



## Code of Standing Regulations

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## INITIAL PROVISIONS – DEFINITIONS

“Account Code” means a specific account within the Student Union’s accounting software;

“Agenda” means the order of business of a regular or special meeting, as defined in the latest edition of Robert’s Rules of Order;

“Bank Account” means an account maintained at an external institution;

“Bookkeeper” means the individual which is normally tasked with entering items into the Student Union’s accounting software;

“Budget Line” means the name associated with a specific account code, and by extension the account code itself;

“By-Laws” means the By-Laws of the Concordia Student Union;

“campaign materials” means any printed matter, paid advertisement in any media, or any other object used to promote or oppose, directly or indirectly, the election of a candidate, or a particular option in a referendum, as the case may be;

“Chairperson” means the Chairperson of Council;

“Chart of Accounts” means the complete listing of account codes for a particular accounting entity;

“Code” means the Revised Code of CSU Standing Regulations;

“Council” means the Council of Representatives of the Student Union;

“Council-Elect” means the candidates elected to Council in the Annual General Election who have not yet taken office;

“day” means a business day which excludes Saturdays, Sundays, Good Friday, Easter Monday, third Monday of the month of May, Quebec’s National Holiday, Canada Day (or July 2nd if July 1st falls on a Sunday), Labour day, Thanksgivings day, Concordia University Holidays where the University is closed and any days starting December 20th until January 5th inclusively. These days shall not be calculated in calculating any delays under the By-Laws, regulations or policies of the Student Union;

“Designated Approver” means the entity which has been chosen as the approval authority for particular transactions;

“Election” refers to an electoral process which begins with the announcement of the Poll by the Chief Electoral Officer;

“Employee” means a person employed by the Student Union or its subsidiary, other than an Officer of the Student Union or its subsidiary;

“Executives” means a member of the Executive of the Student Union;

“Fee levy” means any fee levied on members and approved through referendum;

“General Meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;

“general public notice” means the placement of posters in the following buildings: Administration/Central (AD/CC), Hingston Hall (HA), Communication Studies & Journalism Building (CJ), Richard J. Renaud Science Complex (SP), Theatre and Dance Building (TJ), Library Building (LB), Campus Centre (SC), Commerce and Administration (GM), Hall (H), Engineering and Visual Arts (EV) and Visual Arts (VA) buildings and an announcement on the CSU website;

“Internal Account” means an account maintained within the University’s accounting structure;

“Investment Account” means a bank account used for the management of an investment portfolio;

“member” means a person who fulfills the conditions of membership under section 3.1 of the By-Laws; “mutatis

mutandis” means “with the necessary changes”;

“office” means the office of the President, a Vice-President or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified;

“ordinary resolution or regulation” means a regulation or resolution requiring a majority vote at Council to be adopted;

“President” means the President of the Student Union;

“President-Elect” means a candidate who has been declared elected in the Annual General Election for the office of the President, and who has not yet taken office;

“polling period” means a period of 3 consecutive school days during which the polls in an election or referendum open at 10 a.m. and close at 8 p.m.;

“Position” means a resolution that provides a binding directive to the officers of the Union on what the Union’s stance is in regards to an issue or topic of importance to its members;

“public notice” means publication on the Council electronic mailing list, the CSU website and placement of posters on the Student Union bulletin board;

“referendum committee” means a group recognised as such by the Chief Electoral Officer for the purpose of promoting a particular option in a referendum;

“regular meeting” means a regular meeting of Council as defined in the By-Laws;  
“Representative” means a duly elected member of Council who has taken office;  
“Secretary” means the Secretary of Council;  
“special meeting” means a special meeting of Council, as defined in the By-Laws;  
“student at large” means a member who is not a Representative, an Executive, the Chairperson or Council Secretary, the Chief Electoral Officer or a member of the Judicial Board;  
“Student Union” means the Concordia Student Union  
“subsidiary” means CUSACORP Management Ltd. and its various operations;  
“these regulations” means the regulations inside this Code;  
“in writing” means either by a hard copy or via electronic mail;  
“University” means Concordia University;



# **BOOK I – COUNCIL OF REPRESENTATIVES**

## **Chapter I – Scope**

1. These regulations are adopted in accordance with section 6.3 of the By-Laws.
2. The regulations in this book apply to the Council of Representatives, its committees and other subsidiary bodies, and the proceedings thereof.

## **Chapter II – Composition of Council**

3. In accordance with the By-Laws, the composition of Council for the following year shall be determined at the February regular meeting, by a resolution of Council.
4. In accordance with the By-Laws, the offices of Council must be allocated to each faculty proportionate to its percentage of members based on the most current enrolment figures available from the University, as established by the VP Clubs & Internal Affairs, and that those figures be brought to Council.
5. If the offices of Council were not re-allocated in this manner before the Annual General Election then a proportional re-allocation of offices may take place preceding the following by-elections, by a resolution of Council. Such a re-allocation cannot have the result of removing any offices currently being held by a representative and the resolution must be adopted before the announcement of the poll is issued.

## **Chapter III – Chairperson and Secretary**

### **Section 1 – Appointment of the Chairperson and Secretary**

6. The Chairperson and Secretary shall be appointed by the Council-Elect at its May meeting, subject to ratification at the first meeting of the new Council after taking office, in accordance with the By-Laws and these regulations.
7. Before April 30th of each year, the sitting President shall issue a public notice to announce the positions of Chairperson and Secretary for the following year. Such notice shall include the deadline for applications, which shall be the Friday before the Council- elect meeting.
8. The sitting President shall ensure that all applications for the positions of Chairperson and Secretary are included in the agenda for the May meeting of the Council-Elect.
9. Should either or both of the positions not be appointed by the Council-Elect at its May meeting, these appointments shall constitute the first order of business, under appointments, at each subsequent regular meeting of council until they are completed.
10. All applicants for the position of Chairperson and Secretary shall have an opportunity to speak at the meeting at which their candidacy is to be considered.

### **Section 2 – Chairperson**

11. In addition to the duties stipulated in the By-Laws, the Chairperson shall:
  - (a) See to the carrying out of these regulations;
  - (b) Have a working knowledge of Robert's Rules of Order and see that these are respected at all meetings;
  - (c) Chair all regular, special, and general meetings;

- (d) Conduct meetings in an unbiased and non-partisan manner;
  - (e) Administer the attendance record with respect to the By-Laws and inform Representatives of their attendance record;
  - (f) Administer the Council electronic mailing list which shall be composed of all Representatives, Executives, Judicial Board members, Chairperson, Secretary of Council, and all members of the Academic Caucus;
  - (g) Administer the Public electronic mailing list which shall be composed of representatives from every student media outlet and any member who requests to be part of the list;
  - (h) Prepare the agenda for regular, special, or general meetings;
    - i. Distribute the agenda and all associated documents for all regular and special meetings with the delays stipulated in the by-laws and these regulations;
  - (i) Forward a schedule of regular meetings, and any notice of special or general meetings to the Vice-President Clubs & Internal affairs for public notice;
  - (j) Notify the Chief Electoral Officer of the necessity of any referendum called by petition or by Council, of the allocation of Council's officers by faculty, in advance of the General Election, and the number of seats vacant for the by-election, as provided in the By-Laws or this code;
  - (k) Represent the Council of Representatives when required, including in particular by acting as the official channel of communications between the Council and the Chief Electoral Officer;
  - (l) Exercise such other powers and duties as he or she may be directed to perform by Council from time to time.
12. In the event of a vacancy in the position of Chairperson, the Chair of the Policy committee shall see to the carrying out of the duties of the Chairperson.
13. The Chairperson shall receive an honorarium of \$12 per hour for the equivalent 15 hours plus the length of the meeting. Notwithstanding should the meeting not reach quorum the honorarium shall be \$100. Additionally, should Council direct the Chairperson to perform additional duties, the exercise of which causes him or her to exceed 15 hours of work, then the Chairperson shall be remunerated for those additional hours at their regular honorarium rate of \$12 per hour, contingent on maintaining a timesheet for all such work done that shall be approved as a part of their Chairperson's report.

### **Section 3 - Secretary**

14. In addition to the duties stipulated in the By-Laws, the secretary shall:
- (a) Record and prepare the minutes of all regular, special, and general meetings with the delays stipulated in the By-Laws and these regulations;
  - (b) Assist the VP Clubs & Internal Affairs in keeping the minute books of Council and its committees, as well as any reports tabled at Council;
  - (c) Act as Secretary of the Council-Elect;
  - (d) Act as Secretary of the Judicial Board;
  - (e) Exercise such other powers and duties as he or she may be directed to perform by Council from time to time.
15. The Secretary shall receive an honorarium of \$12 per hour for the equivalent of 5 hours plus twice the length of the meeting. Notwithstanding should the meeting not reach quorum the honorarium shall be \$100. Additionally, should Council direct the Secretary to perform additional duties, the exercise of which causes him or her to exceed 5 hours of work, then the Secretary shall be remunerated for those additional hours at their regular honorarium rate of \$12 per hour, contingent on maintaining a timesheet for all such work done that shall be approved as a part of the Chairperson's report.

## **Chapter IV - Committees of Council**

### **Section 1 - Standing Committees**

16. The following shall be the standing committees of Council:
- (a) Academic Caucus: The Academic Caucus consults with students and campus academic groups concerning the Student Union's academic priorities; makes reports and recommendations to Council regarding issues of academic significance, and undertakes such academic studies as Council may require of it. It is also

- responsible for bursary distribution as outlined in Annex A. The caucus may also make reports and recommendations to Council regarding any proposed amendments to Annex A. The Academic caucus shall be composed of members serving on the University Senate and the Board of Governors.
- (b) Clubs and Space Committee: The Clubs and Space Committee is responsible for overseeing the administration of CSU clubs and reviewing policies regarding space. The Committee allocates budgets to clubs, evaluates applications for new clubs and distributes clubs special project funding.
  - (c) Appointments Committee: The Appointments committee recommends appointees to any and all CSU and university bodies and/or committees, as outlined in **Book VI** of these regulations. In addition the committee is responsible for overseeing attendance of appointees.
  - (d) Policy Committee: Policy Committee is responsible for the maintenance of the by-laws and standing regulations of the Student Union. It shall make reports and recommendations to Council regarding any proposed amendments to the by-laws or standing regulations.
  - (e) Finance Committee: The Financial Committee is responsible for overseeing the financial operations of the Student Union. In addition to its ability to adjust the budget (as in the CSU by-laws) it also works as the committee which monitors the expenditures and revenues of the student union. A review of the CSU Financial Policy should be performed by the Financial Committee at least once per fiscal year and at the end of each year the Committee should present a year-end report regarding all disbursements made from the Special Project Fund.
  - (f) Student Life Committee: The Events Committee is responsible to aid and help facilitate in the planning, preparation and execution phases of events organized by the CSU. Members of this committee will be expected to help think up ideas for events, help with the planning process and help run the event(s).
  - (g) External and Campaigns Committee: The External and Campaigns Committee is responsible for overseeing the Student Union's relationship with organizations outside of the University and assisting with the planning of campaigns to be undertaken each year, in accordance with the positions book.
  - (h) Sustainability Committee: The Sustainability Committee is responsible for fostering and supporting a culture of sustainability for undergraduate students and the Concordia community. It shall oversee and may make recommendations to Council, regarding the effect of the Student Union or University's practices and operations on the environment and the community (including Annex E).
  - (i) Loyola Committee: The Loyola committee is responsible for advising the CSU on how best to serve students at Loyola. It will also make reports and recommendations to council regarding all CSU events, activities and projects at Loyola. In addition, the committee is responsible for ensuring more food options and Loyola events.
17. Each standing committee with the exception of the academic caucus shall be composed of a maximum of six (6) voting members, as follows:
    - (a) Four (4) Representatives, appointed by Council
    - (b) One member of the Executive, designated by the By-Laws or the President
    - (c) One student-at-large, appointed by Council
  18. The President shall be an ex-officio non-voting member of all committees.
  19. Standing committees may also appoint any number of non-voting Community Members. Such members must be undergraduate students at Concordia. Community Members shall be appointed by a majority vote of the committee's members, and once appointed shall have the same rights as any other committee member, other than a vote.
  20. Each Representative, when possible, shall sit on at least one standing committee.
  21. Quorum for standing committees shall be three (3) voting members or a simple majority of the voting members of the committee, whichever is larger.
  22. Any vacancy of a standing committee shall be filled at the next regular meeting of Council.
  23. However, should no representatives be able to sit on a committee that has vacancies for representatives, the appointment of a representative to that committee may be postponed to a later date when new representatives join the council (such as by-elections) or when a representative should signal their availability to the Chair of Council.
  24. Notwithstanding the above, should a committee not be able to make quorum, the appointment of representatives to that committee must be placed on the agenda of each regular meeting until such time as quorum is established.

25. The meetings of the Student Union's standing committees shall occur in open session, excepting if they are required to discuss sensitive or confidential information. Any move to and from closed session must be noted in the report from that committee, and a separate closed session report shall be produced for Council's consideration, in closed session.
26. No member of the Clubs & Space Committee may hold office as an executive of a CSU club. Holding such office in a club will be deemed a resignation from the Clubs and Space Committee.
27. Each standing committee shall elect from among its voting members a Committee Chair and a Committee Clerk. These positions can be held by any voting committee member and may be held concurrently by a single person. If no chair is elected then the executive member of that committee acts in that capacity.
28. Each committee Chair shall:
  - (a) Endeavour to set a regular meeting time for each semester, as possible;
  - (b) Notify the members of the committee of the dates, times, and places of the meeting of the committee; Prepare the Agenda and any relevant documents for each meeting and send them to the members of the committee within a reasonable delay to be considered before each meeting;
  - (c) Submit a written report to each regular Council meeting containing all matters that have been considered and decided by the committee, including a closed session report for anything considered in a closed session of that meeting. Should the committee not have considered any business, a report shall be submitted which indicates there is nothing report.
  - (d) Submit any resolutions passed at the committee's meeting to council for ratification and any recommendations it may produce for Council's consideration
29. Each committee Clerk shall record and prepare minutes of the meetings of the committee and forward such minutes to the members of the committee and its chair. Such minutes must include the topics of discussion, the overall tenor and content of those discussions, and any decisions reached. It must also indicate if the committee enters or exits closed session, and when.

## **Section 2 – Ad Hoc Committees**

30. Ad hoc committees may be formed by Council from time to time, with such composition and mandate as determined by Council
31. The stipulations of [article 22](#), [article 28](#), [article 29](#), of these regulations apply, mutatis mutandis, to ad hoc committees.

## **Section 3 – General Provisions**

32. A committee may, at any time, recommend to Council that one of its members be removed. Such a removal requires a 2/3 majority vote of council.
  - (a) The removal of a representative or executive can only be considered if they are present for their own defense at the meeting in question.
  - (b) The removal of a student-at-large can only be considered if they were given a minimum notice of five (5) days before the meeting of Council at which their removal is to be considered.

## **Section 4 – Committee of the Council-Elect**

33. The President-Elect shall chair the meetings of the Council-Elect.
34. The Council-Elect shall meet on the third Wednesday during the month of May.
35. For the sole purpose of applying the policy on absences (in [Chapter VII](#) of this book) and in counting absences towards a representative's removal from office by reason of absence (given under Bylaw 10.1), the Council-Elect Meeting shall be considered a regular meeting of council.

36. The Council-Elect shall determine the time of all regular meetings to be held during its term of office as Council.
37. The Agenda for the meeting of the Committee of the Council-Elect shall include:
- (a) Call to order
  - (b) Roll Call
  - (c) Approval of the Agenda
  - (d) President's Report
  - (e) Setting the time of Regular Meetings
  - (f) Appointments
    - i. Council Chair
    - ii. Council Secretary
    - iii. Councilors to Standing Committees of Council
    - iv. Councilors to University Senate
    - v. Signing Officers
    - vi. Concordia Council on Student Life (CCSL)
    - vii. Library Services Fund Committee
  - (g) Council Retreat and Training
  - (h) CSU Email Addresses and Council Communications
  - (i) Question Period
  - (j) Announcements
  - (k) Adjournment
38. All resolutions passed at the Council-Elect Meeting must be ratified, as part of the Consent Agenda, at the first regular meeting of Council in June.

## **Chapter V - Meetings of Council**

### **Section 1 - Regular Meetings**

39. Public notice for each regular meeting shall be issued by the Chair the week prior to the meeting and shall include the date, time and location of the meeting.
40. The dates and times, of all regular meetings shall be published in the Student Union's handbook. And, when possible, these will be accompanied by the location.
41. The agenda for each regular meeting shall include:
- (a) Call to Order
  - (b) Roll Call
  - (c) Approval of the Agenda
  - (d) Consent Agenda
    - i. Approval of Minutes
    - ii. Chairperson's report
    - iii. Executive Reports
    - iv. Ratification of Standing Committee Reports
    - v. Report from CUSACORP
    - vi. Reports from University bodies
  - (e) Presentations and Guest Speakers
  - (f) Appointments
  - (g) Returning Business
  - (h) New Business - Substantive
  - (i) New Business - Informational
  - (j) Question Period & Business Arising

(k) Announcements

(l) Adjournment

42. By approving the agenda of any regular meeting of Council, all of the items contained under the Consent Agenda are duly adopted by Council excepting those items removed from the consent agenda as per **article 46**.
43. Items for inclusion in the agenda of a regular meeting must be received by the Chair no later than 5 p.m. on the Friday preceding the meeting and shall include all documentations and motions to be considered by Council. Should the Friday not be a day according to the By-Laws the agenda shall be distributed on the first day preceding that Friday. Should the January first regular meeting be scheduled to be held prior to January 13th the items must be received by January 6th and distributed in the shortest delays to the Council Electronic list.
44. Notwithstanding the foregoing, motions from the floor may be considered if they are specifically related to an item on the agenda or documentation that has been distributed related to an agenda item.
45. The Chairperson can defer an item directly to a standing committee if the item is within the mandate of one of the Standing Committees and has not yet passed through it, or if it is found to evidently lack documentation to support Council's consideration of the matter. Any such deferral must be noted in the chairperson's report to Council.
46. All Representatives are expected to read reports prior to the meeting. Any item can be removed from the Consent Agenda, to be discussed at Council, when duly moved and seconded. Said item is placed on the Agenda where the Chair deems most appropriate.

## **Section 2 - Special Meetings**

47. Notice of any special meeting shall be addressed to the Chair in writing. Such notice shall include the date, time, agenda and supporting documentation for the meeting.
48. The notice of meeting must subsequently be forwarded to the Representatives through the electronic mailing list within the delays stipulated in the By-laws.
49. The Chair shall issue a public notice of any special meeting at least three days before the meeting, excepting when only two (2) days' notice has been given to the Chair. The public notice shall include the same information as the notice sent to Representatives.
50. Only those items specified in the notice of meeting may be considered at a special meeting. Motions may arise from the floor only if specifically related to an item specified in the notice of meeting. Notwithstanding the foregoing, the Chairperson may present a report at any special meeting.

## **Section 3 - Minutes of Meetings**

51. Minutes of any special or regular meeting shall be on the agenda of the next regular meeting.
52. The minutes presented to Council must include the full text of any resolutions passed as amended (as the case may be), the counts for each vote taken, and the substantive content of the discussions that take place at Council. Minutes should not include a verbatim transcript of what is said by each Representative or Executive.
53. Each regular or special meeting shall be recorded by the secretary for reference and for the purpose of settling disputes about the exact wording of motions passed. The recordings shall be kept by the Secretary until the end of that Council's mandate and subsequently deleted by May 31 each year. Notwithstanding this provision, duly adopted Minutes of Council constitute the sole official and legal record of the meetings of Council and in particular of the resolutions it adopts.
54. The minutes of each regular or special meeting shall contain, on every page after the first page, a footer specifying the type of meeting, the date of the meeting and the page number.
55. The minutes of each regular or special meeting shall include an appendix giving the full text of all of the resolutions passed at that meeting, as amended, with the vote counts, for reference.

56. The Secretary shall keep minutes during closed sessions of Council, including the full text of motions debated and voted on, so as to facilitate discussion. When a meeting returns to open session, these closed session minutes shall be erased, excepting the full text of any motions passed during the closed session. These will instead be inserted into the minutes of the open session, so as to remain a part of the Student Union's official record. For the purpose of transparency, these motions should still be ratified by a public vote once the meeting has returned to open session.

## **Chapter VI – Resignation and Deemed Resignation**

57. Any resignation from Council or its committees must be addressed to the Chairperson, in writing or verbally at any duly convened meeting of Council, and shall form part of the Chairperson's Report at the next meeting of Council.
58. Any person holding office that becomes an employee of the Student Union or its subsidiary, or otherwise receives any remuneration from the Student Union or its subsidiary, after taking office shall be deemed automatically resigned.
59. Upon resigning or being deemed resigned, a representative is also deemed to have resigned from any and all positions to which they had been appointed by virtue of their office.

## **Chapter VII – Absences**

60. Any representative absent for more than 90 minutes of a meeting shall be considered absent from that meeting in its entirety. However, should a meeting of Council continue past midnight on the day it was called to order, any portions of the meeting thereafter that a representative misses shall not count towards their being absent.
61. Absences may be excused only by a vote of the Council of Representatives.
62. Any request for excusal must be considered at the meeting for which the excusal is requested. To that end, requests for excusal must be sent, in writing, to the Chairperson prior to the meeting, or requested by the representative at the meeting itself, as appropriate. Notwithstanding the above, Council may consider a retroactive request for excusal by a three-quarters (3/4) majority vote no later than two (2) regular meetings after the absence. To be considered, such a request must clearly state why the absence was unforeseeable and the reason that a request for excusal could not be submitted prior to the meeting.
63. Any request for excusal received by the Chairperson prior to the meeting shall be read out by the Chairperson at the meeting during the Chairperson's report, and voted on immediately.
64. Any request for excusal must clearly state the grounds based on exceptional circumstances for the excusal, and include any applicable supporting documentation. The consideration of any request for excusal may be moved into closed session, should the representative request it, by a simple majority vote of Council.
65. A request for excusal arising from the meeting itself shall take precedence over any current agenda item being discussed. Notwithstanding, a request for excusal may not be considered while a vote is taking place.
66. No absence may be excused for the following reasons:
  - (a) A class, tutorial, study group or other academic event that is not a final or midterm exam
  - (b) Homework
  - (c) Work
  - (d) Vacation

Notwithstanding article 66a above, a request for excusal may be considered for a final or midterm exam that occurs during the meeting or before 10h00 the following day.

## **Chapter VIII – Appointments**

67. All internal and external appointments by Council shall be by ordinary resolution.
68. All appointments open to students at large will be considered by the appointments committees who will make their recommendations to Council following the appointment procedure (Book VI). Notwithstanding the foregoing, for exceptional reasons, Council has the right to bypass the consideration of the appointments committee and proceed with the appointment.

## **Chapter IX – Council General Provisions**

69. Each Representative shall receive upon taking office a list of Representatives, Executives, the Chairperson and the Secretary including e-mail addresses. This list shall be updated with the information of undergraduate Senators and Board members as these positions are appointed.
70. Upon taking office each representative will be given a CSU email account and computer login.
71. All meetings and records of the Student Union and its sponsored or organized groups are open to its members. Closed session of Council can be held following a 2/3 majority vote of Council for the limited purpose of dealing with issues requiring confidentiality. Closed sessions of Council are open to all representatives, executives, the secretary and chair of Council, members of the the Judicial Board, and members of the Academic Caucus. Any additional persons can be granted permission to sit in on a closed session by a 2/3 majority vote of Council.
72. All members and staff of the Student Union and CUSACORP shall have speaking right at Council meetings.
73. Between persons who spoke the same amount of times on a said topic the Chair shall use gender parity when granting the floor.
74. There is to be no limit on the number of times a person may speak during a particular agenda point. Notwithstanding, a speaking limit may be established by a 2/3 majority vote of council during the discussion of that point. In the event that a speaking limit is established, requests for information, points of order and points of personal privilege and direct responses to questions do not constitute a speaking turn, and the speaking limit established does not apply to subsequent agenda points.
75. Any additional item to be considered at a Council meeting brought without respecting the delays in these regulations can be considered with a 3/4 majority vote of the Council. Any such additions must include appropriate documentation for the consideration of Council, as required.
76. For the purposes of these regulations, any written communication to the Chairperson is deemed received when received in the inbox of the Chairperson for electronic mail or on the date it is stamped by an employee or Officer of the Student Union and placed in the Chairperson's mailbox at the head office of the Student Union. The employee or officer who receives such document shall immediately notify the Chairperson of its receipt.

## **Chapter X – Annual Retreat**

77. The Annual Retreat shall be held annually before October 1<sup>st</sup>.
78. The people automatically invited are at minimum members of the Executive, Council of Representatives, Judicial Board, the Academic Caucus, and Standing Committees.

## **BOOK II – POSITIONS BOOK REGULATIONS**

### **Chapter I – General Provisions**



79. The Concordia Student Union shall maintain a positions book that contains all of the positions adopted by the Union, organized thematically and then by date within each theme.
80. Positions serve as the basis for the political representation engaged in by officers of the union and establish the Union's political discourse and long-term goals. A position should not be confused with a resolution mandating the execution of a specific task or action in a time-limited fashion; they provide the Union with a position on a topic in a general way that establishes the political culture, goals, and stances of the Union on social, political, and academic issues.
81. Positions cannot supersede, and are limited by, the By-Laws and these Standing Regulations. Positions cannot contravene Quebec or Canadian law, nor may they contravene the rights provided for under the Quebec and Canadian Charters of Rights and Freedoms.
82. Positions may be adopted by either the Council of Representatives or directly by the members in either a general meeting or a referendum, in keeping with By-Laws 6.3, 5.3.1, and 9.6 respectively.
83. Each position listed in the positions book shall include a reference to the minutes of the meeting, report to council, or electoral report by which the resolution was adopted. In addition, the positions book shall clearly differentiate between resolutions adopted by Council or by the Members.
84. Every officer of the Union is expected to be familiar with the contents of the position book, and to conform the political representation they engage in, on behalf of the Union, to its contents.
85. Members and officers of the Union have the clear right to question and challenge any or all positions adopted, and to seek their amendment or removal through formal channels. However, while a position remains in force, officers must conform to them in the political representation that they engage in on behalf of the Union.
86. Any actions taken by the Union that directly contravene a position may be challenged at the Judicial Board, and annulled if it is found to be the case. Such a ruling shall constitute a violation of these regulations, as per Section 10 of the by-laws.
87. Upon adoption of a resolution, either by Council or by the Members, it is the responsibility of the VP Clubs and Internal Affairs to formulate the content of that resolution into a formal position. The VP Clubs and Internal Affairs is thereby charged with maintaining the positions book up to date at all times. Failing that, the President is charged with ensuring its maintenance.
88. Modifications or additions made to the positions book shall be included in the consent agenda for the next regular meeting of Council for either ratification, in the case of resolutions adopted by Council, or for information only, in the case of resolutions adopted directly by the members.

## **Chapter II - Positions Adopted by the Members**

89. Positions adopted directly by the members, either at a Special General Meeting or by referendum, may only be modified by the members either at a Special General Meeting or through a referendum, as per By-Laws 5.3.2 and 9.6.
90. Should any member feel that a position added to the positions book, following the adoption of a resolution by the members, does not conform to the content of that resolution, he or she shall bring such complaint to the Judicial Board for resolution. The Judicial Board shall be empowered to modify a position adopted by the members, in the positions book, based on its ruling in such a case.
91. Council shall have no authority to modify or remove positions adopted by the members.
92. Positions adopted by the members supersede any existing positions adopted at Council. Council may not adopt any position that contradicts one adopted by the members. Following the adoption of positions by the members, the VP Clubs and Internal Affairs must modify or remove any existing positions adopted by Council to harmonize them with the additions, as stipulated in By-Law 6.3, then submitted to Council for ratification, as per **article 86**
93. In the case of a conflict or contradiction between a resolution adopted by the members and a position previously adopted through a resolution of the members, the more recent resolution shall take precedence. It shall be the task of the Judicial Board to harmonize the previous position with the most recently passed resolution.

## Chapter III - Positions Adopted by Council

94. Ordinary resolutions passed by the Council of Representatives that contain positions shall be integrated into the positions book.
95. Council has the power to amend or remove such positions as it sees fit by subsequent resolutions. Such modifications or removals may only take place at a meeting of Council that has been duly called for that purpose.
96. Such positions are no less binding on the officers of the Union as those adopted by the members.

## BOOK III - CLUBS

### Section 1 - Recognition process

97. A group shall be eligible for recognition provided that it meets the following criteria:
  - (a) The objectives and activities of the group should be seen as attempting to contribute to the educational, recreational, social, or cultural values of the Student Union and the University.
  - (b) The primary activities of the group should not be commercial in nature. However, the group may engage in legitimate fundraising activities, including providing goods or services at a profit, when the proceeds of such are directed towards the non-commercial activities of the group.
  - (c) Membership in the group must be open to all members of the Student Union, without restriction on the grounds of national origin, race, religion, colour, sex, sexual orientation, disability or faculty of study.
  - (d) The group must be unique with its ideas, events and activities.
  - (e) The group must not charge a membership fee or if its membership is exclusive to Concordia students sell membership cards.
98. Notwithstanding **article 95**, a club may apply for recognition even though it contravenes one or more of its listed requirements. To do so, it first requires approval by the CSU's Clubs and Space Committee, followed by a 2/3 majority vote by Council in its favour. Such an exemption is valid for a period of three (3) years and may be renewed following the same process. Any club granted an exemption under this article must be entered into Annex C of these Standing Regulations with the following information: the Club's full name, the portion of **Standing Regulation 95** that it is exempted from, the reason why this exemption was granted, the date of the council meeting at which it was approved, and the date on which it expires.
99. Exemptions provided under **article 95** may be revoked by Council before their expiry date by a 4/5 majority vote to that effect. However, any club facing such a revocation must be invited to speak at the meeting where such a vote is to take place at least 10 days before it is held. If such a revocation takes place, the club's entry in Annex C is to be removed immediately.
100. A group applying for recognition shall submit the following to the Vice-President Clubs and Internal Affairs:
  - (a) An Application for Group Recognition form.
  - (b) A petition in support of recognition of the group, containing the name, faculty, student i.d. number, and signature, of at least 50 members of the Student Union.
  - (c) A draft constitution which must include the following:
    - i. The full name of the group.
    - ii. The purposes, goals, or objectives of the group.
    - iii. Definition of membership, including non-discrimination phrase.
    - iv. Associate and honorary membership (if any).
    - v. Composition of executive or coordinating body.
    - vi. Duties of executives and/or coordinators.
    - vii. Rights, privileges, and duties of members.

- viii. Election eligibility and procedures where all members of any CSU group or club must be granted voting privileges in all elections, recalls and referenda.
  - ix. Replacement and impeachment procedures.
  - x. Disciplinary procedures.
  - x. General and special meetings.
  - xi. Constitutional amending formula.
  - xii. A reference to the precedence of the By-Laws, Regulations and policies of the Student Union.
  - xiii. A reference to the authority of the Judicial Board to rule on all disputes and appeals.
- (d) Full disclosure of any links the group has with any body outside the University.
- (e) A detailed tentative schedule of activities for the upcoming year.

101. Upon receipt of required documentation, the Vice-President Clubs and Internal affairs shall review the application and consult with the group as necessary.

102. Following review by the Vice-President Clubs and Internal Affairs, the required documentation shall be considered by the Clubs and Space Committee, which shall invite members of the group to the meeting at which the application is to be considered.

## **Section 2 - Club Constitutions**

103. The Clubs and Space Committee shall have the authority to recommend approval of the group's constitution. All recommendations by the Committee shall be reported to the next regular meeting of the Council of Representatives for approval.

104. Any changes to the constitution of a recognized group must be made in accordance with the legitimate amending formula of that constitution and forwarded, along with the minutes of the meeting at which they were adopted, to Clubs and Space Committee for review.

105. The Clubs and Space Committee shall have the authority to disallow amendments to a group's constitution where those amendments violate the By-Laws, Regulations, and policies of the Student Union.

## **Section 3 - Revocation**

106. The Clubs and Space Committee may recommend to Council that a group's recognition be revoked where that group has not acted in accordance with its constitution or with the By-Laws, Regulations and policies of the Student Union.

107. The Clubs and Space Committee shall have the authority to revoke recognition of any recognized group where the group has been inactive for one full academic year.

## **Section 4 - Funding**

108. In order to qualify for funding groups must:

- (a) Fill out the registration form completely
- (b) Have three or more executives, all of which have signed the clubs contract.
- (c) Have filed to be recognized by the CSU four months prior to the end of the academic year in order to receive a general expenditure budget
- (d) New groups are eligible for an Administrative budget of up to \$250.00
- (e) Have submitted a detailed budget within the timeframe set by the Vice-President in charge of clubs and had said budget approved by the Clubs and Space Committee.

109. The following rules apply to funding:

- (a) The CSU will subsidize eligible groups operations; meaning the costs for the groups to exist;

- (b) Any subsidy beyond operating costs has absolutely no obligation to reflect any amounts allocated in previous years, except for external funding submitted to the CSU by the club;
- (c) Any subsidy beyond operating expenses must contribute back to the CSU;
- (d) Overall budget allocation will be reflected relative to fluctuations in the Student fees. Although the relativeness will only be approximate and not a specific percentage;
- (e) The allocation of overall funding to groups is not contingent upon any revenues generated by the CSU other than student fees;
- (f) The CSU will not subsidize: food, lodging, transportation etc. for trips/conferences, nor membership fees or other types of royalties to umbrella organizations that a CSU club is an affiliate of. Notwithstanding travel and lodging expenses will be reimbursed if the expense was related to the club's mandate;
- (g) The CSU may subsidize: Delegation, registration and entrance fees to events;
- (h) No student union club funding may be used to subsidize the purchase of alcohol by student clubs, unless as a gift to a guest speaker for an event (limited to 1 bottle per person).
- (i) Budgets will be allocated by the Clubs and Space Committee at the beginning of the academic year and will be based on the proposals submitted and past expenditures.

110. The Clubs and Space Committee is responsible for the clubs budget line.

## **Section 5 – Miscellaneous**

111. A public event held on campus or organised by a CSU affiliated association must prioritize entrance to student union members.

112. Any club under the CSU umbrella caught with CSU furniture in their office space will be issued a written warning stating that they must return the furniture within three (3) days and the club will be fined \$100. Failure to return the furniture within three (3) days will result in loss of office space. If a club is issued a second written warning for having CSU furniture in their office they will automatically lose their office space for one (1) year after which they can reapply for office space.

113. Prior to any motion being voted at Council that would affect space or funding of another student group outside of the CSU umbrella, the Council Chairperson must give a minimum five days notice to the group(s) concerned. The notice will include a copy of the proposed resolution, the date, time and location as well as an invitation to attend the Council meeting to give its input on the proposed resolution.

## **Section 6 – Office Space**

114. Clubs with offices are required to keep their offices open for a minimum of six (6) hours per week. Their opening hours must be posted on the door to the office.

115. The CSU reserves the right to revoke a club's office space if the club is not making appropriate and full use of that space or are not keeping their office in good condition.

# **BOOK IV – FINANCES AND INTERNAL ADMINISTRATIVE AFFAIRS**

## **Chapter I – General Provisions**

116. Should any payment exceed the amount allocated to a particular budget line, the accountant shall notify, in writing, the members of the financial committee. The financial committee will take the appropriate course of action, in accordance with [article 182](#).

## **Chapter II – Major Accounting Practices**

117. The Student Union shall follow the principles of restricted fund accounting, which includes the following accounting practices:

- (a) Fees levied for a particular purpose must each have their own designated restricted fund.
  - (b) The General Operations fee levy shall be the sole unrestricted fund.
  - (c) Each fund shall be reflected as separate entities in the audit.
  - (d) The surplus or deficit in a given fund at year-end shall be the retained earnings only for that fund.
118. Any accounting transaction which would move money from one fund to another requires explicit approval from Council.
119. The salary and benefits of every employee must be deducted from the General Operations fund unless their works falls exclusively within the portfolio of a particular fund.
120. Each fund shall have its own internal account to which the relevant fee is remitted.
121. Fees charged to the Student Union by Concordia must be deducted from the relevant internal account.
122. An end-of-year income statement, balance sheet, and statement of retained earnings must be created separately for every fund. Such documents may be consolidated into a single financial statement which separately lists the specifics for each fund.

### **Chapter III – Signing Authority and Signing Officers**

123. All contracts require the signature of two signing officers, with the exception of honorariums under \$500 (i.e. performance, guest speakers, workshop leaders, etc) which can be signed off by the authorized approver.
124. All cheques issued from a bank account or internal account requires the signature of two signing officers.
125. A signing officer cannot sign a document which is in their name.
126. The Student Union shall have three signing officers.
127. Only the President and Representatives may be appointed as a signing authority.
128. All signing officers shall be appointed at the May Council-Elect meeting, to take effect on June 1<sup>st</sup>.
129. All signing officers, including the President if appointed, shall be responsible for arranging a 1-hour weekly meeting with the VP Finance, to sign cheques and contracts and ask any questions they may have. This meeting shall be arranged between the VP Finance and the signing officer following their appointment. For the purposes of these meetings, the General Manager shall take the place of the VP Finance when necessary.
130. Should any signing officer fail to arrange a meeting, or fail to attend multiple meetings with the VP Finance, the signing officer may be removed by a simple majority vote of Council. Any signing officer facing such a removal shall be given a minimum notice of five (5) days before the meeting of Council at which their removal is to be considered, with such notice indicating the alleged causes for removal including the specifics of the charges and any evidence related to them.
131. Notwithstanding the provisions in this Chapter, the VP Finance shall be considered the signing officer for fees charged by Concordia to an internal account, insofar as they shall submit their approval to Concordia for a quoted charge. It is the responsibility of the VP Finance to ensure the designated approver has authorized the disbursement. A different Executive shall be considered the signing officer for a particular internal account if explicitly stated elsewhere in this Code.

### **Chapter IV – Approval Authority**

#### **Section 1 – General Provisions**

132. Every Transaction shall include a clear and explicit designation of approval authority and by what mechanisms that entity shall record its approval.
133. Notwithstanding the above, a transfer from a chequing bank account to a savings bank account of the same purpose, or vice versa, shall be performed by the General Manager as needed and not be subject to an approval.
134. A committee's approval shall be indicated by the signature of the chair of the committee.
135. A person's approval shall be designated by their signature.
136. The VP Finance's approval is required in addition to any approval granted by a person or a committee, as the case may be.
137. No financial obligation shall be incurred without the approval of the designated approver.

## **Section 2 – Classification Criteria**

138. The transactions for a budget line shall be subject to the provisions in **section 9** should the transaction occur within a restricted fund.
139. The transaction for a budget line shall be subjected to the provisions in **section 5** should the budget line solely include salaries, wages, or remittances paid out.
140. The transactions for a budget line shall be subjected to the provisions in **section 6** should the budget line relate to orientation in any way.
141. The transactions for a budget line shall be subject to the provisions in **section 3** should the expenses relate solely to one or more of the following:
  - (a) Judicial Board
  - (b) Council
  - (c) Banking charges or fees
  - (d) Payroll charges or fees
  - (e) Audit, accounting, or legal fees
  - (f) Insurance
  - (g) Elections & Referenda
  - (h) Amortization or Depreciation
  - (i) Administrative expenses
142. The transactions for a budget line shall be subjected to the provisions in **section 4** should it not be subject to any other budget line classification.
143. A transaction shall be subject to the provisions in **section 7** should it be amortized.
144. A transaction shall be subject to the provisions in **section 8** should it be the transfer of money from a bank account to an investment portfolio, or a contract which would obligate such a transfer.
145. Any transaction which is not subject to any of the articles in this section must be approved by vote of Council.

## **Section 3 - Non-Discretionary Budget Lines Approval Policy**

146. A designated approver for a non-discretionary budget line may be a committee of Council or an Executive member other than the President.

147. The Chair of the Judicial Board shall be the designated approver for any Judicial Board budget line.

148. The Chief Electoral Officer shall be the designated approver for any Elections or Referenda-related budget line.

149. The VP Finance shall be the designated approver for any non-discretionary budget line which does not specifically have one stipulated.

150. An approved amount which is \$10 000 or above, but less than \$50 000, shall be subjected to a further approval by the Financial Committee.

151. An approved amount which is \$50 000 or above shall be subject to a further approval by Council.

#### **Section 4 – Discretionary Budget Lines Approval Policy**

152. A designated approver for a discretionary budget line may be a committee of Council or an Executive member other than the President.

153. An approved amount which is \$1 000 or above, but less than \$10 000, shall be subject to a further approval by Financial Committee, unless the designated approver is another committee in which case the regulations in [Chapter 7, section 2](#), apply.

154. An approved amount which is \$10 000 or above, but less than \$50 000 shall be subject to a further approval by the Financial Committee.

155. An approved amount which is \$50 000 or above shall be subject to a further approval by Council.

#### **Section 5 – Salaries, Wages, and Benefits Approval Policy**

156. The designated approver for Salaries, Wages, and Benefits budget lines shall be the VP Finance.

#### **Section 6 – Orientation Approval Policy**

157. The Designated approver for Orientation budget lines shall be the collective approval of the VP Student Life, the President, and the VP Finance.

#### **Section 7 – Asset Purchases Approval Policy**

158. Asset Purchases under \$1000 shall be subjected to the approval of the VP Finance.

159. Asset purchases of \$1000 or more must be approved by a duly convened meeting of the Financial Committee.

#### **Section 8 – Investments Approval Policy**

160. In the absence of any provisions to the contrary, Council shall approve all investment transactions.

#### **Section 9 – Restricted Funds Approval Policy**

161. In the absence of any provisions to the contrary, the VP Finance shall be the designated approver for restricted fund transactions.
162. In the absence of any provisions to the contrary, asset purchases recorded in a restricted fund shall additionally be subject to the provisions in [section 7](#).

## **Chapter V – Clubs and Clubs-related Provisions**

163. The Clubs Committee shall be the designated approver for all clubs related expenses.
164. The Clubs Director's salary and benefits shall be deducted from the Clubs fund.
165. The VP clubs and Internal shall be the exclusive approver for all transactions on Clubs-wide internal budget lines.
166. Any requisition submitted by a club must include the signature of the club's two signing officers, must be a pre-approved expense in their detailed budget, must include all original itemized receipts, and must be at least \$10.
167. Each club shall have their own account in the Student Union's accounting software, to which all revenue and expenses shall be recorded.
168. The revenue generated by a club in a given year must be accessible to that club in future years.
169. An end-of-year report shall be created by the accountant which includes, for each club:
- (a) The accumulated revenue that was available for use by the club at the start of the fiscal year;
  - (b) The revenues and expenses accumulated for each project; and
  - (c) The accumulated revenue that will be available to the club in the following fiscal year.

## **Chapter VI – Annual Operating Budget**

### **Section 1 – Procedure**

170. The incoming VP Finance shall prepare, in collaboration with the General Manager and outgoing VP Finance when appropriate, the Annual Operating Budget for presentation and adoption at the June meeting of Council.
171. Every budget line approved in the Annual Operating Budget shall be accompanied by its designated transaction type, as well as its designated approver.
172. The VP finance shall recommend the designated approver for each budget line.
173. The following expenses must have their own distinct budget lines:
- (a) Judicial Board expenses, for any and all expenses relating to the Judicial Board, its advisor, or its meetings, and nothing else;
  - (b) Elections and referenda expenses, for any and all expenses relating to the annual general elections or any by-elections or referenda, and nothing else.
174. Following Council's approval of the Annual Operating Budget, the amount allocated to each budget line may be only adjusted by a duly convened meeting of Financial Committee. Following such an adjustment, the VP Finance shall prepare an updated annual operating budget to be distributed through the Council mailing list within five (5) days. This updated budget shall include columns for the original approved amount and every adjustment made to date.



175. Following Council's approval of the Annual Operating Budget, the designated approver for a particular budget line may only be changed by a vote of Council.

## **Section 2 – Committee associated budget-lines;**

176. At the beginning of their mandates, as quickly as possible after the approval of the Annual Operating Budget, standing committees with (discretionary) associated budget-lines are to approve their annual budgets with all expected expenses, then submit them to the financial committee for ratification.

177. The list below designates which budget-lines are associated with which committee:

- (a) The 'Campaigns' and 'Speaker Series' budget-lines are associated with the External and Campaigns committee.
- (b) The 'Student Life Initiatives' and 'Special Projects' budget-line is associated with the Student-life committee.
- (c) The 'Sustainability (green initiatives)' budget-lines is approved by the Sustainability committee.
- (d) The 'Loyola Initiatives' budget-line is approved by the Loyola Committee.

178. These budgets, once ratified, create the financial framework for the committees to operate within over the fiscal year. After ratification, any changes to these approved committee budgets must be approved by the financial committee.

179. Each committee must keep track of the expenses to their respective budget-lines, these must at all times be up to date within each financial quarter, and must submit a mid-year report to the financial committee before the end of January, annually.

180. Every expense from the committee associated budget-lines shall be reported within their respective committee reports.

## **Chapter VII – Requisitions, Contracts, Deposits**

### **Section 1 – General Provisions**

181. No financial form outlined in this Chapter shall be hand-written. Notwithstanding, signing officers, designated approvers, and the VP Finance may make hand-written changes to a form provided they sign beside the changes.

### **Section 2 – Requisitions**

182. A requisition form shall be used for all payments which are reimbursed to an individual.

183. Every requisition form or direct invoice must have at least the following information:

- (a) The name of the payee
- (b) The address of the payee
- (c) The date the form was printed
- (d) A list of expenses, which includes for each item:
  - i. The date the receipt was issued
  - ii. A description of the expense
  - iii. The account code for the expense
  - iv. The amount of the expense
- (e) A total amount for all expenses listed, which shall be automatically calculated and not editable
- (f) A space for the signature of the individual handling in the requisition

- (g) A space for the signature of the designated approver
- (h) A space for the signature of the VP Finance, which shall not be used should the VP Finance be the designated approver.

184. Requisition forms for employees shall additionally have a space for the signature of the immediate supervisor.

### **Section 3 - Contracts**

185. A contract form shall be used for all contracts, which shall include at minimum:

- (a) The date the form was printed
- (b) The account code to which the revenue or expense shall be recorded
- (c) A space for the signature of the designated approver
- (d) A space for the signature of the VP Finance, which shall not be used should the VP Finance be the designated approver

186. Contracts shall not be signed until such a time as it has an associated contract form.

### **Section 4 – Cheque Deposits**

187. A cheque deposit form shall be used for all received cheques, which shall include at minimum:

- (a) The date the form was printed
- (b) The date the cheque was received
- (c) The account code to which the revenue shall be recorded
- (d) The corresponding invoice number, if appropriate
- (e) A space for the signature of the VP Finance

188. The cheque deposit form shall be stamped with the date the cheque was deposited to a bank account.

### **Section 5 – Cash Deposits**

189. A cash deposit form shall be used for all received cash, which shall include at minimum:

- (a) The date the form was printed
- (b) The account code to which the revenue shall be recorded
- (c) The amount of cash received
- (d) A space for the signature of the VP Finance

## **Chapter VIII – Recording of Account Codes**

190. The VP Finance shall specify the account code for every transaction.

191. If the general manager disagrees with the VP Finance on the account code indicated for a particular transaction, the decision shall be referred to the President which must then be ratified by the Financial Committee at its next meeting. Should the financial committee not ratify the decision it shall decide which account code should be used for the transaction, and must specifically note such a decision in its report to the Council of Representatives.

## **Chapter IX – Financial Reporting and Transparency**

192. The VP Finance shall submit an updated budget, showing the current allocated amounts and year-to-date actuals, to every regular council meeting.
193. The VP Finance shall submit the following supporting documents to every meeting of the Financial Committee:
- (a) The budget, reflecting the current allocated amounts and actuals;
  - (b) The transaction list as per the accounting software; and
194. Representatives shall be allowed to exercise their legal rights to consult the financial books of the Student Union within 3 days of making a request. It is the responsibility of the VP Finance and the general manager to ensure Representatives has access to the financial books and that all questions are answered.
195. The VP Finance shall allow members to consult the financial books of the Student Union during their weekly office hours, and is responsible for answering any questions a member may have. Notwithstanding, confidential information shall not be disclosed to any member that is not entitled to said information.
196. The Student Union shall publish its audited financial statements on its website upon the statements approval by the Council of Representatives.
197. The auditor's recommendations and management's response shall be submitted to Council following their reception and drafting, respectively.

## **Chapter X – Student Union Accounts**

198. An account, be it an internal account or a bank account, shall only be closed or opened by a resolution of Council, and shall be removed from or added to the roster of accounts in this section, as the case may be.
199. Should any internal account or bank account be closed, a complete transaction record must be obtained before the account can be closed, such record being maintained in the Student Union's archives in perpetuity.
200. The bank account of the Student Union shall be: Operating – chequing, Operating – savings, Health and Dental Insurance- chequing, Health and Dental – savings, and an investment account for the Student Space, Accessible Education and Legal Contingency Fund.
201. The internal accounts of the Student Union shall be: Operating, Health and Dental Fees, Clubs, Advocacy Fees, Housing and Job Bank fees, Legal Information Clinic Fees, Federation Etudiante Universitaire de Quebec (FEUQ), and the Student Space, Accessible Education and Legal Contingency Fee.

## **BOOK V – SPACE AND SERVICES**

202. Credit card companies may not solicit or advertise their services or products using any CSU space whatsoever.
203. Council shall be given permanent office space be furnished with at least one desk and chair, one couch, one computer and printer, as well as anything else deemed necessary.
204. Any member of Council may enter the CSU offices during regular business hours.

## **BOOK VI – APPOINTMENTS**

## **Chapter I – Appointments committee procedure**

### **Section 1 – Posting**

205. All available seats on boards and committees will be posted 10 days in advance on the public notice bulletin board prior to the appointment.
206. A memo will go out to the CSU electronic mailing list and to all CSU clubs, Faculty Associations and Fee Levy Groups to notify them of all available seats.
207. Posters advertising for positions on the University Senate or Board of Governors will include a list of all of the academic requirements necessary to sit on the University Senate or Board of Governors.

### **Section 2 – Appointments procedure**

208. The appointments committee chair will collect the candidatures and forward them to the committee members.
209. The committee will meet to interview potential appointees and make recommendations to Council. Notwithstanding the foregoing Judicial Board candidates will be subjected to an interview by Council.
210. Council will appoint the candidate(s) as per **Chapter VIII** (Book I) of the Code of Standing Regulations

### **Section 3 – Removal from appointment**

211. The appointment committee has the right to recommend the removal of appointed candidates and members of the Judicial Board from seats for serious grounds or poor attendance.
212. An appointed member who has missed more than one meeting will be considered in bad standing and eligible to be removed from his/her position.
213. Upon recommendation by the appointments committee, Council can remove a member from his/her appointment via a Council resolution.

## **Chapter II – Board of Governors**

214. The two seats for Board of Governors shall be appointed in the following manner:
- The Executive shall appoint, from among itself, the student Governor, to be ratified by Council at its June Meeting.
  - The “alternate governor” shall be a Councilor or a student at large appointed by Council at its June Meeting.
215. All student Governors, whether elected, appointed or ex-officio, must sign a form, at the time of their nomination or appointment, as the case may be, stating:
- They are eligible to sit on the Board of Governors as per the University’s regulations.
  - They accept to attend all Board of Governors meetings.
  - They recognize and accept that any absence from a Board of Governors meeting must be reported to the Chair of Council, and that Council may deem them resigned because of their absence at a duly convened Council meeting.
  - They agree to write a report to CSU Council after every Board of Governors meeting, in conjunction with the Academic Caucus, on their work as Governors on both the Board of Governors and on its committees.
216. The term of seats on the Board of Governors is for 1 year from July 1st until June 30th.

217. Any vacancy on the Concordia University Board of Governors can be filled by Council for the unexpired term of the vacant seat.
218. The Council of Representatives may, by a 2/3 majority vote, on an issue affecting its membership not specifically faculty related; issue directives to student representatives on the Board of Governors.

### **Chapter III - Senate**

219. The 12 seats are divided as follows
- (a) CSU President (ex-officio) or a delegate chosen by the President.
  - (b) CSU VP Academic (ex-officio)
  - (c) 2 Representatives appointed by Council at the June regular meeting (2)
  - (d) 4 CSU members appointed by CSU Council (4)
  - (e) 1 elected senator from Arts & Science in the Annual General Election (1)
  - (f) 1 elected senator from John Molson School of Business in the Annual General Election (1)
  - (g) 1 elected senator from Engineering & Computer Science in the Annual General Election (1)
  - (h) 1 elected Senator from Fine Arts in the Annual General Election (1)kk m
220. All student Senators, whether elected, appointed or ex-officio, must sign a form, at the time of their nomination or appointment, as the case may be, stating:
- (a) They are eligible to sit on Senate as per the University's regulations.
  - (b) They accept to attend all University Senate meetings.
  - (c) They recognize and accept that any absence from a Senate meeting must be reported to the Chair of Council, and that Council may deem them resigned from their position due to absence at a duly convened Council meeting.
  - (d) They agree to write a report to CSU Council after every meeting of Senate, in conjunction with the Academic Caucus, on their work as Senators on both Senate and on its committees.
221. The term of seats on the Concordia University Senate shall be for 1 year from September 1st until August 31st.
222. Any vacancy on the Concordia University Senate can be filled by Council, preferably from the faculty of the vacant seat, for the unexpired term of the vacant seat.

## **BOOK VII - ELECTIONS AND REFERENDUM REGULATIONS**

### **Chapter I - Scope**

223. These regulations apply to all Annual General Elections, By-Elections and Referenda of the Student Union.

### **Chapter II - The Holding of Elections and Referenda**

#### **Section 1 - Annual General Election**

224. The Annual General Election shall be held such that the polling period ends on the last Thursday in March.

#### **Section 2 - By-Elections**

225. In accordance with the By-Laws, a by-election for vacant seats on Council shall be held such that the polling period begins during the month of November if more than one fourth of Council seats are vacant, should all seats in one faculty be vacant or if a referendum in accordance with these regulations and the By-Laws is held.
- Should less than one fourth of Council seats be vacant Council can still call a by-election by resolution;

#### **Section 3 - Referenda**

- 226.Referenda may be called by resolution of Council to be held concurrently with elections or by-elections
- 227.Referenda shall be held such that the polling period shall begin as specified in the resolution of Council
- 228.Referenda may be held concurrently with each other or with any election or by- election, subject to the delays stipulated in these regulations.
- 229.The Chief Electoral Officer shall have the authority to reject the wording of a referendum question that he or she deems is prejudicial to the outcome of the referendum. The CEO's rejection of a referendum question should be submitted in writing without prejudice to the interested parties, Council and the Judicial Board.
230. Any referendum question regarding student fees must clearly state the amount of the fee.
231. Any referendum question regarding a fee levy, which clearly states the amount of the fee, may request that the levy be indexed to inflation in accordance with the Consumer Price Index.
- 232.Any referenda that seeks to introduce a student fee must be submitted to the Policy committee for review and approval at least three months before it is to be considered by Council for the fall by-elections or the March general elections.

#### **Section 4 – Fee Levies**

- 233.The CSU may, through referendum, approve the collection of fees from its membership.
- 234.Any non-CSU group seeking a new fee levy must submit an application to the Policy committee for review and approval at least 2 months before the first day of the nomination period of the Fall by-elections, or at least 3 months before the first day of the nomination period of the March general elections in order to be considered by Council. The application must contain:
- (a) The group's constitution and regulations
  - (b) A list of at least 3 officers responsible for the organization
  - (c) A petition in support of the fee levy's collection, containing the name, faculty, student ID number, and signature, of at least 750 undergraduate students
  - (d) The group should prepare a draft question to be approved by council and the CEO.
- 235.Any referenda that seek to increase existing fee levies must be submitted to the Policy committee for review and approval at least 1 month before the first day of the nomination period of the fall by-elections or the March general elections for it to be considered by Council. The application must include:
- (a) The group's incorporation documents and general by-laws.
  - (b) A list of at least 3 officers responsible for the organization.
  - (c) An audit or review engagement prepared by an external accountant for the previous fiscal year.
  - (d) Last published annual report.
  - (e) Minutes of the last annual general meeting.
- 236.Any resolution to put a fee levy to referendum shall require a 2/3 majority vote of the Council of Representatives.
- 237.Should a new non-CSU group's fee levy question be approved by the members the group will have to show the Student Union proof of incorporation before the results are brought to the university Board of Governors for adoption.

### **Chapter III – Parties to an Election or Referendum**

#### **Section 1 – Electors**

- 238.Every person who is a member of the Student Union on the day before the start of the campaigning period shall be considered an elector.

239.Each elector may cast a ballot in an election for each Executive office.

240.Each elector may cast a ballot in an election for Council or the university senate allocated to the faculty in which he or she is registered. For the purposes of this article, the collectivity of Independent Students is deemed a faculty.

241.Each elector may cast a ballot in a referendum.

242.Notwithstanding the foregoing, the Chief Electoral Officer may not vote in any election, by-election or referenda. The Chief Electoral Officer can cast a vote in case of a tie only after a recount has confirmed the tie.

## **Section 2 – Candidates**

243.Every person who is an elector is eligible to seek office for which he or she is entitled to cast a ballot.

244.Notwithstanding the foregoing, the following persons are ineligible:

- (a) Any member of the Judicial Board
- (b) Any election officer

245.Notwithstanding the foregoing, all former CSU Chief Electoral Officers are ineligible to run for any elected or appointed positions within the CSU or participate as a candidate for any office in any CSU annual general elections or by-elections.

## **Section 3 – Executive Affiliations**

246.Candidates for the Executive may be authorized to run as an executive affiliation using a common name.

247.An executive affiliation may share the same campaign materials and platform.

248.No person outside of the affiliated candidates may represent the executive affiliation to the Chief Electoral Officer or any other person.

249.In accordance with the By-Laws, Candidates for University Senate and for Council cannot run affiliated with any other candidates.

## **Section 4 – Referendum Committees**

250.Every person who is an elector is eligible to participate in a referendum committee.

251.Notwithstanding the foregoing, the following persons are ineligible:

- (a) Members of the Judicial Board
- (b) Any election officer

## **Section 5 – Chief Electoral Officer**

252.The Chief Electoral Officer shall be appointed by a 2/3 majority vote of Council until such time as he or she is no longer a member.

253.The Chief Electoral Officer may resign by notifying the Council Chairperson or the President in writing.

254.The Judicial Board may, with cause, dismiss the Chief Electoral Officer after giving him or her an opportunity to be heard.

255.Council shall normally fill a vacancy in the office of the Chief Electoral Officer within thirty days of such vacancy.

256.The Chief Electoral Officer shall see to the carrying out of these regulations, as guided by the Standard Operating Procedures of his or her office.

The Chief Electoral Officer shall:

- (a) Verify that the parties are complying with these regulations;
- (b) Ensure the integrity and independence of the electoral process;
- (c) Issue directives on the carrying out of these regulations;
- (d) Receive and examine the reports and returns transmitted to him or her;
- (e) Inquire into the legitimacy of election expenses of the candidates and of referendum expenses;
- (f) Be responsible for the archive of election results;
- (g) Propose electoral reforms to Council;
- (h) Provide any person applying therefore with advice and information; regarding the carrying out of these regulations;
- (i) Give public access to the information, reports, returns or documents relating to these regulations;
- (j) Hold information meetings for the benefit of candidates and referendum committees;
- (k) Create and maintain an elections website;
- (l) Advertise the elections and promote participation in the electoral process on campus;
- (m) Update the Standard Operating Procedures for his or her office as required.

257. To accomplish the foregoing tasks, the Chief Electoral Officer shall have privileged and direct access to all of the CSU's resources, as needed. This access shall be overseen by the CSU's General Manager, for the sole purpose of ensuring that such resources are being used reasonably. Should the Chief Electoral Officer feel that his or her access to such resources is being blocked or constrained in a manner that hampers the effective accomplishment of the foregoing tasks, he or she may provide a report directly to the Council of Representatives to seek a resolution to such problems.

## **Section 6 - Election Officers**

258. The election officers include the Chief Electoral Officer, deputy electoral officers, polling clerks, and any other person whose services are temporarily required by the Chief Electoral Officer for the purposes of administering an election of referendum.

259. The following persons may not hold office as an election officer:

- (a) Members the Judicial Board
- (b) Members of the Council of Representatives
- (c) Members of the Executive
- (d) Members of the University Senate
- (e) Members of the Board of Governors

260. The Chief Electoral Officer shall hire or appoint deputy electoral officers, polling clerks, and other election officers as may be the case.

261. The Chief Electoral Officer shall ensure that the election or referendum is properly conducted, and, for that purpose, shall see to the training of the other election officers and direct their work.

262. The Chief Electoral Officer shall establish a remuneration scale for election officers.

## **Chapter IV - Election and Referendum proceedings**

### **Section 1 - Announcement of Poll**

263. Not later than 22 days before the polling period, the Chief Electoral Officer shall issue a general public notice to announce the holding of a poll. Should that day fall during the midterm break in February, the announcement of the poll shall be issued on the first judicial day following it.

264. Such announcement shall include, as the case may be,

- (a) The particulars of the offices open for election, specifying the number of Council seats open in each faculty, and/or the question(s) on a referendum, as the case may be;
- (b) The place(s) where nomination forms may be obtained;
- (c) The place(s) and dates fixed for the filing of nomination papers in accordance with these regulations;



- (d) The place(s) and dates fixed for the formation of referendum committees in accordance with these regulations;
- (e) The dates fixed for the campaigning period in accordance with these regulations;
- (f) The dates of the poll in accordance with these regulations;
- (g) The dates, times, locations of all information sessions and public debates;

## **Section 2 – Issue of Additional Policies and Directives by the CEO**

265. Not later than 21 days before the polling period, the Chief Electoral Officer shall issue public notice of additional policies and directives for the duration of the elections period.
266. Such announcement shall include, as the case may be,
- (a) Dates, times and locations of scheduled information sessions and public debates,
  - (b) General poster policy guidelines for the campaigning period, beyond those in [section 6](#),
  - (c) A designated means of issuing new or changed elections policies or directives,
  - (d) Any other information that the CEO deems relevant.
267. Subsequent policies or directives (including changes thereof) issued by the CEO, must be made publicly available. This information must be disseminated as soon as reasonably possible, through means outlined by the CEO in [article 273](#). Though the means of dissemination of this information ultimately falls under the CEO's discretion, it may include electronic communication or postings on the Elections Office door.

## **Section 3 – Nomination of Candidates**

268. Every eligible person may be nominated as a candidate for one office in an election period by filling the prescribed nomination paper with the Chief Electoral Officer or his/her designate.
269. The nomination paper shall be filled at the place(s) and times designate by the Chief Electoral Officer during the period beginning 21 days and ending 12 days before the polling period.
270. The nomination paper shall state the name of the candidate, as well as his or her Concordia I.D. number, address, telephone, e-mail address (if applicable) and the faculty in which he or she is registered, and the office for which he or she is a candidate..
271. The nomination paper shall include a statement signed by the candidate(s) in the presence of the person authorized to receive the nomination, stating that he or she consents to the nomination and is eligible to run for the position.
272. All candidates and referendum committee chairpersons need to disclose all financial matters relating to the CSU in the past 12 months along with their nomination form.
273. The nomination paper shall include the printed name, signature and Concordia I.D. number, of at least 45 electors who are eligible to vote for the office for which the candidate is being nominated. In the case of Executive, the nomination paper must include the printed name, signature, and Concordia I.D. number of at least 125 electors. Notwithstanding the foregoing, the nomination paper of a candidate for an office of Council or Senate allocated to Independent Students shall include the printed name, signature, and Concordia I.D. number of at least 45 electors.
274. Executive candidates who choose to run affiliated must submit an executive affiliation form to the Chief Electoral Officer before the end of the nomination period.
275. The executive affiliation form must state the executive affiliation name, the number of executive candidates running affiliated, the names and signatures of the executive candidates, the positions for which they are running, and their main representative for communications with the Chief Electoral Officer.
276. A candidate for an elected university senate seat cannot be a candidate for either the CSU Executive or CSU Council.
277. Candidates for President, VP Academic and Advocacy, and Senate must also sign an additional form, at the time of nomination, in accordance with [article 229](#).

278. Upon filing the nomination paper, the candidate shall be immediately provided with a paper receipt for the nomination, signed by the candidate and the Chief Electoral Officer.  
The candidate shall also be provided with electronic copies of the following, to be sent by electronic mail by the Chief Electoral Officer no later than 2 days following the receipt of nomination:

- (a) A copy of the By-Laws;
- (b) A copy of these regulations;
- (c) A copy of any additional directives set by the Chief Electoral Officer in accordance with these regulations;
- (d) The dates, times and locations of all information sessions and public debates as soon as they are organized by the Chief Electoral Officer in accordance with these regulations;
- (e) A form to be used for the return of election expenses provided for by these regulations;
- (f) Any other information the Chief Electoral Officer deems appropriate.

A paper copy of these documents shall be provided by the Chief Electoral Officer to a candidate upon request.

279. Upon filing the executive affiliation form, the main representative for the executive affiliation shall be immediately provided with a paper receipt authorizing the executive affiliation, signed by the main representative and the Chief Electoral Officer.

280. The Chief Electoral Officer shall have the sole authority to verify the validity of nomination papers. Notwithstanding the foregoing, the Chief Electoral Officer may designate any other election officer(s) to assist him or her in the verification of nomination papers.

281. For the sole purpose of verifying the requirements for nomination as stipulated in [article 250](#), [article 280](#), and, should it apply, [article 284](#), nomination papers for all candidates shall be submitted by the Chief Electoral Officer to the Dean of Students office on the day before the start of the campaigning period.

282. A candidate may withdraw his or her nomination by transmitting to the Chief Electoral Officer in writing to that effect signed by him or her. The deadline to withdraw shall be one day before the polling period. The death of a candidate has the same effect as a withdrawal.

#### **Section 4 – Formation of Referendum Committees**

283. Council can appoint a member to act as chairperson of a referendum committee in favour of any question. If council does not choose to do so the CSU president may appoint a member of the executive to serve as chairperson.

284. Before the campaigning period, the Chief Electoral Officer shall, hold a public meeting for the purpose of forming referendum committees not prescribed in the foregoing. At such a meeting, members of each committee shall elect a chairperson, in the presence of the Chief Electoral Officer and in a manner prescribed by the Chief Electoral Officer. No elector may hold office on more than one referendum committee on the same question.

285. Following that meeting, should any side of a referendum question not be represented by an established committee (either for or against), such a committee may be established at any time preceding the end of the campaigning period in the presence of the Chief Electoral Officer.

#### **Section 5 – Campaigning period**

286. The campaigning period shall begin 10 days before the polling period and end at 9 pm the day before the polling period.

287. Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. For greater clarity websites and videos can remain online but no new material can be added nor can previous material be reposted after the end of the campaigning period.

288. Student media content regarding elections and election issues can be disseminated during the polling period, but no new correspondence between candidates or referendum committee members and student media can be published during the polling period.

- 289.No Executive, Director or employee of the student union, its subsidiary or of a of a faculty/departmental association, club, service or media organisation may use his or her position to aid in his or her campaign for a CSU elected position.
- 290.No space or facilities used or maintained by the University and/or the Student Union, its subsidiary or its affiliated groups and associations, may be used for campaign purposes by any candidate unless it is equally available to all other candidates for the same office.
- 291.The Chief Electoral Officer shall organize public debate(s), after the close of nomination, on both campuses, open to all presidential candidates. Debates can also be organized for other candidates or all referendum committees on each question, as the case may be. During the debates candidates shall give question priorities to Student Union members and not ask questions unless no other member wishes to ask a question.
- 292.Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, harassment, slander, general sabotage of the campaigns of other candidates, and misrepresentation of facts.

## Section 6 - Poster Policy

- 293.All posters used by candidates and referendum committees for the purpose of campaigning must be printed on 100% recycled paper.
- 294.The Chief Electoral Officer shall designate which boards are to be used for campaigning purposes in the H, LB, MB, EV, VA, AD and SP buildings. The Chief Electoral Officer shall also designate a general poster policy for movable boards in all buildings included in the Additional Directives distributed as per [section 2](#). No campaign materials are allowed outside of any board designated by the Chief Electoral Officer.
- 295.The Chief Electoral Officer shall designate space on the aforementioned boards as equally as possible between candidates for Senate, Council, Executive, and chairs of referendum committees. The method by which the space is distributed shall be decided by the Chief Electoral Officer and included in the Additional Directives distributed as per [section 2](#). Any designated space left empty by a candidate or a referendum committee 6 days before the start of the polling period can be used by any candidate or referendum committee on a first come first serve basis.
- 296.Affiliated executives may place individual or executive affiliation posters in their individually designated spaces.
- 297.For safety reasons, candidates and referendum committees may start poster in their designated spaces on the day before the start of the campaigning period at 9pm.
- 298.Within 72 hours of the close of polls all candidates, referendum committees, and executive affiliations must make every reasonable effort to remove and, wherever possible, recycle all their campaign materials posted in the University.

## Section 7 - Poll

- 299.Not later than 7 days before the polling period, the Chief Electoral Officer shall give public notice setting forth the following particulars, as the case may be:
- The designation of each office for which a poll must be held;
  - The names of the candidates for each office;
  - The wording of each referendum question;
  - The day, time, and locations of the polling stations
- 300.In the case of a general election the CEO shall ensure the presence of one polling booth during the polling period in the following buildings:
- Hall building (H) - Lobby and 4th floor
  - Visual Arts building (VA) - Lobby
  - Webster Library building (LB) Atrium
  - JMSB Building (MB) - Lobby

- (e) Engineering and Visual Arts Complex (EV) - Ground Floor
- (f) Administrative building (AD) - Main Entrance
- (g) Communication Studies & Journalism Building (CJ) - Atrium
- (h) Richard J. Renaud Science Complex (SP) - Main Entrance
- (i) Vanier Library Building (VL) Main Entrance

301. In the case of a by-election the CEO shall ensure that at least 4 polling stations are placed in high traffic locations on the Sir George Williams campus and at least 2 polling stations are placed in high traffic locations on the Loyola campus.

302. A separate ballot paper, distinct in colour, should be used for each of the following races: Faculty seats of Council and Senate, Executive positions, and Referendum questions, for a total of seven (7) distinct sets of ballots. If it is not feasible to express the full list of candidates (or referendum questions) on a single ballot, additional ballots of the same colour can be printed and all ballots in that series must be numbered accordingly (e.g.: 1/2, 2/2, etc.). If such a separation would have the effect of splitting the candidates for a single position across multiple ballots, the entire position must be displaced to the next ballot so as to keep the names together.

303. Each ballot paper shall contain a serial number.

304. The ballot papers must allow each candidate to be identified by name.

305. The ballot papers must contain, on the obverse,

- (a) The name of each candidate in alphabetical order of surname with the given name preceding the surname;
- (b) A circle for the elector's mark opposite the particulars pertaining to each candidate;
- (c) In the case of candidates for the Executive, the executive affiliation name, if applicable;
- (d) In the case of candidates for Council or university senate, the number of votes allowed to each elector, which shall correspond to the number of seats being elected in the appropriate faculty;
- (e) In the case of a ratification poll, three circles designated "Yes", "No" and "Abstention" opposite the particulars pertaining to each or candidate;
- (f) In the case of a referendum, three circles designated "Yes", "No", and "Abstention" opposite the particulars pertaining to each option, as the case may be.

306. All circles, as the space between consecutive circles, must be of the same size. The particulars pertaining to candidates must correspond to those contained in the nomination papers, and must appear in alphabetical order of the candidates' surnames and, as the case may be, of the candidates given names.

## **Section 8 - Procedures at the Polling Station**

307. No person may be present at a polling station who is not

- (a) An election officer engaged in the fulfillment of his or her duties;
- (b) An elector who is waiting to vote;

308. An elector who is in the process of voting or placing his or her ballot(s) in the ballot box(es). No elector may vote by proxy.

309. The Chief Electoral Officer shall establish such procedures as he or she deems necessary to ensure that

- (a) Every elector exercise his or her right to vote privately and individually;
- (b) No elector is able to vote more than once for any office or referendum question
- (c) No person who is not an elector is able to vote;
- (d) The secrecy of the vote is maintained;
- (e) No campaign materials shall be within view of a polling station from the beginning until the end of the polling period. Any campaign material within view will be removed by the election officers;
- (f) A short biography or statement, 75 words maximum, prepared by each candidate or referendum committee and approved by the Chief Electoral Officer is available for every elector to familiarize themselves with the candidates or positions of referendum committees;
- (g) The integrity of the ballot boxes is preserved during the polling period;

- (h) Ballot boxes are sealed at the close of each day and securely transported to the strong room designated by campus security.;
- (i) Every box is to be accompanied by a security guard from the time that they leave the strong room in the morning to the time when they are returned to it at night.
- (j) Overnight, the boxes must be stored in the security office with limited access and access must be restricted to the CEO in the presence of a security guard and the chair of Judicial Board.
- (k) Blank materials must be stored by campus security in a separate secured room with a single observable door.
- (l) Each box must be marked in the morning with the date, time and location with the CEO or DEO's signature. The same must be done at the end of the day over the tape.

## **Section 9 - Counting of the Ballots**

310. Ballots are counted on the Friday immediately following the close of polls, with official results to be released no later than that night at 8:00 PM.

311.No person shall be present at the counting of the ballots who is not

- (a) An election officer whose presence is authorized by the Chief Electoral Officer
- (b) A candidate
- (c) A chairperson of a referendum committee
- (d) A Judicial Board member
- (e) A member of the campus media

312.The Chief Electoral Officer shall establish such procedures regarding the opening of the ballot boxes and the counting of the ballots as he or she deems necessary. Each box shall be opened and counted individually. After the count ballots will be identified to each box they originated from.

313.A ballot shall be rejected if it is marked, as the case may be,

- (a) For more than one candidate for an Executive office;
- (b) For more than the allowed number of candidates for the office of Council;
- (c) For more than one choice for each candidate in a ratification poll;
- (d) For more than one option pertaining to a referendum question;
- (e) Outside of the space provided for the mark(s);
- (f) In a manner that does not clearly indicate the intention(s) of the voter.

314.The Chief Electoral Officer is the final authority on the rejection of ballots.

315.Following the counting of ballots for the office of Executive, if applicable, the Chief Electoral Officer shall declare the candidate for each executive office who has received the greatest number of votes to be elected.

316. Following the counting of ballots for the office(s) of Council and the university senate for each Faculty or the total members, as the case may be, the Chief Electoral Officer shall declare the candidates who have received the greatest number of votes, equal to the number of contested seats subject to the minimums of article 5 of these regulations, to be elected.
317. Following the counting of ballots for any office(s) subject to a ratification poll, the Chief Electoral Officer shall declare each candidate who has received more “Yes” votes than “No” votes to be elected.
318. Following the counting of the ballots for any referendum, the Chief Electoral Officer shall declare the option that has received the greatest number of votes to be adopted by the members.
319. Not later than 24 hours following the counting of the ballot, the Chief Electoral Officer shall issue an announcement, which shall include, as the case may be,
- (a) a list of the candidates for each office with the number of votes each candidate has received;
  - (b) a list of candidates who have been declared elected
  - (c) a list of the referendum questions with the number of votes cast in favour of each option.
320. The ballots of any election or referendum shall be kept in a secure manner by the Chief Electoral Officer for a period of 60 days following the announcement of the results, following which they shall be disposed of by the Chief Electoral Officer in a manner prescribed by the Judicial Board.

## **Section 10 – Recount of Ballots**

321. The ballots for any executive office or for any referendum shall be subject to an automatic recount if the margin of victory is less than 50.
322. The ballots for any Senate of Councilor position shall be subject to an automatic recount if the margin of victory is less than 15.
323. Any recount(s) shall be conducted by the Chief Electoral Officer, his or her deputies, the electoral staff working on the recount and at least three (3) members of the Judicial Board. No other person may be present at a recount who is not, as the case may be,
- (a) A candidate for the office that is the object the recount,
  - (b) A chairperson of a referendum committee on the question that is the object of the recount.
  - (c) A member of the Judicial Board

## **Chapter V – Contestations & Complaints**

324. Every elector may contest a referendum or an election, or a part thereof relating to specific office(s), on the grounds that
- (a) A person declared elected was ineligible;
  - (b) A person declared elected did not obtain the greatest number of valid votes, as applicable;
  - (c) That a corrupt electoral practice was used;
  - (d) There have been violations of these regulations;
325. A contestation of an election or a referendum must be filed in writing with the Chief Electoral Officer not later than 5 days following the announcement of the results by the Chief Electoral Officer. The Chief Electoral Officer shall issue a written decision within 3 days of receiving such contestation. Such decision would be made in accordance with **Chapter IX**.
326. Every candidate may file a complaint with the Chief Electoral Officer during the campaign period. Such a complaint shall indicate how a candidate or referendum committee have breached electoral regulations, and shall include evidence of the infraction. Notwithstanding the above, the main contact for affiliated candidates shall be the sole submitter of complaints for any such affiliated candidates.
327. The Chief Electoral Officer may, as a result of a filed complaint, exercise any action afforded to him/her by these regulations.
328. The Chief Electoral Officer may dismiss a complaint where he/she considers the request frivolous, vexatious, made in bad faith, or unnecessary in the circumstances.

329. All complaints received by the Chief Electoral Officer, the response thereof, and any actions resulting therefrom, must be issued in writing no later than 48 hours following the filing of such a complaint. Any dismissed complaint must indicate the reason for dismissal.

## **Chapter VI – Related Rights and Obligation**

330. At the request of an employee who is a candidate in an election, the Student Union or its subsidiary shall grant leave without pay to the employee.

331. The leave begins, at the earliest, on the day the employee becomes a candidate, and terminates the day after the closing of the poll.

332. At the expiry of the leave, the Student Union or its subsidiary shall reinstate the employee, on the conditions of employment prevailing before the beginning of the leave.

333. The Student Union or its subsidiary shall not, by reason of the leave, dismiss, lay off, suspend, demote or transfer the employee or give him or her less favourable conditions of employment than he or she is entitled to or diminish any benefit attached to his or her employment and to which he or she is entitled. The Student Union or its subsidiary shall not subtract the leave granted to an employee who is a candidate from the period of vacation of the employee, if applicable.

334. The Student Union or its subsidiary must terminate employment of any candidate who has been declared elected before taking office or, should it apply, before starting training.

## **Chapter VII – Election and Referendum Expenses**

### **Section 1 – Election Expenses**

335. The cost of any goods or services used during an election period to promote or oppose, directly or indirectly, the election of a candidate, or a particular option in a referendum, as the case may be, is an election expense. The cost of common campaign material such as posters and fliers and other goods or services as determined by the Chief Electoral Officer will be the same for all candidates. The Chief Electoral Officer will publish the cost of each of those goods as part of the additional directives. This cost will be calculated for all candidates regardless of the cost paid. The value of creative content produced by volunteers or the candidate themselves shall not be counted towards the maximum amount of expenses.

336. Only a candidate or the chairperson of a referendum committee, as the case may be, may incur election expenses.

337. Any third party wishing to incur an expense relating to the elections must do so by obtaining prior written permission from the Chief Electoral Officer. The Chief Electoral Officer may act to remove any unauthorized material or stop any unauthorized activities on behalf of the student union done by a third party.

338. A referendum committee may rent student spaces during the campaigning period only in so far as those spaces are equally available for rent to all other referendum committees.

339. All sources of revenues for the campaign need to be disclosed with the return of election expenses.

340. The maximum amount of election expenses that may be incurred by a candidate for a particular office or a referendum committee is as follows:

- (a) Office of Executive: \$200.00
- (b) Office of Council or University Senate - \$50.00
- (c) Referendum Committee - \$300.00

Executive affiliations may collectively spend their individually allocated amounts.

341. Every payment of election expenses must be justified by an invoice showing the name and address of the supplier, the date the goods or services were supplied and the amount of the expense.

342. The Chief Electoral Officer may establish such procedures regarding the incurring and payment of election expenses as do not contravene these regulations.

### **Section 2 – Reimbursement of Election Expenses**



343. The Chief Electoral Officer shall, within 30 days of the close of the poll, reimburse to all candidates and chairpersons of referendum committees, out of the electoral budget, an amount equal to half of the allowed election expenses set out in [article 344](#). The expenses must have been incurred and paid in accordance with these regulations. Should an executive affiliation submit a single expense return, the main representative of the executive affiliation shall be reimbursed.

344. No reimbursement shall be made to a candidate or the chairperson of a referendum committee, as the case may be, unless his or her return of election expenses has been filed before the deadline set by these regulations.

345. Candidates who fail to follow [article 304](#) will not be reimbursed for any campaign expenditures.

### **Section 3 – Return of Election Expenses**

346. Whether incurring an election expense or not, every candidate and every chairperson of a referendum committee, as the case may be, must, within 4 days after the close of the poll, file with the Chief Electoral Officer a return of election expenses using the form distributed to them as per [article 285e](#). This return must be accompanied with the invoices, receipts and other vouchers, and a list thereof. Executive affiliations shall submit a single return for all candidates listed in the executive affiliation, if applicable.

347. Any fine imposed in accordance with [article 356b](#) must be paid at the time of filing the return of election expenses indicated in [article 350](#).

348. Upon filing the return of election expenses, the candidate, executive affiliation, or chair of a referendum committee, as the case may be, shall be immediately provided with a paper receipt indicating the return of election expenses, and any fine imposed per [article 356b](#) and paid per [article 351](#) should it be applicable, has been received. This receipt shall be signed by the Chief Electoral Officer and the candidate, main representative of the executive affiliation, or chair of the referendum committee, as the case may be.

349. The Chief Electoral Officer must, on the first day following the closing of polls, send an email to all candidates and chairpersons of referendum committees reminding them of this Section's Regulations.

## **Chapter VIII – Report of the Chief Electoral Officer**

350. The Chief Electoral Officer shall submit a report of the Annual General Election to the Annual General meeting of the members or to Council in the case of a By-election.

351. The report of the Chief Electoral Officer shall contain, as the case may be,

- (a) A list of the candidates for each office with the number of votes each candidate has received;
- (b) A list of the candidates who have been declared elected;
- (c) A list of referendum questions with the number of votes cast in favour of each option;
- (d) A summary of the actual costs incurred for the election;
- (e) A summary of every return of expenses filed by a candidate or a referendum committee within the prescribed time;
- (f) A list of all candidates who have failed to file a return of expenses within the prescribed time;
- (g) A list of all contestations and decisions rendered by the CEO;
- (h) A list of all complaints received by the Chief Electoral Officer, and any actions of the Chief Electoral Officer resulting from it;
- (i) A list of all written decisions and declarations issued for sanctions and disqualifications as per [article 357](#) and [article 361](#);
- (j) A general report on the proceedings of the election and referenda and any recommendations the Chief Electoral Officer deems appropriate;
- (k) Any other information the Chief Electoral Officer deems appropriate;

## **Chapter IX – Sanctions and Disqualifications**

### **Section 1 – Sanctions**

352. A candidate who is found by the Chief Electoral Officer to have violated these regulations or acted in bad faith may be subject to the following sanctions:

- (a) Written warning or reprimand.
- (b) A fine which cannot exceed the maximum amount of election expenses that may be incurred by the candidate in accordance with these regulations<sup>40</sup> The fine imposed shall not be considered an election expense, and must be paid in accordance with [article 350](#).



- (c) Disqualification from the election, which shall be the most severe sanction, for gross violation of the regulations in this book.

## **Section 2 – Sanctions General Provisions**

353. Any sanction imposed by the Chief Electoral Officer must be issued in writing no later than 48 hours following the decision, and must include a motivated, reasoned judgement for the sanction as well as all evidence used in the decision.

## **Section 3 – Automatic Disqualification**

354. The Chief Electoral Officer shall declare a candidate disqualified should the candidate:

- (a) be found ineligible through **article 287** or **article 288**;
- (b) not file a return of election expenses by the deadline stipulated in these regulations;
- (c) not pay a fine imposed by the Chief Electoral Officer by the deadline stipulated in these regulations;
- (d) sign a false declaration of eligibility; or
- (e) file a false return of election expenses.

The disqualification shall be effective immediately.

## **Section 4 – Disqualification by Sanction of the Chief Electoral Officer**

355. A disqualification sanction by the Chief Electoral Officer and/or their agents must clearly demonstrate evidence that both a serious breach of electoral regulations has taken place and the disqualified party was responsible for the breach. Neither circumstantial evidence nor imputed interest shall be sufficient to justify disqualification.

356. A Sanction issued by Chief Electoral Officer resulting in a disqualification must follow all rules prescribed by **section 2** in addition to those listed in this section.

## **Section 5 – Disqualification General Provisions**

357. Any disqualification declared by the Chief Electoral Officer must be issued in writing no later than 24 hours following the declaration, and must include all evidence used in the decision.

358. A disqualification occurring after the polling period must be issued no later than seven (7) days after the end of the polling period.

359. In the event that a candidate who has been declared elected is disqualified from holding or taking office, the office is deemed to be vacant and shall be filled in accordance with the By-Laws and these regulations.

360. In the event that any member has severely broken procedures and provisions as outlined in the standing regulations, the CEO may render a member ineligible to run for office in any CSU election or by-election which takes place within the following 12 months.

## **Section 6 – Forfeiture of Rights**

361. Notwithstanding **article 250** of the Code, an elector who is found to have signed a false declaration of eligibility shall forfeit his or her rights as an elector for a period of two years.

362. Notwithstanding **article 250** of these regulations, a candidate who is found to have filed a false return of election expenses shall forfeit his or her right to seek or hold office for a period of two years.

363. Notwithstanding **article 250** of these regulations, a candidate who has not filed a return of election expenses or who has not paid a fine imposed in accordance with these regulations shall forfeit his or her right to seek office until the return is filed or the fine is paid, as the case may be.

## **Chapter X – Appeals**

364. Any sanction imposed by the Chief Electoral Officer may be appealed, in writing, to the Judicial Board, not later than 3 days following the issuance of such decision. Such an appeal may be made on the grounds that the evidence used was false or the judgement of the Chief Electoral Officer was manifestly unreasonable.

365. Any automatic disqualification may be appealed, in writing, to the Judicial Board, not later than 3 days following the issuance of such decision. Such an appeal may be made on the grounds that the evidence used was false or insufficient. Should the Judicial Board fail to reach a decision by the beginning of the polling period the disqualification decision shall be suspended and any candidate reinstated for the polling period. The suspension will expire with the announcement of the results by the Chief Electoral Officer as per **article 324** of the Code.
366. Should an appeal be filed per **article 367** or **article 368**, the judicial board shall issue a written decision within 5 days of receiving such an appeal. This appeal procedure is a special procedure and the delays for election appeals take precedence over the Judicial Board Code of Procedure which shall be adapted to respect the delays of this article.

## **Chapter XI - Elections and Referenda General Provisions**

367. The Judicial Board shall always be available on the Monday prior to the polling period for emergency hearings. The Judicial Board shall also have the authority to establish their own procedures in order to be able to deal with issues in a timely manner following the principles of natural justice. Should a disqualification occur during the campaigning period the Judicial Board shall deal with the case as fast as possible not to the detriment of natural justice principles.

## **BOOK VIII - EXECUTIVE**

368. All Executive members are expected to attend Council meetings from beginning until end.
369. Any executive absent without an exceptional excuse as determined by a majority vote of Council shall be deducted \$100 from their paycheck.
370. Any executive who does not submit a report within the prescribed delays of 5 days prior to every regular meeting of Council shall be deducted \$100 from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
371. Executives must be paid a minimum of the Quebec assessed poverty line of a single income home for the City of Montreal per year as salary.
372. Executive bonuses can only be granted by a Council resolution.
373. A minimum of 2 executives must be present in the SGW office between the working hours starting at 10am until 6pm Mondays until Thursdays and 10am until 4pm Fridays.
374. The President is prohibited from signing any agreement with Concordia University containing fees which could be considered administrative fees.
375. The President is prohibited from signing any draft of the Health Plan Agreement containing administration fee for bad debt.
376. The Executives must submit a joint written annual work plan to Council no later than the September regular meeting. This report must include a projected timeline of events, projects, campaigns and objectives for their mandate. Any executive that does not submit their portion of the report for the annual work plan shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
377. The VP Student Life must present a written post-mortem report to Council regarding Fall Orientation no later than the second regular October meeting and Winter Orientation no later than the March regular Council meeting. This report must include a timeline of events, bookings, equipment used, list of contracts signed, preliminary budget, a list of employees and number of students in attendance for each event. The report must also include each event's strengths, weaknesses, and overall assessment. Should the VP Student Life not submit a report in time for the prescribed Council meeting 350\$ will be deducted from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
378. The Executives must submit a joint written mid-mandate report to Council no later than the first January regular meeting. This report must include but is not limited to the objectives of the annual work plan. This report must provide an overview of all events, projects, campaigns, and services provided by the Union. Any

executive that does not submit their portion of the report for the mid-mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.

379.The Executives must submit a joint end of mandate report to Council in writing which must be presented no later than the Annual General Meeting. This report must include but is not limited to the objectives of the annual work plan and the mid-mandate report. This report must provide an overview of all events, projects, campaigns and services provided by the Union. Any executive that does not submit their portion of the report for the end of mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote at a Special Meeting called for that purpose.

## **BOOK IX – JUDICIAL BOARD**

### **Section 1 – Administrative Proceedings**

- 380.Judicial Board shall function independently of Council and the Executive. It will have the autonomy to create its own administrative structure to carry out its activities. Any change to the administrative structure will be reported at the next regular meeting of Council and is subject to ratification via a majority vote by Council. This vote of ratification should only be withheld under exceptional circumstances.
- 381.The Judicial Board may dismiss a complaint if it feels that the complaint is not within the mandate of the Judicial Board. The Judicial Board will issue a brief written statement as to why the complaint is not receivable or within the mandate of the Board. If the plaintiff believes that they have new motives they must submit a new complaint that includes new evidence which changes the nature of the complaint. No complaint shall be dismissed without the judicial board having met.
- 382.A plaintiff may appeal the decision to dismiss a complaint to the Council of Representatives, such an appeal requiring a four-fifths majority vote. In the event of an appeal, the complaint must be heard by the Judicial Board, who shall be afforded a minimum of three (3) days notice.
- 383.The Judicial Board shall be given priority access to the CSU Conference Rooms as well as any other booking requirements for the purpose of carrying out their duties.
- 384.The Executive is responsible for allowing Judicial Board members access to the building after-hours. At their request, Judicial Board members will be granted key access to both the CSU Office and the communications office.
- 385.The Judicial Board secretary is responsible for noting attendance at all hearings. Should a Judicial Board Member be asked to attend the hearing and fail to attend, the Chair of Judicial Board shall request that the secretary note it in the minutes.
- 386.All Judicial Board decisions are considered binding according to the provisions outlined in the Code of Procedures. Such decisions may only be appealed according to the provisions outlined in By-Law 8.3G.

### **Section 2 – Finances**

- 387.Judicial Board will be granted annually a global budget of at least \$5,000, the final amount to be set by Council in the annual budget. 2004-10-13
- 388.Judicial Board has the power to self-administer their budget and will report directly to the general manager. They must produce a mid-year and year-end report detailing their activities, the mid-year report to be submitted to the financial committee of Council, and the year-end report to be submitted to Council no later than the 1st of May.
- 389.The general manager has the authority to suspend the power of self-administration of the Judicial Board if he or she suspects fraud, negligence or gross misconduct done by the Judicial Board. The general manager will write a report for the next regular meeting of Council stating the reasons, length as well as conditions for ending the suspension.

### **Section 3 – Removal of Judicial Board Members**

- 390.Judicial Board members are expected to display the highest level of integrity, impartiality, and professionalism. Failure to respect such standards may result in removal from the Judicial Board.
- 391.Judicial Board Members may be removed for poor attendance. Poor attendance is defined as missing more than one hearing that such member was asked to attend.

392. Judicial Board Members may be removed if it is discovered that they benefited financially or otherwise through their participation in a case.
393. Judicial Board Members may be removed if it is discovered that they have willingly acted in a manner which demonstrates a conflict of interest. Such a claim must include significant documented evidence that such intent was present.
394. Should a Judicial Board member believe they are in a position which constitutes a conflict of interest, they must refrain from participating in the case.
395. No Judicial Board Members may serve as executives on any CSU clubs, hold positions on any Concordia student or university associations, or be regular employees of any Concordia student or university associations. Should a Judicial Board member attain one of the aforementioned positions, it shall be considered a resignation from the Judicial Board.
396. Judicial Board Members may resign on their own accord by sending notice to both the Judicial Board Chairperson and the Chairperson of the Council.
397. All requests for the removal of a Judicial Board Member must be sent to both the Judicial Board Chairperson and the Chairperson of the Council of Representatives. The approval of such a removal is subject to a four-fifths majority vote by Council. No Judicial Board Member shall be removed without having been given an opportunity to be heard through being notified at least three (3) Days in advance.

## **BOOK X – CUSACORP**

398. The CSU acting as a sole shareholder will respect the autonomy of the CUSACORP Board.
399. The current mandate of CUSACORP is to operate a student bar on both the SGW and Loyola campuses as well as administer the space the CSU has sublet to CUSACORP on the SGW campus and the Hive on the Loyola campus.
400. The CUSACORP Board can expand its mandate but need to keep the CSU informed of any new projects initiated. Said projects must be presented at the next Council meeting.
401. CUSACORP is entitled an advance to cover Summer costs of a maximum of \$20,000 annually which needs to be reimbursed by the end of the fiscal year.
402. In order for a sole shareholder resolution concerning the general mandate of CUSACORP to be valid it requires a simple majority vote of Council.
403. In order for a sole shareholder resolution to take effect to remove a director already elected to CUSACORP Board it requires a 2/3 majority vote of Council at a duly convened meeting. The person facing the removal must be given a 7 days notice of said meeting. The notice must include the date, time and location of the meeting as well as the grounds for removal of that or those directors.

## **BOOK XI – STUDENT MEDIA**

404. The Student Union respects the role and independence of student media and believes that they play an essential role in the University community.
405. The recognized student media are The Link Publication Society, the Concordian, CJLO Radio 1690 AM and Concordia University Television (CUTV).
406. Recognized student media will be given access to all open session of Council and all General Meetings of the Student Union. Radio and television broadcasts are allowed for recognized student media.
407. Television broadcasts will follow general rules of parliamentary broadcasts such as avoiding filming people who are not active participants in the debate and not focusing on a single individual voting record unless the vote is taken by roll call.
408. Journalists from recognized student media will be allowed at the ballot counting following the Annual General Elections. Journalists shall not interfere with the counting process and will be provided results after each box is

counted. CJLO Radio 1690 AM and CUTV will each be provided a table in the room to allow them to have a radio or television broadcast accordingly.

## **BOOK XII – FINAL PROVISIONS**

### **Chapter I – Modification of the Code Standing Regulations**

409. Every standing regulation needs to be included in the Code of Standing Regulations and have an article number. Failure to include that regulation will result in the regulation being qualified as an ordinary regulation.
410. Any proposal of a modification to the Code of Standing Regulations requires a notice to be sent to all members of Council on the mailing list 3 days prior to the meeting date. That notice shall be deemed received at the time sent by the Chairperson and must include the date, time and location of the meeting where it will be debated as well as complete text of the proposed modification. Every Standing Regulation modification proposal should normally be initiated or sent first to the policy committee for a recommendation.

### **Chapter II – Notwithstanding clause**

411. Any ordinary motion, resolution or regulation who derogates from the code can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article (s) are not to be applied towards the motion. Such motion requires a 2/3 majority vote and will cease to have effect 4 months following its approval.

### **Chapter III – General Provisions**

412. English and French can be used equally in any Student Union meetings.
413. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
414. Any member can appeal the decision of an executive, committee or any official body under the jurisdiction of the CSU by petitioning the Council of Representatives for remedy. Notwithstanding Judicial Board decisions can only be appealed pursuant to the General By-Laws.
415. Any member can appeal the decision of an executive, council, committee or any official body under the jurisdiction of the CSU violating the By-Laws or policies of the student union by appealing to the Judicial Board for remedy.
416. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
417. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.
418. The Code will come into effect 5 days after its date of adoption by Council. Any future modifications to the Code shall take effect at the date of adoption unless specified differently in the resolution.

## **Annex A**

### **Chapter 1: CSU Bursary Distribution Policy**

#### **Section 1. Mission Statement**

- 1.1. The Concordia Student Union (CSU) is hereby mandated to distribute thirty (30) bursaries, valued at \$500.00 each, to Concordia Undergraduate students selected by the Academic Caucus in accordance with the guidelines set out in the 'CSU Bursary Distribution Policy'.

The goal of the CSU bursaries is to help students with demonstrated financial need alleviate some of the pressures associated with the high costs of post-secondary education and to recognize their achievements whether academic or extra-curricular.

#### **Section 2. Duties of the Vice-President**

- 2.1. The Vice-President responsible for the Academic portfolio (hereinafter referred to as the "Vice-President"), shall oversee and administer the bursary distribution process.
- 2.2. The Vice-President is responsible for the fulfillment of all guidelines set out in the 'CSU Bursary Distribution Policy'.
- 2.3. The Vice-President shall explain this policy to the incoming Vice-President no later than May 15<sup>th</sup> of every year. If there is no incoming Vice-President, the newly elected President must be informed.
- 2.4. The Vice-President shall advertise to the Concordia Student Body that the CSU will select students to receive bursary awards according to the criteria stipulated in section 6.
- 2.5. The Vice-President shall inform Council by the regularly scheduled September meeting whether bursaries will be distributed during the fall and/or winter semester.
- 2.6. The Vice-President shall undertake all reasonable means to contact, inform, and distribute monies to all applicants selected to receive a bursary.

#### **Section 3. Eligibility Requirements**

- 3.1. Bursaries will be awarded to current Concordia Undergraduate students in good standing and with demonstrated financial need.

- 3.2. Applicants must have completed at least one (1) semester of study and/or received a minimum of three (3) credits at Concordia.
- 3.3. Where necessary, additional eligibility requirements may apply at the discretion of the Vice-President, and are subject to the approval of the Academic Caucus.
- 3.4. Conflict of Interest: Councillors, executives, members of the Judicial Board, employees of the CSU, as well as the chair and secretary of Council are deemed ineligible.

#### **Section 4. Advertisement**

- 4.1. All advertisements must clearly outline where, when and how applications can be submitted. Advertisements should also clearly state what criteria and eligibility requirements will be considered when selecting bursary recipients.
- 4.2. A minimum of 100 posters must be visible for at least 30 days before the application deadline. Posters must be placed in highly visible locations of all Concordia buildings and facilities that students frequent on both campuses.
- 4.3. Advertisements should be included on the CSU Website and e-newsletter, and through any other media the Vice-President sees appropriate.

#### **Section 5. Standing Bursary Awards**

- 5.1. There shall be nine (9) Standing Bursary Awards distributed by the CSU, namely: Arts and Science Student Bursary; Engineering and Computer Science Student Bursary; Fine Arts Student Bursary; Independent Student Bursary; John Molson School of Business Student Bursary; Concordia Student Athlete; Outstanding Contribution to Concordia Student Life; Outstanding Academic Achievement; and Outstanding Contribution to an External Community; and Female Leadership at Concordia.

#### **Section 6. Distribution Guidelines**

In an attempt to distribute the bursaries in a fair and equitable manner the bursaries will be awarded as follows:

- 6.1. Bursaries will be awarded in either the fall and/or winter semester.
- 6.2. Bursaries awarded must conform to the principles of gender parity.
- 6.3. A majority of bursaries should be awarded to full-time students.

- 6.4. At least three (3) bursaries will be awarded per faculty. Additionally, at least one (1) bursary will be awarded to students with Independent Status.
- 6.5. At least two (2) bursaries will be awarded to students with Mature Status.
- 6.6. At least three (3) bursaries will be awarded to students with International Status.
- 6.7. At least four (4) bursaries will be awarded to Concordia Student Athletes, with two recipients from Concordia's athletic teams.
- 6.8. At least two (2) bursaries will be awarded to Students with Disabilities as recognized by the Access Centre for Students with Disabilities of Concordia University.
- 6.9. At least two (2) bursaries will be awarded to Canadian out of Province students.
- 6.10. At least two (2) bursaries will be awarded to students who have made an Outstanding Contribution to Student Life.
- 6.11. The Academic Caucus can only circumvent the above guidelines in the event that following these guidelines would lead to a scenario where less than 15 bursaries would be distributed in a given semester.
- 6.12. Should less than 15 bursaries be distributed, the Academic Caucus must carry over the remaining funds and award additional bursaries for the following semester.
- 6.13. If there is a carry over in the winter semester the Vice-President is responsible for informing the newly elected Vice-President. If there is no incoming Vice-President the newly elected President must be informed.

## **Section 7. Candidate Submissions**

- 7.1. Applications must include contact information, a copy of the applicant's current student record and/or transcript, curriculum vitae (CV) and a letter describing why they are deserving of a bursary.
- 7.2. Applicants will be required to make declarations regarding their personal and/or financial situation. The information provided will be considered when evaluating their submission.
- 7.3. All claims made by applicants must be accompanied by supporting and/or explanatory documents. Potential bursary recipients will be contacted in a timely manner to provide any and all documents supporting their claims. Failure to validate any claims made may result in the default of the applicant's eligibility for award.



- 7.4. Supporting documents must be submitted in a sealed envelope addressed to the Vice-President. This envelope should be given to the receptionist during normal business hours at the CSU offices.
- 7.5. The Vice-President must inform receptionists to stamp the date on the envelope and place the contents in the mailbox of the Vice-President.
- 7.6. All relevant supporting documents must be received no later than November 15<sup>th</sup> for fall semester bursary awards, and no later than March 15<sup>th</sup> for winter semester bursary awards.

### **Section 8. Decision Making Process**

- 8.1. The Academic Caucus shall meet to evaluate all applications within the time period stipulated.
- 8.2. A holistic approach will be taken when reviewing each application. The applicant's academic achievement, extra-curricular activity, curriculum vitae (CV), and statement of merit will all be considered when selecting award recipients.
- 8.3. The Academic Caucus may choose to interview candidates if needed.
- 8.4. Decisions should be made by consensus whenever possible. Where consensus is not possible, a majority vote will decide on the successful candidates.
- 8.5. In the eventuality of a tie, the Vice-President will be permitted a vote to select the bursary recipient.
- 8.6. Academic Caucus members must remove themselves from reviewing any applicants with whom they have a pre-existing relationship.
- 8.7. Academic Caucus members must remove themselves from any decisions where a conflict of interest exists.
- 8.8. Academic Caucus members and the Vice-President must keep the contents of bursary applications confidential.
- 8.9. Notwithstanding the above, the names of bursary recipients may be released, with expressed consent, for the purpose of future promotion.

### **Section 9. Distribution of Bursaries**

- 9.1. Bursaries must be distributed no later than December 10<sup>th</sup> for fall submissions and no later than May 5<sup>th</sup> for winter submissions.
- 9.2. If the candidate cannot be located 45 days after the selection period has ended, and after all measures and avenues have been unsuccessful in trying to locate the candidate, the undistributed money must be used to create an additional bursary for the following semester.

Annex A was incorporated to the code 2004-05-05  
Modified 2008-02-06

## **Annex E**

### **Ethics and Sustainability Policy**

#### **Preamble**

As a Union representing more than 30,000 students the CSU recognizes the importance of upholding human rights and dignity. This policy represents the implementation of these ideals into the day to day functioning of the Union. The Concordia Student Union recognizes it exists as part of a larger regional, national and global community, and has a responsibility to uphold the same high standard in each. In all instances the Concordia Student Union will make every possible effort to respect standards set by the International Labour Organization and other recognized standards agencies and recognize boycotts conducted on humanitarian grounds by internationally recognized non-governmental organizations.

This policy establishes the Union as a good global and corporate citizen. It both requires the union to whenever possible avoid companies that do not meet global labour standards and by proactively seeking out companies that do.

1. Where alternatives exist in the industry the Students' Union will not conduct business of any kind with companies that:
  - a. Fail to meet basic standards for labour (appendix a);
  - b. Fail to meet any other standards for labour that are generally accepted and/or filed in a policy of an internationally recognized standards organization.
  - c. Inflict excessive or unnecessary suffering upon animals by the procedures to which they are subjected.
2. The Union will actively identify and establish business relationships with companies that:
  - a. Voluntarily adhere to standards of employee care in excess of statutory requirements;
  - b. Effectively implement and monitor equal opportunity policies covering race, gender, disability, sexual orientation and religion;

- c. Effectively enforce policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;

3. The Union will be responsible for ensuring that these regulations are followed.

4. Companies shall be asked to provide information on items 1 and 2 at the time of initiation of discussions between them and the Students' Union.

5. Where applicable, all companies entering into business arrangements with the union involving more than \$500 will sign the disclosure form (appendix B) indicating they have read and understood these regulations and agree to abide by them.

### **Article 1 - Certification**

6. The CSU shall attempt to seek products carrying the eco-logo certification

7. The CSU shall attempt to purchase organic foods which carry organic certification from, including, but not limited to the following agencies: OCIA (with regulation number); Quebec Vrai; Demeter; or Garantie Bio.

8. The CSU shall seek products that are fair-trade certified, particularly coffee.

### **Article 2 - Sustainability in Research and Education**

9. The CSU shall, in collaboration with the University's Sustainability Coordinator and University Senate, work to improve integration of the concepts of sustainability into the University curriculum

### **Article 3 - Transportation Demand Management**

10. The CSU shall continue the campaign to increase the percentage of biodiesel used in Concordia's shuttle buses.

11. When sponsoring the travel of CSU members to events in other cities, the CSU shall encourage the use of train transportation, whenever possible.

12. The CSU will attempt to carbon offset all its travels and miscellaneous activities through Tree Canada.

### **Article 4 - Waste Management**

13. The CSU will attempt to purchase chlorine-free Forest Stewardship Council (FSC) certified paper and/or paper made from recycled paper

14. Whenever possible the CSU shall print all documents that are more than one pages double-sided.

15. The CSU shall provide space for various recycling bins at the reception of its head office, including for batteries, printer cartridges etc.

16. When organizing events, especially during orientation week, The CSU should use the Sustainable Concordia, Sustainable Event Guide, as a blueprint to reducing the events' impact. All events should achieve a minimum of silver certification (20 actions), with emphasis on; Eliminating single use items such as plastic cutlery and dishes, paper napkins and individually packaged condiments
17. Taking the same considerations for promotional material as cited for office supplies above in 11.01
18. The CSU shall make Extensive use of the World Wide Web, for promotion and event registration
19. In August of every year a workshop will be organized for instruction on four R's of waste management. This could be organized and run by the CSU or a representative from the R4 working group

#### **Article 5 - Communication**

20. The Chair of the Sustainability Committee will work with members of the CSU executive to promote sustainable living to CSU members through:
  - a. Providing a Campus Sustainability workshop to student union members at the beginning of each academic semester.
  - b. Educating the CSU membership through a Campus Sustainability section in the annual Member Handbook and Day planner.
  - c. Disseminating information on collaborative projects and events between the CSU, student groups, and the University and community organizations.
21. The CSU shall actively encourage the University to adopt an official comprehensive strategy regarding Sustainability

#### **Article 6 - Dietary Choice**

22. In the interest of offering increased dietary choices to the student population that one-third (1/3) of food offered at any Concordia Student Union (CSU) related event must be vegetarian.
23. At least one option be offered at any Concordia Student Union (CSU) related event must be vegan
24. The CSU will seek to encourage all businesses that work with the union to follow the above policy.

## Appendix A

### Forced Labour

1. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.

2. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.

#### Discrimination

3. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership, or political affiliation.

#### Harassment or Abuse

4. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.

#### Hours of Work

5. Hours of work shall comply with applicable laws and industry standards for working hours.

6. In any event, personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.

7. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.

#### Freedom of Association and the Right to Bargain Collectively

8. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

9. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.

10. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.

#### Wages and Other Compensation

11. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.

12. In any event wages paid for a standard working week should always be enough to meet basic needs of workers and their families and to provide some discretionary income.

13. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions

from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.

### Pricing and Timelines

14. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.

### Health and Safety

15. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

16. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

17. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.

18. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.

### Employment Relationship

19. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.

20. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

21. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.

### Reproductive Rights

22. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.

23. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

## Child Labour

24. There shall be no use of child labour, i.e. no person shall be employed at an age younger than

15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).

25. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.

26. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.

## Homeworkers

27. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular work week and the piece rate or other form of remuneration shall constitute a living wage.

28. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.

29. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.

30. The other provisions of this policy shall also apply to homeworkers.

Appendix B: CSU Purchasing Policy Contact

Date:

Company Name and Address: We, the undersigned,

- Have read the Concordia Student Union's (CSU) Sustainable and Ethical Purchasing Policy.
- Agree to fill out the CSU policy disclosure form.
- Will encourage our subcontractors to do the same.

Signature \_\_\_\_\_

Date \_\_\_\_\_

CSU Signing Officer \_\_\_\_\_



Appendix C: CSU Policy Disclosure Form

Product	Company	CA Registration Number	Locations where Product was made.	Person in Charge of Order