
CASG Policy Compendium

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CASG Committee Policy

Last Amended: May 19, 2021

Preamble:

CASG relies on a series of committees in order to allow for longer and in-depth research into different and important matters relevant to CASG Council. CASG committees are an important function of Council so that meetings of the entire Council can proceed more smoothly.

1. General Committee Policies
 1. Standing committees should meet at least once a month, or as decided by the Executive Committee;
 2. Any committee can be called by the chair, any 5 members of CASG, or the president of CASG;
 3. There will be a chair of each committee elected at the first meeting after May 1st and will hold the position until another chair is elected;
 1. The chair shall ensure minutes are taken at each committee meeting and are submitted to CASG Council;
 2. The chair shall call meetings about once a month and at least once between each meeting of CASG Council;
 3. The chair shall ensure there is an agenda for each meeting;
 4. 1.3.4 The chair shall chair the committee, allowing for maximum student voice and consideration of all points of view;
 5. The chairs for standing committees listed under Appendix 1 of this policy shall be selected by each committee's membership at the first meeting of each academic year, with an executive member on the committee serving as interim Chair until the formal appointment is made.
 6. The chair shall report to CASG Council and bring forward relevant motions.
 4. The quorum for all committees shall be 50% + 1 of those able to vote or members, which is lower;
 5. The policies outlined in 1.0 shall apply to all committees unless otherwise specified, if a committee's procedures contradict the above, the more specific committee requirement stands;
 6. The Vice President Internal is responsible for coordinating with the Chairs of all committees, ensure that all meetings are functioning, and that meetings are being held on an appropriate basis.
2. Standing Committees
 1. CASG shall have the following standing committees that function year-round:
 1. Appeals Committee
 2. Governance Review Committee
 3. Promotions and Campaigns Committee
 4. Financial Committee
 5. Scholarships Committee
 6. Academic Initiative Fund Committee
 7. Hiring Board

2. The terms of reference for all standing committees shall be listed in Appendix 1;
3. It is suggested that one of the annual goals of each CASG standing committees be to work on revising the terms of reference for the committee.
4. Unless stated otherwise, standing committees shall be composed of two (2) executive members and six (6) non-executive members of Council, and filled in the following manner:
 1. Executive positions shall be filled by any member of the Executive Committee, unless stated otherwise in any governing documents of CASG.
 2. The non-executive positions shall be filled by self-nomination to the Vice President Internal, and positions where there are more than six (6) people are nominated are then elected by an in-council election where the voting members will be all voting members of CASG council precluding those that are seeking the committee seats.
 3. The nomination period shall begin once the standing committees are struck by Council.
 4. If non-executive positions remain vacant after the initial nomination period, they shall be filled on a first-come-first serve basis and open to all Carleton undergraduate students.
3. Ad-Hoc Committees
 1. CASG Council may establish an ad-hoc committee on any matter under the mandate of CASG, the motion creating the committee must state the purpose, mandate, candidates, term of committee and any pertinent procedures;
 2. Ad-Hoc committees generally are created for a specific purpose to report back to Council at the end of their term;
 3. The terms of reference for all standing committees shall be listed in Appendix 2.

Appendix 1

Appeals Committee:

- Purpose: To serve as the judiciary body for CASG Council and to hear appeals as prescribed in CASG Bylaw I Section 1.7

Governance Review Committee:

- Purpose: To review all policies on an annual basis and also review all potential changes to constitution and bylaws.
- Requirements: All constitutional or bylaw changes tabled at CASG Council must go to the Governance Review Committee.
- Composition:
 - Voting: All CASG Members.
 - Speaking: All Students.

Promotions and Campaigns Committee:

- Purpose:
 - (1) To coordinate the promotion of CASG to get the word out to the students at large.
 - (2) To co-ordinate academic related campaigns for the entire University population and to engage all students in bettering the academics of the University.

Financial Committee:

- Purpose: To review the finances of CASG, suggest additional expenditures, and ensure that all practices within the CASG Financial Policy are being followed appropriately.

Scholarships Committee:

- Purpose: To fulfil CASG's constitutional mandate to administer and allocate scholarship awards to Carleton students

Academic Initiative Fund Committee:

- Purpose: To make academic initiative funding decisions as prescribed by CASG Bylaw V

Appendix 2

CASG Indigenization Committee (CIC)

- **Purpose:**
 - **To identify academic indigenization initiatives** which are currently being implemented or proposed by units at the departmental, faculty, and grassroots levels of the Carleton community;
 - **To receive feedback** from key Carleton stakeholders on the strengths and weakness of CASG's current level of engagement with Indigenous communities;
 - **To provide recommendations** on how CASG can amend its governing documents to improve its organizational culture, and better advance the initiatives identified in Section a).
- **Composition:**
 - Four (4) members of CASG Council
 - Three (3) Department Representatives and/or Faculty Coordinators
 - One (1) member of the CASG Executive selected by the CASG Executive Committee
 - Three (3) undergraduate Carleton students-at-large, of which at least two (2) are self-identified Indigenous students
- **Chair:** A member of the committee to be appointed by the CASG Executive
- **Procedures:** The procedures for this committee are as follows
 - The term of the Committee shall be from November 10, 2018 to April 30, 2019.
 - CASG Council may extend the term of the Committee to April 30, 2018 upon request from the Chair.
 - Quorum shall be four (4) members of the Committee, of which at least two (2) members present are undergraduate students-at-large.
 - The Committee shall meet at least once each month.
 - The Chair shall provide Council with monthly updates of the Committee's work and public notice of upcoming meetings.
 - The Committee shall submit its findings at the March meeting of CASG Council.

Carleton Academic Student Government Electoral Code

Last amended: February 5, 2019

1. Preamble
 1. This document states how CASG representatives are to be elected, how executives are to be elected, and how coordinators are to be elected. It provides specific definitions and rules of how to campaign. It establishes what is allowed, how the elections will proceed, and how they are judicially handled. The spirit of this document is to ensure free, fair, and transparent elections for these positions.
2. Definitions
 1. "CEO" shall refer to the position of Chief Electoral Officer.
 2. "SEO" shall refer to the position of Senate Electoral Officer.
 3. "Candidate" shall refer to any individual seeking any office within the CASG.
 4. "Student body" shall refer to any Carleton student who pays the CASG levy.
 5. "Campaigning" shall be defined as any method to convince any member of the student body to either support or oppose the voting for a candidate.
 6. "CASG" shall refer to the Carleton Academic Student Government.
 7. "VPI" shall refer to the Vice-President Internal of CASG.
 8. "President" shall refer to the President of CASG.
 9. "Department" shall refer to any department/school/institute (or occasionally faculty) that is recognized under the Academic Governance of the University document as allocating seats for student representatives.
 10. 2.10."Complaint" is a complaint submitted by any member of the student body when they feel a candidate is violating a campaign rule
3. Representative Elections
 1. The VPI is responsible for running the Representative Elections.
 2. All the executives and coordinators are expected to help in any way possible, facilitating the VPI when applicable
 3. The Faculties of Science and Engineering are responsible for filling their constituency seats

1. The Faculty of Science seats are filled by members of the Carleton Science Student Society and their respective departmental representatives which make up 22 seats (Biology, Chemistry, Earth Science, Neuroscience, Physics, Biochemistry, Environmental Science, Integrated Science Institute, Computer Science, Mathematics and Statistics, Health Sciences)
2. The Faculty of Engineering & Design seats are filled by their respective student society.
- a. Fourteen (14) seats will be filled by members of the Carleton Student Engineering Society (CSES) and their respective stream representatives (Civil, Environmental, Architectural Conservation and Sustainability, Electrical, Sustainable and Renewable Energy A, Sustainable and Renewable Energy B, Engineering Physics, Computer Systems, Software, Communications, Biomedical Electrical, Biomedical Mechanical, Mechanical, Aerospace).
- b. One (1) seat will be filled by a member of the Carleton Industrial Design Student Association (CIDsA)
- c. One (1) seat will be filled by a member of the Azrieli Architecture Student Association (AASA)
- d. One (1) seat will be filled by a member of the Bachelor of Information Technology Society (BITSoc)
 4. Effective September 2019, CASG shall reserve at least one of the two representative seats on Council for a designated executive member from each of the following faculty-recognized academic student societies:
 1. One Public Affairs and Policy Management (PAPM) seat is to be filled by an executive member of the Arthur Kroeger College Educational Students' Society (AKCESS)
 2. One Department of Law & Legal Studies seat is to be filled by an executive member of the Carleton Law & Legal Studies Society
 3. One Political Science seat is to be filled by an executive member of the Carleton Political Science Society (CPSS)
 4. One Global and International Studies seat is to be filled by an executive member of the BGIInS Student Society
 5. One Communication and Media Studies seat is to be filled by an executive member of the Communication Undergraduate Student Society (CUSS)
 6. One Economics seat is to be filled by an executive member of the Carleton Undergraduate Economics Society (CUES)
 7. One Criminology and Criminal Justice seat is to be filled by an executive member of the Carleton University Criminology and Criminal Justice Society (CUCCJS)
 8. One Journalism seat is to be filled by an executive member of the Carleton University Journalism Society (JSOC)
 9. One Social Work seat is to be filled by an executive member of the Bachelor of Social Work Student Society (BSWSS)
 10. One European and Russian Studies (EURUS) seat is to be filled by an executive member of the European and Russian Studies Student Society

5. Nomination Process for Standard Elections

1. In order to run for a CASG representative position not designated to a specific party in Section 3.3 or 3.4 you must first be nominated, this section outlines how representatives are nominated. With regards to this section, it is of the utmost importance that the SEO is fully knowledgeable of this section and in full cooperation.
2. The Vice-President Internal will receive a list from Senate regarding the minimum number of seats per department as defined by the AGU.
3. Confirmation of nomination from a student will be done via CASG authorized form to be completed by the student. These forms will be kept and recorded by the VPI. That list will then be formatted and sent to the SEO for the election to begin (or to determine acclamations). This must be submitted by the end of the campaigning period as determined by the executive.
4. Students will be informed of how to seek nomination and made aware of the election from a mass email to the student body as communicated by their departments
5. The VPI, with the direct aid and support of the Vice-President Operations of CASG, must promote the elections to make students aware of how to nominate and what the positions entails in a variety of ways (such as tabling, class talks, Facebook ads, etc.), this promotion may take place during the summer months and early September.
6. If the above nomination process proves to be excessively onerous, or select departments are being uncooperative, the executive committee may choose to waive the requirement in favor of a self-nomination process on a case by case basis.

7. Nominations will be collected by the VPI from any time after the Fall term of the academic year has started and this will last for approximately one week
 6. Election Process for Standard Elections
 1. With regards to this section, it is of the utmost importance that the SEO is fully knowledgeable of this section and in full cooperation. The nominees must first be verified by the SEO within three days of the end of the nomination period
 2. Campaigning shall last approximately one week, if during this time, nominees are informed of ineligibility, they must remove all campaign material.
 3. Voting period must not exceed two days.
 4. Voting will be done online and conducted by the SEO. Standard procedure is for the SEO to use the senate electronic polling system to email all students in a program with the list of candidates and they may select from there, the process is very similar to the student senator elections.
 5. Elections with more than two candidates competing for a single seat are conducted as follows:
 - a. Ballots must be clearly presented so that the voter can rank candidates running for positions specified in section 4.3.10 in order of preference by the voter in the event that more than two candidates run for a given position.
 - i. The voter is informed they will have the option to leave their ballot blank to indicate abstention from voting.
 - ii. The voter may rank as many candidates as they prefer.
 - b. A candidate who receives a majority (more than 50%) of the first preference votes is elected to the contested position.
 - c. If no candidate receives a majority of the first preference votes, the candidate with the fewest first preference votes is eliminated from the count.
 - i. The ballots of the eliminated candidate shall then be redistributed to the other candidates based on the secondary preference each of their voters listed on their specific ballot.
 - ii. This process is repeated until either one candidate has a majority, or only one candidate remains to be eliminated.
 - iii. If two candidates are tied for last place on a ballot, they are both eliminated.
 - d. Ballots which are either submitted blank or in which all selected preferences are eliminated are to be considered as abstentions for successive ballot counts.
 6. Elections with more than two candidates competing for more than one seat are to be conducted by a block vote, where voters can cast vote for as many candidates as there are seats being contested.
 - a. Ballots votes are cast with no weighting or preference for a specific candidate.
 - b. Ballots must include an option to abstain from voting for the listed candidates.
 7. After the voting days have ended, the SEO will tabulate the results and acclamations and submit them to the VPI. Results should be posted immediately, and all candidates informed.
 2. Eligibility
 7. To be eligible to run in a CASG representative election, a candidate must:
 - a. Be in good academic standing with the University;
 - b. Be enrolled in the program they wish to represent; and
 - c. Select only one program to represent if enrolled in a double major.
 2. Candidates may seek election for one of the following seats if it reflects their degree elements:
 - a. Sexuality Studies (Minor)
 - b. African Studies (Minor, Specialization, or Concentration)
 - c. French (Minor or Mention Français)
 - d. Special Student
8. Campaign Rules
 1. Candidates must follow the Carleton University privacy and human rights guidelines.
 2. The SEO, in conjunction with the VPI, will try to make available each year an election supplement, containing a biography of all candidates on the CASG website
 3. Campaigning is not to take place in the Carleton library.
 4. There are to be no official campaigning on voting days.
 5. In order to preserve elections that are equitable, respectful and transparent, bringing about electoral fraud in the following manners are strictly forbidden:
 - a. All forms of bribery;
 - b. Intimidating opposition (limited to physical, verbal, and written intimidation as determined by a reasonable person in a third-party position);
 - c. Slandering opposition;

- d. Tampering with ballots;
 - e. Attempting to manipulate election results;
 - f. All other actions that are deemed to undermine a fair and equitable election, determined by either the Chief Electoral Officer and/or the Appeals Committee.
1. If a position remains vacant after the standard elections, it shall be filled at the discretion of:
 1. The respective student society listed in Section 3.3 if the vacancy is for a position within either the Faculty of Science or the Faculty of Engineering and Design;
 2. The respective student society listed in Section 3.4 if the vacancy is for a position reserved for a student society within the Faculty of Public Affairs; or
 3. The VPI if the vacancy is for any other representative position.
4. Executive and Faculty Coordinator Elections
1. This section governs the election of the following positions:
 1. President;
 2. Vice-President Internal;
 3. Vice-President Operations;
 4. Vice-President Academic;
 5. FASS and Faculty Coordinators, as the remaining coordinator positions are to be filled respectively by a representative of:
 - a. One of the following student societies for Engineering & Design:
 - i. CSES
 - ii. CIDsA
 - iii. AASA
 - iv. BITSoc
 - b. The Carleton Science Student Society (CSSS) for Science; and
 - c. The Sprott Business Student Society (SBSS) for Business.
 2. Nomination for Executive and Faculty Coordinator Elections
 1. The nomination period will be held no less than 2 weeks prior to either
 - a. The final CASG meeting of the year
 - b. A town hall that may be held separate from the final CASG meeting of the year, but must be after the final CASG meeting of the year
 2. All candidates may nominate themselves by emailing the President .
 3. An email calling for nominations will be sent out at least 2 weeks before the final CASG meeting of the academic year or town hall if a town hall will be held
 3. Election Process
 1. At the final CASG general meeting of the academic year or town hall all candidates will be made known and allowed to give speeches in their favor.
 - a. These speeches are to last no longer than 5 minutes.
 - b. There will be a question period for each position that may last no longer than 15 minutes.
 - c. There will be a concluding speech that will last no longer than 5 minutes for each position.
 2. All voting members of CASG Council shall be eligible to vote in the election.
 3. Candidates may submit electronic versions of their platform to the CASG Executive to have them placed on the website and forwarded in the email during voting process.
 4. The President will make an email list of CASG Council members available to the nominees
 5. Voting will be conducted online, with a list of candidates and their platforms sent to all CASG council members by the SEO.
 6. There will be 2 days given for voting to occur
 7. Upon the closure of the voting period, the SEO will have 24 hours to tabulate the results and circulate them to CASG Council.
 8. The candidate with the most votes will be the winner, and will take office on May 1st
 9. In the event of a tie vote, there will be a run-off ballot.
 10. If a candidate in an acclamation does not receive the confidence of Council to serve in the given position, the position will be considered vacant.
 4. Eligibility
 1. 4.4.1.To be eligible to serve as President, at the time of the election, a candidate must:

- a. Have served as a CASG representative for a minimum of 4 months,
- b. Be in good academic standing with, and
- c. Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.

2. To be eligible to run for a Vice President position, a candidate must be:

- a. Enrolled as an undergraduate student at Carleton,
- b. In good academic standing with the University, and
- c. Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.

3. To be eligible to run for a Faculty Coordinator position, a candidate must be:

- a. Enrolled as a FASS or FPA undergraduate student at Carleton,
- b. Majoring in a discipline situated within the faculty represented by the specific coordinator position,
- c. In good academic standing with the University, and
- d. Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.

4. In the case of contention an appeal can be made to the Chief Electoral Officer.

5. Campaign Rules

- 1. Candidates must follow the Carleton University privacy and human rights guidelines
- 2. Campaigning is not to take place in Carleton campus computer labs, the Carleton library, or the CASG, RRRRA, CUSA offices and businesses.
- 3. Any official campaign emails must be carbon copied to the CEO of the election
- 4. In order to preserve elections that are equitable, respectful and transparent, bringing about electoral fraud in the following manners are strictly forbidden:
 - a. All forms of bribery;
 - b. Intimidating opposition (limited to physical, verbal, and written intimidation as determined by a reasonable person in a third-party position);
 - c. Slandering opposition;
 - d. Tampering with ballots;
 - e. Attempting to manipulate election results;
 - f. All other actions that are deemed to undermine a fair and equitable election, determined by either the Chief Electoral Officer and/or the Appeals Committee.

6. Appeals

- 1. A decision made by the CEO on an alleged violation of the Campaign Rules may be appealed by a candidate to the Appeals Committee established in CASG Bylaw I Section 1.7
- 2. If a member of the Appeals Committee is a candidate in an executive or coordinator election, they must recuse themselves from any decision made by the Committee.
- 3. A ruling made by the Appeals Committee may be further appealed by a candidate to the CEO, whose decision on the matter is final.

5. Executive Resignation

1. President Resignation

- 1. Should the President of CASG resign, their resignation shall be tendered to the Executive Committee
- 2. The VP-Internal shall act as interim President until an election can be called. Should the VP Internal be unable to assume the position, order of precedence will follow as VP Operations and VP Academic. Should the order of precedence be exhausted, the VP Internal will then assume the position of interim President.
- 3. An election will be laid out as per the constitution and this code
- 4. A person seeking nomination as CASG President must've served at least one year on CASG council
- 5. Council members are the eligible voters
- 6. Should the President resign over the summer, an election will be held once council has been filled, with Vice-President Internal acting as President.

2. Vice-President Resignation

1. Should a Vice-President resign prior to the first meeting of the academic, the remaining executive committee shall appoint an interim who must receive ratification to the position by a simple majority of Council members by October 31 of the given year.
 2. Should a Vice-President resign after the first meeting, the Hiring Board shall appoint an interim who must:
 - a. be a current member of Council, and
 - b. receive ratification to the position by a simple majority of Council members at the meeting which follows the interim appointment by the Hiring Board.
6. Resignation of a Representative or Coordinator
1. Should a CASG Representative resign, the VPI must work with the Representative's department to find a replacement.
 2. Should a Coordinator resign, the VPI shall nominate a CASG Representative from the Coordinator's faculty, and formally appoint the Representative to the position upon receiving support from two-thirds of Council.
7. Amendments to the Electoral Code
1. This document shall be considered a policy of the Carleton Academic Student Government and be subjected to the policy amendment rules established under CASG Bylaw IV.

Electronic Voting Policy

Last amended: 2010

1. Definition
 1. 1.1. Electronic voting or electronic polling is a meeting held electronically over a period of time whereupon Representatives on CASG may vote on motions via email, online poll, or any other method;
 2. 1.2. Electronic polling often utilizes electronic mail or similar messaging systems whereupon Council members are polled as to their responses to a motion;
 3. 1.3. Electronic polling does not include meetings held via electronic instantaneous message system (electronic meeting) or those held over the telephone (teleconference) which involve real-time exchange of information, debate, and voting;
 4. 1.4. Motions passed by use of electronic polling have the full force and effect of motions passed at a fully constituted Council meeting.
2. Use of Electronic Polling
 1. 2.1. Electronic voting is to be utilized in cases where it is impractical to call a physical meeting to order in order to decide a particular;
 2. 2.2. Electronic voting is typically utilized in cases:
 - a. Where it would be impossible to schedule a physical meeting because of the urgency of the matter;
 - b. When there is particular hardship in scheduling a meeting because of external conditions;
 - c. In order to conduct elections or nominations between meetings;
 - d. During the summer when it would be otherwise impractical to hold a meeting.
3. Authorization
 1. 3.1. A majority vote of the Executive Committee may authorize an electronic poll on the request of any member of CASG Council;
 2. 3.2. Should the executive committee refuse to authorize a poll the electronic or written request of 25% of CASG representatives may force the executive committee to run an electronic poll;
 3. 3.3. The executive committee has the authority to choose or to delegate the choice of details surrounding an electronic poll notwithstanding certain minimum requirements set out in section below;
 4. 3.4. The minimum qualifications for an electronic poll are:

- a. The quorum of an electronic poll is always 25%
- b. The poll must run for at least the same amount of time that notice would have to be given in order to pass a similar motion at Council;
- c. There must be an ability for Council members to debate the motion;
- d. Both sides of an argument must be heard or have the opportunity to be heard;
- e. The voting process must involve the verification of votes be possible such that the identity of the voter can be confirmed;
- f. Following in CASG policy of not having roll-call votes the votes are not made public either during, or after the election;
- g. No proxies may be used during electronic polling;
- h. No motion may be tabled by an online poll or meeting;
- i. Notice of the online poll must be sent to all Council members at the electronic mail address provided during elections, if sent more hours earlier than normally required for proper notice from the deadline for voting the motion is counted as having been with proper notice, otherwise it is without proper notice;
- j. No electronic poll may be for less than 24 hours;
- 4. Secondary Motions
 - 1. 4.1.No secondary motions related to the main motion may be entered during an electronic poll other than a point of order or points of privilege;
 - 2. 4.2.Points of order may be made relating to the poll, if they are these points are dealt with at the next physical meeting unless requested by the process set out in 4.3.;
 - 3. 4.3.Points of order or privilege may be dealt with via electronic poll upon the electronic request of 10% of all current CASG Representatives;
 - 4. 4.4.Motions distributed in online polls may not be amended.
- 5. Results
 - 1. 5.1.The results of an electronic poll must be sent to all Council members within 24 hours of the poll closing;
 - 2. 5.2.The results of a poll are binding, and of equal power to a physical vote, from the time when the results are made public;
 - 3. The results shall be presented at the next council meeting whereupon after that meeting all records related to the vote shall be purged as much as possible.
- 6. Electronic voting on standing and ad-hoc committees
 - 1. Standing and ad-hoc committees established under the CASG Committee Policy shall be permitted to hold two (2) electronic votes on binding non-procedural matters per semester at the discretion of the committee's chair or at the request of 75% of the committee's membership, provided that at least one of the conditions are met in Section 2.0.
 - 2. The authorization of additional electronic votes beyond the amount stipulated in Section 6.1 shall not be permitted unless requested by more than 50% of the given committee's membership.
 - 3. Quorum for each vote shall be 75% of the committee's total membership.
 - 4. An electronic vote shall proceed as follows
 - a. Committee members shall provide, in writing with 24 hours notice, the full matter which will be subject to a vote.
 - b. During this period, all committee members shall be permitted to communicate their positions on the subject to the committee as a whole or to the other members individually.
 - c. The voting period shall follow the notice period and be no less than 24 hours.
 - d. The result of the electronic vote shall be made available to the committee within 12 hours of the end of the voting period.
 - 5. Existing rules for votes within the CASG Committee Policy shall be used to conduct an electronic vote, where applicable.
 - 6. The chair shall indicate in their committee report whether .
 - 7. Electronic votes conducted by the Executive Committee shall be exempt from Section 6.0 of this policy, and instead be conducted at the discretion of the President.

CASG Financial Policy

Last amended: January 22, 2019

- 1. **Authority and purpose**
 - 1. 1.1.Bylaw 2, section 2.2.10 generally places the spending power of CASG generally in the hands of the Executive Committee;

2. 1.2.The purpose of this policy is to define the financial system of Carleton Academic Student Government by setting minimum requirements and outlining requirements on the executive committee and financial committee;
2. **Collection of money**
 1. 2.1.CASG has a levy of \$1 per undergraduate student, pro-rated for part-time students, tied to the CPI of Ottawa starting in 2009;
 2. 2.2.The CASG levy from students is distributed directly from the University Administration and is received 3/4ths in or around October 31st and 1/4th in March of each year;
 3. 2.3.CASG may also gain additional forms of funding as it may from time to time acquire including, but not limited to, proceeds from events run, donations, exchange/sale of goods;
3. **Property of CASG**
 1. 3.1.CASG shall maintain a database of all items possessed by CASG over the value of \$500;
 2. 3.2.The VPO shall include information on CASG possessions valued at over \$500 in each annual financial report and analyze any differences from the previous year;
4. **Compensation for CASG Officers**
 1. 4.1.Presidents, Vice Presidents, and Faculty Coordinators of CASG ought to be compensated with an honorarium as follows:
 - a. President: \$2000 per annum
 - b. Vice Presidents: \$2000 per annum
 - c. Faculty Coordinators: \$250 per annum
 2. 4.2.CASG Officers shall not receive extra money above and beyond the amount they receive in their honorariums unless directly authorized by CASG Council;
 3. 4.3.CASG Officers must submit a year-end report on all actions by the end of their term;
 4. 4.4.Honorariums shall be received in 1/4th segments, one on September 1st, one on November 1st one on January 1st, and the final amount upon receipt and acceptance of a final year-end report by the President unless CASG does not have enough money as per section below;
 5. 4.5.If CASG's accounts are in such a state that the remittance of Honorariums will result in CASG not having \$5000 in cash on May 1st the distribution of Honorariums shall only be remitted upon a motion by Council;
 6. 4.6.If CASG's accounts are in such a state that the remittance of Honorariums will require CASG going into debt then the Honorariums will not be remitted and will instead be forfeited;
 7. 4.7.Honorariums are a privilege and not a right, CASG Council has the authority to, at any time, request the non-distribution of an honorarium or the return of an honorarium in cases of executive misconduct or failure to follow responsibilities laid out in the executive contract
5. **Budget of CASG**
 1. 5.1.A budget for the next CASG year must be created by September 1st of each year;
 2. 5.2.All budgets must include that there will be \$5000 in cash on May 1st each year;
 3. 5.3.The VP Operations shall maintain an ongoing budget regarding the finances of CASG and this ongoing budget will be available on the CASG website.
6. **Archives**
 1. 6.1.The VP Operations shall keep a permanent record of all expenditures of CASG in an organized manner;
 2. 6.2.All CASG Representatives shall have access to review the finances and expenditures of CASG upon request of the VP Operations;
 3. 6.3.Annual Reports and budgets shall be posted on the internet for public access;
7. **Process to expend money**
 1. 7.1.CASG council shall approve an overall budget that provides direction and vision to the expenditures over the year;
 2. 7.2.Individual items within the budget of CASG under \$250 may be purchased by motions of CASG Executive;
 3. 7.3.Any expenditure of an individual item over \$750 or monthly expenses over \$1500 of multiple item(s) not explicitly allowed in the bylaws, policies, or budget of CASG must be authorized by the Financial Committee of CASG;
 4. 7.4.In extenuating circumstances the executive may authorize expenditures over and above the aforementioned limits by a unanimous vote of the executive provided they present the expenditure and reasoning for it at the next meeting of council

5. 7.5.The VPO and Chair of the Financial Committee shall update CASG Council at each meeting regarding expenditures since the last meeting;
 6. 7.6.Pre-authorized expenditures are:
 - a. CASG Officer Honorariums;
 - b. Refreshments at Council meetings up to \$250;
 - c. Brand awareness campaigns taking place between May and September, up to \$400;
 7. 7.7.Money should be expended either by CASG Cheque directly or via reimbursement of money expended by executives as soon as possible after the expenditure;
 8. 7.8.If possible, money should be combined and that the minimum number of cheques are given out per month in order to reduce banking fees;
 9. 7.9.The signing authorities of CASG shall be the President, the Vice President Internal and the Vice President Operations;
 10. 7.10.All cheques must be signed by two signing authorities, one of which must be the Vice President Operations, unless extenuating circumstances make this impractical, in which case, any two signing authorities shall suffice
- 8. Financial Committee**
1. 8.1.The Financial Committee shall meet as is required from time to time but not less than once a semester to:
 - a. Create rules regarding finances
 - b. Authorize expenditures
 - c. Review the ongoing budget and financial archives of CASG
 2. 8.2.The chair of the Financial Committee shall work with the VPO in order to ensure that the VPO is present at all Financial Committee meetings to update the committee with regard to the above items or that the VPO submits a report relating to the above at least if the VPO cannot attend in person;
 3. 8.3.Unless stated otherwise in this policy, the Financial Committee shall abide by the rules and procedures outlined in the CASG Committee Policy.
- 9. Other employees of CASG:**
1. 9.1.The Executive Committee may create positions of employment as required from to fulfill the mandate of CASG;
 2. 9.2.All employees of CASG shall be temporary employees with contracts ending no later than May 1st after the date that they are hired;
 3. 9.3.All employees of CASG must sign a formal contract of employment clearly stating what is required of the employee and what the compensation shall be;
 4. 9.4.If the total compensation for an employee to be hired is over \$1000 per annum the contract must be approved by a joint meeting of the Financial and Executive committee.
- 10. Contracts:**
1. 10.1.All CASG contracts must be signed by the President and one other Vice President as well as the Vice-President Elect if the position is currently filled;
 2. 10.2.All CASG contracts lasting over a year must be authorized by a motion of the CASG executive committee;
 3. 10.3.All CASG contracts lasting over three years must be authorized by a motion of CASG Council;
- 11. Legal Services and insurance:**
1. 11.1.CASG shall be covered by Carleton's insurance policy
 2. 11.2.CASG shall make every effort to pass all events through the Risk Management committee of Carleton and to minimize all risks in any events or activities;
 3. 11.3.All Legal Services for CASG shall be done through Carleton University where possible and shall be coordinated by the University Secretary;

Terms of Reference Policy

Policy approved by CASG Council on January 22, 2019

1. Purpose

1. To define the terms of reference for:
 1. Student Executive member positions established by CASG Bylaw II Section 2.1.
 2. Faculty Coordinator positions established by CASG Bylaw I Section 1.1.2.
 3. Department Representative positions established by Article 12 of the Academic Governance of the University.
 4. The following CASG officer positions:
 1. 1.1.4.1.CASG Council Chair
 2. 1.1.4.2.CASG Council Secretary
 3. 1.1.4.3.Chief Electoral Officer
 2. To establish requirements for contracted positions with an honorarium.
 3. To clarify the available appeals process in the event of a termination of a contract.
 4. To consolidate and repeal existing policies relating to contracts for Executive, Coordinator, and employee positions.
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2. All persons holding positions outlined in Section 1.0 must abide by the following principles
 1. Refraining from conduct which violates Carleton's Human Rights Procedures and Policies
 2. Maintaining good academic standing with the University
 3. Attending all applicable meetings and, within reason, sending regrets when not in attendance.
 4. Maintaining open lines of communication, expedient response, or contact through means such as face-to-face interaction, office hours, emails, telephone, or social media.
 5. Engaging in respectful debate and discussion when attending meetings with members of the Carleton community.
 6. Attending all mandated office hours, if applicable.
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3. CASG must produce contracts for all positions outlined in Section 1.0 which receive an honorarium, as stated in the CASG Financial Policy.
 1. The honorarium for a given position may not exceed the amount established in the CASG Financial Policy
 2. Beginning in the 2019-2020 academic year, contracts must be provided to the holder of a given position and signed no later than September 30.
 3. Contracts must incorporate the principles outlined in Section 2.0
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4. Executive position terms of reference
 1. Advancing the aims and mandate of the Carleton Academic Student Government.
 2. Striving to improve Carleton by fulfilling the role of Executive and providing effective academic representation for all undergraduate students.
 3. Resigning the position, or ensuring duties are fulfilled, if it becomes apparent that serving in the position has become too onerous as a result of other happenstances (such as, serious health, family, academic issues).
 4. Attending mandated office hours.
 5. Being knowledgeable of entire portfolio and fulfilling additional responsibilities
 6. Submitting reports as requested by the President, CASG Council, or the University Administration.
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7. For the President, all other duties identified below:
 1. Represent CASG in various forms as head of the organisation, including but not restricted to (The undergraduate population, CASG council, Carleton Senate)
 2. Assign appropriate work loads to executives.
 3. Ensure executive meetings are held on a weekly basis during the academic year.
 4. Ensure executives are fulfilling their contracts.
 5. Ensure CASG general meetings are being held through out the year.

6. Attend meetings with the senior members of the University Administration
 7. Help and aid executives with their responsibilities.
 8. Be informed and well read on matters regarding the university, academics, CASG policies, constitution, and bylaws.
 9. Write up new policies, bylaws, constitutional changes when necessary.
 10. Promote accountability, transparency, and fair practices in all matters pertaining to the Carleton Academic Student Government.
2. For the Vice-President Internal, all other duties outlined below:
 1. Responsible for the inner workings of CASG.
 2. Responsible for keeping contact with Coordinators and Reps.
 3. Responsible for calling to order the CASG general meetings, booking the room, and formulating the agenda and sending it out on time. VPI must also ensure that minutes are taken at the general meetings.
 4. Responsible for ensuring the Coordinators are fulfilling their responsibilities.
 5. Responsible for running the CASG general election.
 6. Actively ensure all CASG committees meet as required and are actively filled.
 3. For the Vice-President Operations, all other duties outlined below:
 1. Ensure CASG has a good relationship with other organisations (i.e. student unions, societies, etc.) and the administration.
 2. Effectively recruit and employ volunteers within the organisation for promotional uses.
 3. Schedule and execute effective student interaction, including regular tabling in active student areas such as the atrium, and regular class talks year-round.
 4. Create and effectively use promotional material regarding CASG's activities, campaigns, and successes.
 5. Ensure CASG has a cohesive, constructive, positive environment. Ensuring that CASG is an ideal place to work and that all CASG members/employees/directors/volunteers feel appreciated.
 6. Maintain the CASG website.
 4. For the Vice-President Academic, all other duties outlined below:
 1. Responsible for being up to date and knowledgeable on the Carleton academic environment and the related services provided.
 2. As pertaining to subsection 4.02, the VPA must make contact with all the relevant positions within the administration and the services offered. (i.e. the VPA should make contacts with the Deans, Associate Deans (academic), registrar, VP Student Support Services, etc.)
 3. Work on any academic campaigns to improve Carleton and the lives of Carleton students, via Senate, Board of governors, Faculties, rallies, petitions, etc.
 4. Effectively deal with academic issues as stipulated in Academic Issues policy.
 5. Conduct polls, research, town halls, class talks, surveys to find out what Academic Issues are affecting Carleton students and other relevant Carleton community members and effectively formulate a plan to deal with these issues and execute said plan.
 6. Present reports to council on progress of committees under their portfolio.
 5. Faculty Coordinator position terms of reference
 1. Advancing the aims and mandate of the Carleton Academic Student Government.
 2. Striving to improve Carleton by fulfilling the role of Faculty Coordinator and providing effective academic representation for all undergraduate students.

3. Resigning the position, or ensuring duties are fulfilled, if it becomes apparent that serving in the position has become too onerous as a result of other happenstances (such as, serious health, family, academic issues).
 4. Facilitating meetings between Department Representatives and the Executive, the University Administration, and other members of Council.
 5. Leading at least one exam study snack session each semester
 6. Submitting reports as requested by the President, CASG Council, or the Carleton Administration.
 7. Being knowledgeable on entire portfolio and being prepared to answer questions at Council.
6. Department Representative positions terms of reference
1. Serving as a voting member on CASG Council.
 2. Attending all relevant Departmental and Faculty meetings.
 3. Electing the CASG Executive for the following academic year.
 4. Participating in CASG Committees and CASG events.
 5. Communicating academic issues from students to the CASG Executive, the University Senate, the Dean of the Faculty, and the Department Chair or Director.
7. CASG Council Chair terms of reference
1. Presiding over CASG Council, pursuant to CASG Bylaw I Section 1.5.2
 2. Conducting all meetings through Robert's rules of order
 3. Serving as the spokesperson for CASG when requested by the CASG Executive Committee.
8. CASG Council Secretary terms of reference
1. Attending all CASG Council meetings.
 2. Taking accurate and orderly meeting minutes.
 3. Working with Vice-President Internal to circulate meeting minutes.
 4. Promote awareness of CASG, its mandate and select events
9. Chief Electoral Officer terms of reference
1. Conducting elections for CASG in an equitable and impartial manner.
 2. Enforcing the rules outlined in the Electoral Code.
 3. Maintaining the authority to disqualify candidates deemed to have violated any CASG policies during the campaign.
 4. Ensuring that all rulings of the Chief Electoral Officer and the Elections Committee are made know to all candidates and members of Council within a timely manner
10. Terms of reference for other employment positions
1. 10.1. The terms for positions established under Section 9.0 of the CASG Financial Policy of the shall be determined by the Executive Committee.
11. Termination of Contract

1. 11.1.A contract is considered terminated if at least one of the following conditions are met:
 1. The person holding the position has formally resigned
 2. The person holding the position ceases to be a Carleton University undergraduate student or in good academic standing with the university.
 3. The person holding the position has violated their contract and been removed from the position by either a two-thirds majority of Council or a simple majority of the Executive Committee.
2. 11.2.The person holding a terminated position contract may appeal the decision to the Appeals Committee under CASG Bylaw I Section 1.7.5, with all mentions of a “membership on Council” being interpreted as “a contract with the Carleton Academic Student Government”.
3. 11.3.A contract is considered suspended during an appeal process, and the responsibilities outlined in the contract are redistributed to an individual within CASG as assigned by the Executive Committee.

CASG Hiring Policy

Last Amended: May 19, 2021

1. Purpose
 1. To establish the hiring rules of the Carleton Academic Student Government
 2. To expand the scope of the previous CASG Hiring Policy to include employees for positions outlined in the CASG Financial Policy, the Electoral Code, and, where applicable, the CASG Terms of Reference
 3. To maximize participation of Council in hiring decisions through the establishment the CASG Hiring Board
2. Scope of this policy
 1. This policy applies to the hiring process for the following positions:
 - a. Electoral Officers
 - b. All other positions created by Section 9.0 of the CASG Financial Policy with the exception of Council Officer positions listed Section 2.4 of this Policy.
 2. In the event of a vacancy or resignation after the spring elections, this policy would apply to:
 - a. FASS and FPA Coordinator positions
 - b. Any executive position with the exception of President
 3. Hiring decisions for positions in Section 2.2 must be ratified a simple majority of Council.
 4. Hiring processes and decisions for the following Council Officer positions shall be made at the discretion of the Executive Committee:
 - a. CASG Council Chair
 - b. CASG Council Secretary
3. Job postings
 1. All positions listed in Section 2.0 must be open to the public with an application period of at least five (5) business days.
 2. Applications must be sent to the relevant executive member’s email address, as defined by the Executive Committee.
 3. Applications received after 4:30 pm EST on the final day of the application period will not be accepted.
 4. Applicants must provide the following information in their application:
 - a. Their full name;
 - b. Their student number;
 - c. Their CV;
 - d. Their statement of interest; and
 - e. All other information deemed relevant by the Executive Committee.
 5. The Executive Committee shall have the discretion to determine the qualifications sought for the position, but all applicants must be:
 - a. Enrolled as an undergraduate student at Carleton University; and
 - b. In good academic standing with the University.
4. Hiring decisions made prior to the first Council meeting

1. The Executive Committee shall be permitted to hire persons for all positions listed in Section 2.0 prior to the first Council meeting, with the exception of the Electoral Officers.
 2. Hiring decisions for positions in Section 2.2 must be ratified by a simple majority of Council.
5. CASG Hiring Board
1. All hiring decisions made for positions in Section 2.0 after the first Council meeting must be conducted by a Hiring Board composed of executive and non-executive members of Council.
 2. The Hiring Board shall be composed of two (2) executive members and six (6) non-executive members of Council, and filled in the following manner:
 - a. Executive positions shall be filled by the Vice-President Operations and the Vice-President Internal, with the position of Committee Chair and Vice-Chair being designated to those individuals respectively.
 - b. The non-executive positions shall be filled after a week-long nomination period, followed by a two-day electronic voting period if more than six (6) people are nominated.
 - c. The nomination period shall begin once the committee is struck by Council.
 - d. If non-executive positions remain vacant after the initial nomination period, they shall be filled on a first-come-first serve basis and open to all Carleton undergraduate students.
 3. For the hiring of the Electoral Officer:
 - a. Sitting on or chairing the hiring board deems all of its members ineligible from running in the Executive and Coordinator Election for that year.
 - b. In the case that all current members of the executive committee intend to run in the upcoming election and thus cannot chair the hiring board, a new chair will be chosen by the executive committee from any interested Faculty coordinators who will also be deemed ineligible from running in the upcoming election.
 1. In the case that there are no eligible coordinators or executives, then the chair of the hiring committee will be decided by council vote.
 4. The first meeting of the Hiring Board shall take place no later than five (5) business days after the application period for a position closes.
 5. Quorum for meetings of the Hiring Board shall be 50% + 1 member.
 6. The Chair shall be responsible for coordinating Hiring Board meetings and scheduling interviews with all candidates for the position.
 7. The Hiring Board's decisions must be made without discrimination on a basis outlined in Carleton's Human Rights Procedures and Policies.
 8. Official decisions by the Hiring Board must receive a simple majority from its members.
 9. The Chair may not vote on decisions unless to cast a tie-breaking vote.
6. Communication of Hiring Board decisions
1. A decision from the Hiring Board must be first communicated by the executive member listed in 3.2 to the applicants for the position no later than 48 hours after the decision is made.
 2. Council must be notified of the decision no later 48 hours after the successful candidate confirms their receipt of the initial communication.
 3. The Chair or the Vice-Chair must be in attendance in of the following Council meeting to respond to questions about the hiring decision.
7. Preparation and termination of contracts
1. Upon the successful candidate's confirmation of receipt of the initial communication, the CASG Executive shall prepare a contract for the candidate
 2. The contract shall adhere to regulations established in Section 3.0 of the Terms of Reference Policy and Section 10.0 of the CASG Financial Policy
 3. Upon receipt of the contract, the successful candidate shall have 72 hours to return a signed copy of the contract
 4. If the successful candidate either declines the offered contract or fails to return a signed copy of the contract within 72 hours, the Chair shall reconvene the Hiring Board to determine whether the signing period should be extended or whether another candidate should be offered the position.

Appendix: Amendment Log

Date (mm/dd/yy)	Policy being amended	Notes
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10-31-18	CASG Policy Compendium	Compendium published by Matthew Pelletier (VPI) on October 31, 2018; based on all policies from the CASG website
11-05-18	CASG Committee Policy	Ad-hoc CASG Indigenization Committee struck by Sheldon Paul (PAPM)
12-07-18	Hiring policies of the Carleton Academic Student Government	Repealed by Matthew Pelletier (VPI)
12-07-18	Representative Contract	Repealed by Matthew Pelletier (VPI)
12-07-18	CASG Committee Policy	Changes, moved by Emily Grant (President), to committee chairmanship and nomination rules
1-22-19	Financial accountability policy of the Carleton Academic Student Government	Name change, removal of work-study clauses, alignment with new hiring policies mentioned below
1-22-19	Contract Policies (Consolidated October 30, 2018)	Repealed by Matthew Pelletier (VPI) and replaced with Terms of Reference Policy and CASG Hiring Policy
2-05-19	CASG Committee Policy and Hiring Policy	Amended by Matthew Pelletier (VPI) to expand committee membership to students-at-large, extend Indigenization Committee term, and recognize Hiring Board as a standing committee
2-05-19	CASG Electoral Code	Amended by Matthew Pelletier (VPI) to prepare the document for upcoming executive election
3-05-19	Committee Policy, Electronic Voting Policy, Financial Policy, and Electoral Code	Amended by Matthew Pelletier (VPI) to prepare policies for incoming executive team and summer brand awareness campaigns
5-19-2021	CASG Committee Policy, and Hiring Policy	Amended by Dakota Livingston (VPI) to reflect the changes made from the previous executive