

University of Guelph
College of Social and Applied
Human Sciences Student Alliance
Constitution (2013 – 2014)

Interpretation

In this constitution,

“CSAHS” stands for the College of Social and Applied Human Sciences

“CSAHS-SA” stands for the College of Social and Applied Human Sciences Student Alliance

“The University” and/or “UoG” stands for and refers to University of Guelph

“CSA” stands for Central Students Association

“ESSE” stands for the Environmental Science Student Executive Representative

“BASSA” stands for the Bachelor of Arts and Science Student Association

“SSC” stands for the Student Senate Caucus

“VP” stands for Vice-President

“PDR” stands for Petitions, Delegations, and Representations

“ASO” stands for Accredited Student Organization

“SOP” stands for Student Organization Policy

“SRM” stands for Student Risk Management

“SEC” stands for the Student Executive Committee

“FRF” stands for Financial Request Form

“SLAM” stands for Student Leaders and Administration Meeting

“CEO” stands for Chief Electoral Officer

“AEO” stands for Assistant Electoral Officer

“SSC” stands for Student Senate Caucus

Section 1: Preamble

- 1.1 All full time and part time undergraduate students at the UoG enrolled in a program within CSAHS will be known as the CSAHS Student Membership, hereafter referred to as the “Membership”.
- 1.2 The executive council of the Membership, made up of the President, VP of Internal Affairs, VP of Finance, VP of Activities, VP of Administration, and the VP of Communications & Promotions shall be known as CSAHS-SA, hereafter referred to as the “Executive”.
- 1.3 The governing body, which includes the Executive, shall be known as the CSAHS-SA Board of Directors, hereafter referred to as the “Board”.
- 1.4 This constitution shall override any previously existing constitutions by the CSAHS Student Government, CSAHS-SA, College of Social Sciences Student Government or the Family and Consumer Studies Student Administrative Council.

Section 2: Mandate

- 2.1 To be the official representative of the Membership.

- 2.2 To foster the affiliation of CSAHS students with other students, student organizations, faculty, Dean and administrative bodies at the UoG as well as other institutions.
- 2.3 To generate interest and encourage participation in CSAHS ASOs and the CSAHS-SA.
- 2.4 To discuss, raise and act upon issues of concern to the Membership.
- 2.5 To provide a forum where students can present views, opinions, critiques, and obtain information regarding CSAHS-SA events and policies as well as aspects of the various fields of study within the CSAHS.
- 2.6 To manage students' funds imparted upon CSAHS-SA for the present and future benefit of the Membership.
- 2.7 To create and/or partake in educational, social and political events that facilitates learning and promotes social awareness and the betterment of student life at the UoG.
- 2.8 To defend the rights and interests of the Membership at the UoG as outlined in Section 18 of the policies.

Section 3: Privileges of the Membership

- 3.1 Refer to Section 1.1 for definition of the Membership.
- 3.2 All members have the right to participate and vote at all general meetings.
- 3.3 All members have the right to act as nominators for any person running for an executive position with the CSAHS-SA.
- 3.4 All members have the right to run for executive positions on the CSAHS-SA.
- 3.5 All members have the right to participate in events that are run by the CSAHS-SA.
- 3.6 All members are granted access to student space.
- 3.7 All members have the right to book and reserve the use of the MacDonald Institute Lounge.

Section 4: Board Composition

- 4.1 The CSAHS-SA Board shall consist of the Executive, a Chairperson, a CSA at-large representatives, an ESSE Representative, a BASSA Representative, a SSC representative and one (1) representative from each CSAHS-SA ASO (see Section 10).
- 4.2 All Board members are required to belong to the Membership.
- 4.3 Board members with voting rights:
 - a) President
 - b) VP of Internal Affairs
 - c) VP of Activities
 - d) VP of Administration
 - e) VP of Finance
 - f) VP of Communications
 - g) CSAHS-SA ASO Representatives
 - h) CSA Appointed Representative
 - i) ESSE Representative
 - j) SSC Representative
 - k) BASSA Representative
- 4.4 Board members without voting rights:
 - a) Chairperson
 - b) CSA at-large representatives
 - c) Members at-large

- 4.5 No one person may simultaneously hold two positions on the CSAHS-SA Board, excluding the CSA at-large representatives.
- 4.6 No voting Board member of the CSAHS-SA may also be a voting member of a CSAHS-SA ASO.

Section 5: General Duties of the Board

- 5.1 To uphold the existing CSAHS-SA constitution.
- 5.2 To represent the opinions and best interest of their constituents at all times.
- 5.3 To assist and work with all other members of the Board.
- 5.4 To effectively communicate information between their constituents, and the board in a timely manner. All Board members must attend all Board meetings, or if unable to attend must inform the ~~President~~ VP of Administration or Chairperson in advance of the meeting, unless there are special circumstances.
- 5.5 Any Non-Executive member may be removed by a simple majority vote of the Board if they have two (2) unexcused absences from meetings in one (1) semester.
- 5.6 All Board members shall hold office until:
 - a) End of Term, April 30th;
 - b) Resignation;
 - c) Impeachment
- 5.7 The Board will draft an annual sustainability pledge to be signed during the first month of the fall semester.

Section 6: Rights of the Board

- 6.1 To hold a referendum.
- 6.2 To impeach any member.
- 6.3 To appoint members to various committees created by the board.
- 6.4 To amend the constitution.
- 6.5 To elect the President, VP of Internal Affairs, VP of Activities, VP of Administration, VP of Finance, and the VP of Communications.
- 6.6 To approve or disapprove the annual budget and to ensure the financial viability of CSAHS-SA.
- 6.7 In the event that an executive member does not complete their term each semester to the satisfaction of the Board, the Board shall decide on the amount of the ~~an~~ honorarium.

Section 7: Board Meetings

- 7.1 All voting members of the Board shall have one (1) vote each (see section 4.3).
- 7.2 Any member with a “conflict of interest” shall not partake in any related vote by the Board. The member will be required to leave during the vote. If a member does not declare a conflict of interest, the Board may vote that one exists with a simple majority.
 - a) A “conflict of interest” occurs whenever a Board or Executive member has multiple interest and where one interest may corrupt the motivation for action in another.
- 7.3 The board shall meet no fewer than 5 times a semester.
- 7.4 The board may amend the meeting date and/or time by a 2/3’s majority vote on a semesterly basis.
- 7.5 Meetings of the Board shall be conducted under rulings of the Chairperson using Robert’s Rules of Order.

- 7.6 Quorum shall consist of 50% + 1 of the filled positions on the Board.
- 7.7 Notice for Board meetings, and the agenda for said meeting, must be given 24 hours in advance of the meeting time.
- 7.8 Failure by any board member to attend meetings may result in suspension of ASO status as outlined in section 10.2.

Section 8: Responsibilities of the Executive

8.1 President

- 8.1.1 The President shall be the external representative for the CSAHS-SA in all matters.
- 8.1.2 The President shall be responsible, together with the Vice-President Finance, for the finances of the CSAHS-SA, and act as one of two (2) primary signing officers. The VP of Internal Affairs shall be the third signing officer.
- 8.1.3 The President shall be made a signing officer for each ASO with its own bank account, and will intervene only in the event of the prolonged absence of a required ASO signing officer, or if an account must be frozen.
- 8.1.4 The President shall chair the Executive and Board meetings in the absence of the Chairperson.
- 8.1.5 The President shall be the CSAHS-SA representative on SEC and SLAM. The VP Internal Affairs shall find an appropriate representative from CSAHS to sit on the alternate committee.
- 8.1.6 The President shall communicate administrative activities pertaining to CSAHS members to the Executive and Board.
- 8.1.7 The President shall be the CSAHS-SA primary liaison to the College Administration and Alumni Affairs.
- 8.1.8 The President shall be responsible for the promotion and development of academic life of those within the CSAHS.
- 8.1.9 The President shall be a co-resource to the VP of Internal Affairs responsible for initiating and securing necessary training and group development tools for the Board, ASOs and the Executive.

8.2 VP of Internal Affairs

- 8.2.1 The VP of Internal Affairs shall assume the duties of the President when authorized to do so by the President, or when the President position is vacant.
- 8.2.2
 - a) In the event that the VP-Internal Affairs is unwilling to assume the permanent position, he or she will hold the position until an election for President occurs (in accordance with Section 11).
 - b) If the VP-Internal Affairs decides to permanently hold the position of President, elections shall then occur for a new VP of Internal Affairs and to ratify the VP of Internal Affairs as President, in accordance with section 11.
- 8.2.3 The VP of Internal Affairs shall receive and communicate to the appropriate parties the names of CSAHS-SA representatives to all committees to which CSAHS Student Membership holds seats on (SR&R, ITSAC, Judicial and CSA Board). The VP Internal Affairs shall have the first right to sit on any respective committee where CSAHS Student Membership representation is not found or to appoint an appropriate representative.
- 8.2.4 The VP of Internal Affairs shall be responsible as a co-resource to the VP of Activities and the President for Career Night.
- 8.2.5 The VP of Internal Affairs shall be made the third signing officer of the CSAHS-SA.

- 8.2.6 The VP of Internal Affairs shall act as the CSAHS-SA ASO Coordinator and his/her duties include, however are not restricted to:
- a) Maintaining close and regular contact with all CSAHS-SA ASOs;
 - b) Be responsible for collecting and submitting CSAHS-SA's ASOs Registration;
 - c) Monitoring the compliance of CSAHS-SA's ASOs with regard to both their constitutional responsibilities and those outlined in the official University of Guelph Student Organization Policy;
 - d) Act as a resource for ASO Constitutional Review;
 - e) Aid in ASO Membership Recruitment.
- 8.2.7 The VP of Internal Affairs shall be co-resource to the President responsible for initiating and securing necessary training and group development tools for the Board, ASOs and the Executive.
- 8.2.8 The VP of Internal Affairs shall be responsible for completing and submitting the SOP document for the CSAHS-SA in the fall semester.
- 8.2.9 The VP of Internal Affairs shall attend a minimum of one meeting of each CSAHS-SA ASO club in the Fall and Winter semester.

8.3 VP of Activities

- 8.3.1 The VP of Activities shall be responsible for the following areas of programming:
- a) Graduation Events / Formal;
 - b) Academic Events;
 - c) General Events/Social Evening;
 - d) CSAHS Week, in week four (4) of semester two (2).
- 8.3.2 The VP of Activities shall be responsible as a co-resource (along with the President and the VP of Internal Affairs) for Career Night.
- 8.3.3 The VP of Activities shall be available to assist in the programming and implementation of awareness and educational campaigns at the discretion of the executive.
- 8.3.4 The VP of Activities shall be the CSAHS-SA representative to the SRM Committee and shall be responsible to be a resource for training ASO members on event planning and SRM policies.
- 8.3.5 The VP of Activities shall act as a resource to CSAHS-SA ASO's for the planning and implementation of O-week events.
- 8.3.6 The VP of Activities shall be the O-Week Co-ordinator and shall attend all necessary raining or appoint an appropriate alternative.
- a) The O-Week Co-ordinator shall complete a transition report no later than two weeks after the end of O-Week to receive their honorarium.

8.4 VP of Administration

- 8.4.1 The VP of Administration shall be the alternate to the VP of Communications with regard to the distribution of the electronic CSAHS-SA newsletter or mass e-mail, produced bi-weekly. The primary purpose of this is to advertise ASO and CSAHS events to the membership. The Mass e-mail must be approved by two Executive members, the VP of Administration being one of them.
- 8.4.2 The VP of Administration shall be responsible for ensuring that offices are staffed during appropriate office hours.
- 8.4.3 The VP of Administration shall be responsible for the maintenance of CSAHS-SA, student controlled space, including, but not limited to, lounges and office space.
- 8.4.4 The VP Administration shall be responsible for maintaining supplies and equipment in CSAHS-SA offices and lounges.

- 8.4.5 The VP of Administration shall organize General meetings as required.
- 8.4.6 The VP of Administration shall take and distribute detailed Board packages prior to Board.
 - a) Content of Board packages will include agenda, Executive and Board minutes and PDRs (if applicable);
- 8.4.7 The VP of Administration shall maintain a comprehensive and orderly filing system to be audited annually.
- 8.4.8 The VP of Administration shall book all meeting rooms (Board and Executive) in advance and post notice.
- 8.4.9 The VP of Administration shall be responsible for ensuring mail is collected from the following mail boxes: CSA, CSAHS Dean, COA Dean.

8.5 VP of Finance

- 8.5.1 The VP of Finance shall be responsible, together with the President, for the finances of the CSAHS-SA and act as one of the two (2) primary signing officers. The VP of Internal Affairs shall be the third signing officer.
- 8.5.2 The VP of Finance shall be made a signing officer for each ASO with its own bank account, and will intervene only in the event of the prolonged absence of a required ASO signing officer, or if an account must be frozen.
- 8.5.3 The VP of Finance shall ~~be responsible for~~ prepare a balanced and organized Fall and Winter semester budgets to be reviewed and approved by the Board approval for the incoming CSAHS-SA by the second last board meeting of the Winter semester.
- 8.5.4 The VP OF Finance must report the CSAHS-SA's financial status on a per-semester basis.
- 8.5.5 Within one (1) week of receiving CSAHS student fees, the VP of Finance will give the ESSE their student fees.
- 8.5.6 The VP of Finance shall make and keep detailed financial records for the CSAHS-SA.
- 8.5.7 The VP of Finance shall be available to assist ASOs in the preparation of their budgets.
- 8.5.8 The VP of Finance is responsible for processing all FRFs and inputting them into the budget and cheque tracker accordingly in an organized and timely manner.
- 8.5.9 The VP of Finance shall be responsible for receiving and processing all PDR applications.
- 8.5.10 The VP of Finance shall be responsible for completing the audit in accordance with the SOP.

8.6 VP of Communications

- 8.6.1 The VP of Communications shall be responsible for the distribution of the electronic CSAHS-SA newsletter or mass e-mail, produced bi-weekly. The primary purpose of this is to advertise ASO and CSAHS events to the membership. The Mass e-mail must be approved by two Executive members, the VP of Communications being one of them.
- 8.6.2 The VP of Communications shall be responsible for maintaining and updating all CSAHS-SA social media outlets: Twitter, Facebook, and Website.
- 8.6.3 The VP of Communications shall be responsible for providing marketing strategies for the CSAHS-SA under supervision of the executive.
- 8.6.4 The VP of Communications shall assist the VP Administration with programming awareness, events and campaigns.
- 8.6.5 The VP of Communications shall assist with the promotion of the CSAHS-SA to new students prior to September.
- 8.6.6 The VP of Communications shall be responsible for the CSAHS-SA promotion at events with the use of promotional tools.
- 8.6.7 The VP of Communications shall be responsible for planning refreshments and foods for the Board of Directors Meetings.

- 8.6.8 The VP of Communications shall be responsible for publicly posting all Executive and Board meeting minutes and agendas as well as the current CSAHS-SA constitution and annual budgets.

8.7 General Executive Duties

- 8.7.1 To meet weekly as an Executive outside of Board meetings.
- 8.7.2 To appoint a Summer contact to liaise with the appropriate bodies over the Spring/Summer semester. The Summer contact shall be responsible for responding to CSAHS-SA e-mails, checking CSAHS-SA mailboxes and completing any financial duties.
- 8.7.3 Each Executive member shall be responsible for creating and maintaining a contact list of their equivalent position on affiliated ASO executives.
- 8.7.4 Must compile an end-of-term report for respective executive position to be transferred to the incumbent of that position at the executive transition.
- 8.7.5 Upon completion of the Executive members' end-of-term reports, they are to be presented by each member and evaluated and edited accordingly (if required).
- 8.7.6 All Executives shall hold a minimum of two (2) office hours per week.
- 8.7.7 All Executives shall be responsible for completing officer reports Board meetings.
- 8.7.8 No Executive member of the CSAHS-SA shall simultaneously hold an executive position of a CSAHS-SA ASO.

8.8 Honorariums

- 8.8.1 The President shall receive a semesterly honorarium of \$500, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively, conditional upon the completion of an annual transition report, submitted to the VP of Internal Affairs by the agreed upon deadline.
- 8.8.2 The VP-Internal Affairs shall receive a semesterly honorarium of \$400, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively, conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.
- 8.8.3 The VP Activities shall receive a semesterly honorarium in the amount of \$400, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively, conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.
- 8.8.4 The VP Administration shall receive a semesterly honorarium in the amount of \$400, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.
- 8.8.5 The VP Finance shall receive a semesterly honorarium in the amount of \$400, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively, conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.
- 8.8.6 The VP Communications shall receive a semesterly honorarium in the amount of \$400, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st respectively, conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.
- 8.8.7 The Chairperson shall receive a semesterly honorarium in the amount of \$150, to be paid at the completion of each of the Fall and Winter semesters, on Dec. 1st and Apr. 1st

respectively, conditional upon the completion of an annual transition report, submitted to the President, by the deadline he/she sets.

- 8.8.8 The O-week Co-ordinator shall receive a \$400 honorarium upon completion of the O-week transition report that is to be completed no later than two weeks after the end of O-week.
- 8.8.9 The Summer contact shall receive an honorarium of \$400.
- 8.8.10 In the event an executive position(s) remains vacant for the semester(s), the honorarium may be distributed.

Section 9: Responsibilities of Non-Executive Members

9.1 Chairperson

- 9.1.1 The Chairperson shall be appointed by the incoming and outgoing executive through an interview process. In the event that this position is not filled by the end of the outgoing executive's term, the Chairperson shall be appointed by the new executive in the term year.
- 9.1.2 The Chairperson shall maintain an unbiased position.
- 9.1.3 The Chairperson shall conduct board meetings in accordance with Robert's Rules of Order and the CSAHS-SA constitution.
- 9.1.4 The Chairperson shall act as the resource person for the Constitutional Review Committee.
- 9.1.5 The Chairperson shall hold minimum a one hour session dedicated to office hours.
- 9.1.6 The Chairperson shall be responsible for upholding the integrity of the CSAHS-SA Constitution.
- 9.1.7 The Chairperson shall act as the formal contact for complaints levied by ASOs against the CSAHS-SA or any of its Executive members.
- 9.1.8 The Chairperson shall act as the CEO for CSAHS-SA Executive elections (see sections 11).

9.2 CSA Appointed Representative

- 9.2.1 Shall be appointed by the CSAHS-SA Executive to represent CSAHS-SA students on the CSA Board of Directors.
- 9.2.2 Shall attend all CSA Board of Directors meetings and represent the views of the CSAHS-SA in an appropriate manner.
- 9.2.3 Shall keep the CSAHS-SA Board informed about all CSA matters.

9.3 ESSE Representative

- 9.3.1 Shall represent the interests of all Environmental Science students enrolled in CSAHS.
- 9.3.2 Shall act as a liaison between CSAHS Environmental Science students, ESSE and the CSAHS-SA.
- 9.3.3 Shall be appointed to the CSAHS-SA Board by ESSE.

9.4 BASSA Representative

- 9.4.1 Shall represent the interests of all Bachelor of Arts and Sciences students enrolled in CSAHS.
- 9.4.2 Shall act as a liaison between CSAHS students under the Bachelor of Arts and Science, BASSA and the CSAHS-SA.
- 9.4.3 Shall be appointed to the CSAHS-SA Board by the BASSA.

9.5 SSC Representative

- 9.5.1 Shall represent the interests of all CSAHS students.
- 9.5.2 Shall act as a liaison between CSAHS students, the CSAHS-SA and the Senate.

9.5.3 Shall be requested by the CSAHS-SA Executive to be present at Board meetings.

9.6 CSAHS-SA ASO Representatives

9.6.1 Shall represent the interest of all CSAHS students included within their constituency.

9.6.2 Shall act as a liaison between the CSAHS students included within their constituency, the administrative body of their ASO and the CSAHS-SA.

9.6.3 Shall be appointed to the CSAHS-SA Board by the administrative body of their ASO.

Section 10: CSAHS-SA ASOs

10.1 An ASO shall be considered an association or group of students united in pursuance of a common interest, and must be aligned with a major in one (1) or more of the fields of Social Science and Applied Science, and must satisfy the requirements outlined in section 10.2.

10.2 ASO Responsibilities:

10.2.1 All recognized ASOs must comply with the UoG's SOP and must be empowered by the board (refer to Section 19 in CSAHS-SA Policies).

10.2.2 All recognized ASOs must comply with the UoG's SRM policy with respect to all ASO events and trips.

10.2.3 All recognized ASOs must uphold the mandate and integrity of CSAHS-SA, outlined in this constitution, and in Section 18 of the policies.

10.2.4 All recognized ASOs must maintain a representative to the CSAHS-SA Board that fulfills all Board Responsibilities. Two unexcused absences in a semester may result in a suspension of ASO funds.

10.2.5 All recognized ASOs must submit an up-to-date copy of their constitution during the SOP accreditation process in a timely manner.

10.2.6 All recognized ASOs must submit a balanced budget during the SOP accreditation process.

10.2.7 All recognized ASOs must submit any additional financial information requested by the VP of Finance, or the Board.

10.2.8 All recognized ASOs must organize and run at least one O-Week event each Fall, the cost of the event dependent upon their own preference.

10.2.9 All recognized ASOs must present a transition report to the VP of Internal Affairs before the end of March.

10.2.10 All recognized ASOs must hold elections in the Winter Semester before the end of week 10 for the following school year's ASO executives. Any vacant positions shall be filled in the following Fall Semester by-election prior to the end of September.

10.2.11 ASOs must inform the VP of Internal Affairs a minimum of two (2) weeks before the date of the election.

10.2.12 All recognized ASOs must be open to all members of the UoG and abide by the UoG's Human Rights Policy.

10.2.13 All recognized ASOs may PDR the Board for any necessary funds.

10.2.14 Failure to comply with the CSAHS-SA Constitution and policies may result in the suspension or loss of ASO status at the discretion of the President and VP of Finance.

10.3 CSAHS-SA ASO Privileges

10.3.1 Upon satisfaction of the responsibilities of section 10.2, CSAHS-SA ASOs will be entitled to use the CSAHS-SA ASOs office (off the MINS lounge).

- 10.3.2 Upon satisfaction of the responsibilities of section 10.2, CSAHS-SA ASOs will be assigned photocopy codes.
- 10.3.3 Upon satisfaction of the responsibilities of section 10.2, CSAHS-SA ASOs will be permitted to program events under the SOP insurance policy in accordance with SRM policy.
- 10.3.4 Upon satisfaction of the responsibilities of section 10.2, CSAHS-SA ASOs will be able to book space at the UoG, in accordance with the SOP.

10.4 CSAHS-SA ASO Finances

- 10.4.1 Upon satisfaction of the responsibilities of section 10.2 each CSAHS-SA ASO affiliated with a major shall be entitled to \$500, plus an additional \$50 for every additional 50 students in their major after the first 100 each Fall and Winter semester.
- 10.4.2 Upon satisfaction of the responsibilities of section 10.2, ESSE will be entitled to 75% of their student fees.
- 10.4.3 Upon satisfaction of the responsibilities of section 10.2, all recognized ASOs must submit completed Financial Request Forms with appropriate documentation when accessing their funds.
- 10.4.4 CSAHS-SA ASOs reserve the right to carry over 30% of their student fees to the following semester provided the request is made by the second last meeting of the current semester in writing to the VP of Finance. The written request must outline the reasons that the funds were not used sufficiently, and the ways in which the ASO plans to use them in the following semester. The allowance of the carryover of 30% of their student fees is at the discretion of the VP of Finance.
- 10.4.5 If a ASO wishes to carry over an amount exceeding 30% of their student fees to the following semester, the ASO must submit this request to the board. The request must be approved by a simple majority of the Board.
- 10.4.6 ASO funds not accessed or carried over by the end of the winter semester will be placed into a surplus account to be used at the discretion of the executive, ratified by the Board.

10.5 CSAHS-SA ASO Disciplinary Action

- 10.5.1 If a CSAHS-SA ASO fails to fulfill their responsibilities, their "ASO status" may be suspended.
- 10.5.2 Suspension of ASO status may include, but is not limited to, the following conditions:
 - a) Placing a freeze on the ASO bank account;
 - b) Suspension of the transfer of funds from the CSAHS-SA;
 - c) Suspension of ASO SOP status;
 - d) Suspension of the ASO seat on the CSAHS-SA Board;
 - e) Suspension of the right to PDR the CSAHS-SA Board;
 - f) Suspension of any additional rights and privileges of ASO status.
- 10.5.3 Any ASO whose status has been suspended by the President and Vice-President Finance may appeal the decision to the CSAHS-SA Board for reinstatement. Reinstatement of ASO status requires a 2/3 majority vote.

Section 11: General Meetings

- 11.1 A general meeting can be called by the President, the Board, or by a petition of 5% of the Membership.
- 11.2 Quorum at a general meeting is 10% of the Membership.
- 11.3 General meetings shall operate following Robert's Rules of Order.
- 11.4 General meetings may not overrule motions passed by the Board.

11.5 The VP of Administration shall organize general meetings as required.

Section 12: CSAHS-SA Elections

12.1 CSAHS-SA elections shall take place in Week 10 of the Winter Semester.

12.2 CSAHS-SA elections shall be hosted online via the GryphLife platform and utilize the first past the post electoral system.

12.3 The right to vote and all voting ballots shall be open to all of the Membership as defined in Section 3.

12.4 Quorum shall be set at 10% of the membership.

12.5 Electoral Officers and Their Duties:

12.5.1 The Chairperson shall act as the CEO.

12.5.2 The President shall act as the AEO.

12.5.3 If there is a conflict of interest, the Board shall appoint an alternative CEO or AEO.

12.5.4 The CEO and AEO have the power to enforce any of the procedures referred to in Section 11, as they deem appropriate.

12.5.5 The CEO shall be responsible for requesting the eligibility list in week 8 of the Winter semester.

12.5.6 The CEO has the power to invalidate any ballot that has been spoiled or improperly marked.

12.6 Eligibility to Run:

12.6.1 All candidates running for election must be part of the Membership (see Section 3), and must be able to complete their full one-year term if elected.

12.6.2 Any candidate of the membership (see Section 3) shall be allowed to run for executive position as long as they are able to complete their two semester term.

12.6.3 Candidates must ensure the board that they hold at least a 60% cumulative average.

12.6.4 Candidates may not simultaneously hold two positions on the CSAHS-SA Board, excluding the CSA-at-large representative.

12.6.5 Candidates must submit nomination form to the Executive by the end of the nomination period that requires the signature of ten (10) members of CSAHS on the nomination form, with one being the nominator and another as the seconder.

12.6.6 Candidates must submit an 150 word statement of interest with their nomination form.

12.6.7 No one person may simultaneously contest two positions on the CSAHS-SA Board.

12.7 Nomination and Election Procedure:

12.7.1 Nominations shall open with the approval of the Board. The Board shall also be responsible for choosing the opening and closing date of the nomination period.

12.7.2 Nominations forms must be submitted by the closing date and include the name of the candidate, their student number, and position of interest. All requirements on the nomination form must be met in order to qualify for the election.

12.7.3 No members of the current executive may sign a nomination form for any CSAHS-SA candidate or collect signatures for an absentee candidate.

12.7.4 Candidates will be required to do a short presentation to the Board. An election by the Board will immediately follow.

12.7.5 The President's ballot shall be signed, kept unrevealed, and counted only in the case of a tie.

12.7.6 In the case of two candidates or more running for one position, the winning candidate will be decided based on the first past the post electoral system.

12.7.7 In the case of one candidate running, they must receive of vote of confidence; 50% plus one 'yes' votes.

12.8 By-Elections:

12.8.1 In the event that all positions are not filled by election time, a by-election shall take place at a Board meeting no later than four weeks into the semester, or the Board may vote to empower the current executive by a simple majority to fulfill the duties of the unoccupied Executive position, thereby dissolving that position for the remainder of the academic year.

12.9 Appeals:

12.9.1 Any candidate may appeal the decision of the CEO or AEO by petitioning the board. A 2/3 majority is required to overturn the decision of the CEO or AEO.

12.9.2 Appeals must be submitted to the VP of Internal Affairs within 24 hours of the infraction being received.

12.9.3 Election results appeals must be submitted within 48 hours of the polls closing.

12.10 Campaigning:

12.10.1 Campaigning shall start on the Wednesday of Week 9.

12.10.2 Candidates may enlist volunteers for Campaigning.

12.10.3 Candidates may not interfere with the campaign of any other candidates.

12.10.4 Candidates shall be provided \$50 to campaign this cannot be exceeded.

12.10.5 Campaigning Guidelines shall be defined within the All Candidates package.

a) The CEO and AEO shall be responsible for creating the All Candidates package and defining all penalties for campaigning infractions;

b) The All Candidates package shall be given to candidates at the closing of the nomination period;

c) The CEO and AEO must submit the All Candidates package to the Board before the end of the nomination period for approval.

Section 13: Amendments to the Constitution

13.1 Amendments to the constitution may be made by any one of:

a) a 2/3 majority of the Board

b) a 2/3 majority of a general meeting

c) a 2/3 majority in a referendum.

13.2 To amend the constitution notice of motion must be served at a meeting of the Board at least one (1) week in advance of the meeting at which the amendment will be voted on.

Section 14: Referenda

14.1 A referendum may be called by the Board, a General Meeting, or by a petition of 5% of the Membership.

14.2 Referenda must be run through the CSA in accordance with its rules and regulations. Quorum shall be set at 20% of the membership accordingly.

14.3 A referendum to levy new student fees requires a simple majority of the affected group to pass.

14.4 A referendum to levy additional student fees requires a simple majority of the affected group to pass.

Section 15: Special Powers

- 15.1 In the case of the absence of the President and two (2) of the four (4) Vice-Presidents for more than thirty (30) days, this constitution may be suspended by a meeting of ten (10) or more Board members.
- 15.2 In the case of the suspension of the constitution, all assets will be frozen and the Board will elect representatives to fill the open positions and subsequently restore the operations of the CSAHS-SA under the constitution.
- 15.3 For periods of longer than two (2) weeks in which the Board of Directors is not active, the Executive shall operate under Executive empowerment, to be approved by the Board of Directors at the last meeting before such periods by a simple majority vote.

Section 16: Disciplinary Actions and Impeachments/Resignations

- 16.1 The Board may vote to require any member or members to undergo necessary training. If said training has a cost component it should be financed by the CSAHS-SA.
 - 16.2 The Board may vote to impeach any board member. A vote to impeach requires a 4/5 majority of the Board.
 - 16.3 Notice of a motion to impeach must be served at a meeting of the Board no less than one (1) week in advance of the meeting at which the action will be voted on.
 - 16.4 If the member under review of the Board is not present at the meeting where notice of motion is served, the Board must communicate the nature of the motion against the member in question by e-mail as well as a letter of notification in the member's office mailbox. This notification must be delivered by 12:00pm of the day following the meeting at which notice of motion was served.
 - 16.5 Any member under review has the right to know the specific nature of the complaint being levied against them.
 - 16.6 Any member under review has the right to respond to the complaint levied against them at the meeting in which their performance is discussed. The member may not, however, be in attendance for any vote concerning disciplinary action.
 - 16.7 If any of the following parties; the CSA Appointed Representative, the SSC Student Representative, the ESSE representative, the BASSA Representative have two unexcused absences a semester, the voting right of the party in question will be suspended at the discretion of President.
 - 16.8 A formal letter of resignation must be submitted to the President or VP of Internal Affairs with at least a one-week notice. Upon receiving notice of resignation, the Board has the right to either:
 - a) Call a by-election within two Board meetings of receiving notice of resignation or;
 - b) To empower the current executive to fulfill the responsibilities of the resigned Executive member.
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College of Social and Applied Human Sciences Student Alliance

Constitutional Policies

Section 17: CSAHS-SA Policy on the Rights of a CSAHS Student

Declaration of Student Rights,

The CSAHS-SA endorses and will work to enact the following Declaration of Student Rights: We declare that a full policy of non-discrimination against students must be enforced at the UoG. Furthermore, every person has the right to equal treatment without being discriminated against because of race, national or ethnic origin, religion, sex, gender orientation, sexual orientation, mental or physical disability, marital status, political belief or socio-economic background.

CSAHS-SA will strive to uphold the rights guaranteed in the Canadian Charter of Human Rights and Freedoms. CSAHS-SA is also committed to an open and transparent policy of governance. As such, all students have the right to access the CSAHS-SA and ASO constitutions, minutes, agendas, and budgets with the exception of privileged information.

Section 18: CSAHS-SA SOP

(In accordance with the Student Affairs Student Organization Policy)

Purpose,

- a) To extend to the individual recognized CSAHS ASOs the benefits given to CSAHS-SA through the Student Affairs Student Organization Policy.
- b) To regulate the distribution of student fees to the ASOs.
- c) To develop a system of accountability between CSAHS-SA and CSAHS-SA affiliated ASOs.

Article One: Student Organization Policy (SOP)

- a) CSAHS-SA in its capacity as a Student Organizations Registrar will recognize the following bodies subsequent to their upholding of Section 10:
 - i. Applied Human Nutrition Student Association;
 - ii. Child, Youth and Family Student Council;
 - iii. Criminal Justice and Public Policy Society;
 - iv. Geography Society;
 - v. Adult Development; Student Association
 - vi. International Development Society,
 - vii. Political Science Society,
 - viii. Psychology Society,
 - ix. Sociology and Anthropology Society;
 - x. Environmental Governance Society
- b) All groups wishing to be registered must file an application for registration with SOP on an annual basis.

Article Two: Procedure and Mechanisms of Recognition

- a) To be officially registered, a new or established student organization must submit the following information to the CSAHS-SA Executive annually:
 - i. An updated constitution;
 - ii. Names of the executive and membership;
 - iii. A completed SOP registration form.
- b) Registration will be valid until the end of the executives term (April 30).
- c) All registered groups must notify the CSAHS-SA VP of Internal Affairs whenever there is a change in executive membership or in the constitution.
- d) All registered groups will be known as CSAHS-SA ASOs.

Article Three: Financial Responsibility

- a) Each ASO will be held financially responsible for all debts to the University that that group incurs.
- b) Each ASO will receive student fees as outlined in Section 10.3.
- c) Each ASO shall be required to follow all financial policies of CSAHS-SA. Failure to do so may result in the freezing/loss of assets.
- d) Each ASO may request extra funding from CSAHS-SA through a PDR.

Article Four: Responsibilities of ASOs

- a) All ASOs are bound by CSAHS-SA and its Constitution and Policies. If CSAHS-SA determines that an ASO is blatantly and repeatedly violating the CSAHS-SA Constitution, CSAHS-SA will reserve the right to disqualify that ASO. (Refer to Article 5).
- b) All ASOs must comply fully with the current Student Risk Management Manual and all policies and procedures outlined within it. Failure to do so will subject the ASO to disqualification.

Article Five: Disqualification

- a) If an ASO through its actions jeopardizes the integrity and nature of CSAHS-SA, then CSAHS-SA may suspend or deny registration of the ASO.
- b) ASO status may be suspended by a unanimous decision of the CSAHS-SA Executive, or as a motion voted on by CSAHS-SA Board.
- c) An ASO may have its status disqualified by a decision of the CSAHS-SA board, or by the Associate Vice President Student Affairs. (Only the Associate Vice President Student Affairs or can remove ASO status).
- d) Upon suspension, the Vice President-Finance will take absolute control of the finances of the group. They will be responsible to ensure that the finances are spent in a manner that will best benefit the affected students.
- e) Upon removal of ASO status, the group is no longer able to run events according to SRM policy.

Section 19: CSAHS-SA PDR Policy

- 19.1 Each semester, funds ~~from~~ for the PDR line items will come from the CSAHS-SA operating budget.
- 19.2 Qualifying individuals and groups must submit their official request to the CSAHS-SA Board for consideration (electronic copy preferred). Submissions should be given attention to the CSAHS-SA President or VP of Finance at least one week in advance of the next regularly scheduled Board meeting so that they may be included in the Agenda.

- 19.3 Requests should include a cover letter, detailed budget and a completed PDR request form as well as a presentation at a CSAHS-SA Board Meeting, as Requests missing one or more of these three components will not be considered.
- 19.4 All parties requesting funding must provide a detailed list of all other sources where funding has been obtained or is being sought.
- 19.5 Groups or individuals applying for funding will not be considered unless it can be clearly demonstrated that their request directly benefits the Membership, or the UoG and surrounding
- 19.6 In fairness to all organizations, no individual will be awarded more than three hundred dollars (\$500) in any academic year.
- 19.7 In fairness to all organizations, no group will be awarded more than five hundred dollars (\$500) in any academic year.
- 19.8 Requesting individuals or groups will be required to leave the room while the Board deliberates on their request.
- 19.9 The Vice-President Finance will notify requesting individuals or groups within 72 hours of a Board decision.