively, the CEO may decide to hold this forum during week 7, the campaign period.
- iii. Quorum for the executive election during the AGM shall be 5% of all undergraduate students in the College of Arts at the University of Guelph.
- iv. If Quorum is not met during the AGM, the CEO may call an emergency Board Meeting for the election of the executive.
- v. At the discretion of the Executives, the Director of Operations may make voting available online during week 8 of the Winter semester. If such is the case and quorum still not met, an Emergency Board Meeting will be called before the next scheduled Board Meeting.

1.10 Only one Emergency Board Meeting may be held for the purpose of elections each year.

- i. This meeting shall be an opportunity for only Board Members to ask additional questions of each candidate and vote for the candidate of their choice for each position;
- ii. If a Board Member was not in attendance during the AGM, should it have been held, they may not vote during the Emergency Board Meeting

1.11 The CEO shall facilitate the AGM and the Emergency Board Meeting

1.12 Should an executive position remain open after elections, the CASU executive may appoint a suitable candidate to that position during executive empowerment in the summer term.

1.13 Should any executive position remain open after elections in the Winter semester, by-elections shall be held in the following Fall semester pursuant to the following procedure:

- i. The nomination period shall remain open for at least five (5) days after approval by the CASU Board;
- ii. Candidates who successfully meet the criteria outlined in Section I, subsection 1 will be interviewed and elected by the board during the next Board Meeting;
- iii. Existing executive members may not cast a vote for candidates who would be elected during their term;
- iv. Individuals elected during by-elections will have their honoraria for the fall semester pro-rated; that is, reduced according to the percentage of time they have not performed their executive duties. This reduction shall be calculated as a percentage of 13 weeks (including orientation week);
- v. Should an executive position remain open after the by-election period, other executive members taking over the responsibilities of the open position may receive a fraction of the

honoraria in addition to their own. The percentage of the honoraria received shall not exceed eighty percent (80%) and shall be approved by a motion of the Board.

1.14 An existing executive member shall not endorse a candidate for elections.

2. CHIEF ELECTORAL OFFICER

2.1 The CEO is the final arbiter in all electoral matters.

2.2 The position of CEO shall be filled by the Chair.

- i. If the Chair is a candidate for election, a non-returning executive member shall act as the CEO, preference given to the President and Director of Communications. If there are no non-returning executive members, a non-returning Board Member shall act as the CEO.

2.3 If the Chair is running for election and cannot act as the CEO, the chair shall only receive \$150 for their winter honoraria.

- i. In the case that the chair only receives \$150 for their Winter honoraria, the CEO shall receive a \$50 honourarium for their work regarding elections.

3. ELIGIBILITY AND VOTING

3.1 All members of CASU as defined in section B, subsection 1.1 may be candidates for office.

3.2 All members of CASU may cast one vote each for each position.

3.3 The CEO shall be assisted by two helpers while he/she counts the ballots. The two helpers shall be either non-returning executive members, or non-returning Board Members, or a combination of both, and must be approved by the Board prior to the AGM.

3.4 Non-returning executive members may cast a ballot in the election. Current executive members running for re-election may not cast a ballot. Candidates for election may not cast a ballot.

4. CAMPAIGNING

4.1 Campaigning may not commence until the nomination period has closed and all candidates have met officially with the CEO.

4.2 Candidates may not make use of mass emails or club contact lists during their campaign and must refrain from campaigning during Board Meetings

4.3 All campaigning must be done in accordance with relevant University of Guelph solicitation policies, Student Housing Services postering policies, the Human Rights and Equity Policy, and the Student Rights & Responsibilities policy.

4.4 The CEO shall be responsible for determining acceptable campaign rules, and shall mark approved posters before they are hung.

4.5 Candidates are responsible for all advertising placed in their name and the removal of said advertisements after voting has taken place.

4.6 No candidate may interfere with the campaign of any other candidate. If a candidate believes that another has committed a campaign infraction, he/she should take no action other than bringing the matter to the attention of the CEO or designate as soon as possible.

4.7 All campaigning must cease at least twenty-four (24) hours prior to the opening of the polls. The distribution of any campaign materials by any means shall be discontinued at this time. Visual campaign materials hung prior to that time need not be immediately removed by the candidate.

4.8 Money allotted towards the elections will be budgeted as follows:

- i. The CEO shall spend no more than one hundred and fifty dollars (\$150.00) on elections events, including refreshments for the AGM
- ii. The CEO shall spend no more than twenty-five dollars (\$25.00) on printing posters and flyers to advertise for elections and elections-related events
- iii. Each candidate may claim up to ten dollars (\$10.00) related to their campaigning expense. In order to make this claim, a candidate must submit a reimbursement form to the CEO. The CEO reserves the right to approve or disapprove reimbursement of campaigning expenses according to adherence to campaign rules.

5. RETURNS AND APPEALS

5.1 Ballots are to be counted using Robert's Rules for preferential voting:

- i. For a candidate to be elected, they must have 50% +1 of the vote
- ii. The president shall cast a marked vote to be the deciding vote in the case of a tie
 - a. If the president is a candidate in the election, the CEO shall assign either a non-returning executive member or a non-returning Board Member to cast the marked ballot
- iii. Each student registered under the College of Arts may cast one vote for each position
 - a. In the case that quorum is not met during the AGM or through online voting, only executive and Board Members who are not candidates in the election may cast a ballot.

5.2 The ballots shall be counted by the CEO and the two helpers:

- i. The helpers shall be either non-returning executive members or non-returning Board Members, or a combination of the two;
- ii. The CEO, in conjunction with the two helpers, shall announce the winner for each position first to the candidates and then to those present for elections; the CASU constituency shall be informed by the outgoing Director of Operations

5.3 After the winners are determined, they will be ratified into their positions at the next scheduled Board Meeting, where the Board must pass a motion to accept each elected candidate to the executive.

5.4 The ballots shall be kept for fourteen (14) days after the election.

5.5 Appeals shall be directed to the CEO through the current President:

- i. Appeals are to be made within twenty-four (24) hours of results to be heard;
- ii. Appeals will be heard by the CEO and one non-returning executive member and one non-returning Board Member:
 - a. If the CEO's conduct is in question during the appeal, the committee shall include one additional executive or Board Member;
 - b. If the appeals committee finds differently from the CEO and counters, the decision of the appeals committee shall stand.

5.6 The decision of the appeals committee is to be brought to the next Board Meeting:

- i. If no misconduct is found, the appeals committee shall present their case to the board and provide the opportunity for questions;
- ii. If misconduct is found, the appeals committee shall put forth a motion to rectify the situation.

SECTION J: AMENDMENTS TO THE CONSTITUTION OR GENERAL POLICY

1. NOTICE

1.1 Notice of the proposed amendments to the CASU Constitution and/or General Policy must be made at least two weeks prior to their placement on an agenda for a Board vote.

1.2 The Board shall publish notices of proposed changes to the CASU Constitution and/or General Policy, including text of all such resolutions referring to the proposed changes, at least one week prior to such a resolution being introduced at a Board Meeting.

2. VOTES REQUIRED

2.1 Amendments to the CASU Constitution and its policies and by-laws require a 2/3 majority vote of the Board in favour of the amendments.

3. CHANGES IN FEES

3.1 The CASU fee collected by the University may be changed by referendum. The question for the referendum must be given notice of motion at a Board Meeting.

3.2 By University of Guelph and CASU policy, for the referendum to be successful it must reach a quorum that is equal to 10% of the undergraduate students in the College of Arts at the University of Guelph.

3.3 The Chief Electoral Officer will be the Chair of the CASU board.

3.4 In the interest of protecting the equitable rights of all persons involved in an referendum campaign, all materials and services used will be monitored by the Chief Electoral Officer.

3.5 All campaigning will cease twenty-four (24) hours before the referendum question.

SECTION K: HONOURARIA

1. EXECUTIVE HONOURARIA

Executive honoraria shall be given to each Executive member during the twelfth (12) academic week of the Fall and Winter semesters. The amount of an Executive honorarium is \$500 per semester per Executive member.

- i. In the case that an executive member is not elected until after the commencement of the Fall semester, their honourarium for the fall semester shall be reduced according to the number of weeks they were not in that position. The number of weeks for the fall semester shall be calculated as thirteen (13), including each week of class and Orientation Week.
- ii. In the event that an executive position remains open for an entire semester (thirteen weeks for the Fall and twelve for the Winter), an executive member who takes over the duties of the empty position may receive an additional honouraria at the discretion of the executives up to eighty (80%) of the original honourarium. In the event that two or more executive members take on the responsibility of the empty position, the honourarium shall be split evenly between them.
- iii. Any changes to honouraria, as outlined above must be ratified by the Board.

1.3 The President will be given an additional 50% of the semesterly honoraria for spring semester responsibilities.

1.4 The Orientation Coordinator position will be awarded \$500 upon the completion of their responsibilities, as defined by section E, subsection 1.3, of this constitution. If more than one individual acts as Orientation Coordinator, the honorarium shall be equally split.

1.5 The Chairperson shall be awarded an honorarium of \$150 for the Fall Semester and \$200 for the Winter semester:

- i. If the Chairperson is running as a candidate in the winter elections, they shall only receive \$150 for their winter semester honouraria;
- ii. In the case that the chairperson receives only \$150, the CEO shall receive \$50 for their work regarding elections

1.6 An Executive and/or Orientation Coordinator honoraria can be reviewed by the Board in the event that the Board believes that the member is not deserving of the full amount.

1.7 Withholding an honoraria amount requires a 2/3 majority vote of the Board in favour of withholding.

SECTION L: BUDGET

1. SPECIFIC BUDGET REQUIREMENTS

1.1 Each year a minimum of \$4000 shall be budgeted for Orientation Week events. Of this amount, an amount equal to \$200 per CASU ASO and AG shall be budgeted to create a fund for these organizations and groups to run (an) Orientation Week event(s). Each organization or group is entitled to \$200 or the sum of that organization or group's Orientation Week event(s) expenditures, whichever is lesser. Reimbursement of this amount will be released upon the receipt of a copy of that organization or group's Orientation Week event(s) invoice(s) and a short written summary of the event(s).

1.2 Each year a minimum of \$100 must be budgeted per ASO and AG for the purposes of running an Arts Day event. Each organization or group is entitled to \$100 or the sum of that organization or group's Arts Week event(s) expenditures, whichever is lesser. Reimbursement of this amount will be released upon the receipt of a copy of that organization or group's Arts Week event(s) invoice(s) and a short written summary of the event(s).

1.3 Each year a minimum of \$4000 shall be budgeted for Arts Week events. Of this amount, an amount equal to \$200 per CASU Accredited Student Organization (ASO) and Associate Group (AG) shall be budgeted to create a fund for these organizations and groups to run (an) Arts Week event(s). Each organization or group is entitled to \$200 or the sum of that organization or group's Arts Week event(s) expenditures, whichever is lesser. Reimbursement of this amount will be released upon the receipt of a copy of that organization or group's Arts Week event(s) invoice(s) and a short written summary of the event(s).

1.4 Each year a minimum of \$500 (\$250 in each Fall and Winter semesters) shall be budgeted for a support fund. This fund is to be used at the discretion of the Executive and is created in order to aid academic departments without requiring the use of the Petitions, Delegations and Representations (PDR) Policy (section M). The maximum amount the Executive can award without consultation of the Board is \$150 per program.

1.5 CASU will budget a minimum of \$500 for each club's large initiative, such as a symposium, provided that there is a document of the details of this event, its historical occurrence, and the previous year's budget on file.

1.6 Each semester, a minimum of \$500 shall be budgeted for new club funding. This funding shall be used in order to support groups who apply for club status for the first time with CASU and who are

not yet entitled to their \$400 per semester club fees. This funding is not to be used for the same event, and is only to be used with unanimous approval of the CASU executive. Any event for which new club funding is used, a member of the CASU executive in addition to the Director of Communications should be in attendance.

1.7 Although there is not a specific requirement for collaborative events outside of Orientation Week, CASU is strongly encouraged to run at least one or more of its events in fall and/or Winter semester (s) as a collaborative event. These events would represent collaboration between CASU and one or more of the following campus groups: any of the other six College Student Governments, the Central Student Association (CSA), or Interhall Council (IHC).

SECTION M: PETITIONS, DELEGATIONS AND REPRESENTATIONS (PDRs)

1. REGULATIONS FOR GROUPS APPLYING

1.1 In fall and winter semesters, CASU has funds available by request for qualifying groups to support activities for undergraduate students in the College of Arts and those residing in Artz Haus and La Maison Française at the University of Guelph or to promote of the arts on-campus, or to address the concerns of those students represented by CASU.

1.2 Qualifying groups fall into two categories: internal and external. Internal groups shall be defined as CASU Accredited Student Organizations (ASOs) and Associate Groups (AGs), thus having funds allocated to them from the CASU operating budget. External groups shall be defined as groups that operate outside of CASU and do not have funds allocated to them from the CASU operating budget.

1.3 Individuals, organizations, or groups applying for funding will not be considered unless it can be clearly demonstrated that the request directly benefits the Arts community at the University of Guelph or the concerns of those students represented by CASU.

1.4 Requests must include a cover letter, detailed budget allocations, and a PDR request form. Requests missing one or more of these three components will not be considered.

1.5 All parties requesting funding must provide a detailed list of all other sources where funding has been obtained, or is being sought, prior to its request.

1.6 Qualifying groups must submit their request to the CASU Board for consideration. Submissions should be given to the Director of Communications by the posted deadline prior to the scheduled PDR meeting at which the group would like to request funding.

1.7 CASU will not accept PDR requests for individual or group trips.

1.8 In fairness to all organizations, no external group will be awarded more than \$200 in any semester and no internal group shall be awarded more than \$200 in any semester on top of their regular funding under the CASU operating budget.

1.9 The board may decide to award a greater amount than requested for any PDR as long as the amount awarded does not exceed \$200.

1.10 In the event that CASU's PDR budget is low, the executive may alert the board during PDR discussions.

1.11 The Director of Communications will notify all parties requesting funding within seventy-two (72) hours of a Board decision.

1.12 A PDR from any party, internal or external, shall not be considered if outstanding final reports from previously granted PDRs exist.

1.13 The Executive will select and publicize at the beginning of the fall and winter semesters a minimum of three Board Meetings where PDRs will be evaluated.

1.14 Following notification of the parties regarding the outcome of their PDR request, CASU will only hold the funds within their office for a period of 30 days.