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# CASG Policy Compendium

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Last Updated April 1, 2023 by the Carleton Academic Student Government

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# CASG Committee Policy

Last Amended: April 01, 2023

## **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 Procedures**

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 following a representative election 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 through the VP Internal;
  2. The chair shall call meetings at least once between each regular meeting of CASG Council during the academic term;
  3. The chair shall ensure there is an agenda for each meeting;
  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 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.
6. Section 1.0, General Committees Procedures shall apply to all committees unless otherwise specified, if a committee's procedures contradict the above, the more specific committee requirement stands;

### **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. With the exception of the Appeals committee, which is governed by ByLaw I, Section 7.5, , 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**

This section shall serve as the Terms of Reference for the Standing Committees of CASG.

### **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.
- The Financial Committee is more specifically governed by the *CASG Financial Policy*.

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
  - Repeal, was created as an ad-hoc committee

# Carleton Academic Student Government Electoral Code

Last amended: January 24, 2023

## 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. "VPA" shall refer to the Vice-President Academic of CASG
9. "VPO" shall refer to the Vice-President Operations of CASG
10. "President" shall refer to the President of CASG.
11. "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.
12. "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
  - a. 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)
  - b. 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. 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 PAPM Students' Society (PAPMSS)
  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 BGInS Students' Society (BGInSSS)
  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

11. One Cognitive Science seat is to be filled by an executive of the Carleton Cognitive Science Association.
12. One seat is to be filled by an executive of the Carleton University Student French Association (CUSFA).
13. One History seat is to be filled by an executive of the History Undergraduate Society (HUgS).
14. One Philosophy seat is to be filled by an executive of the Carleton University Philosophy Society (CUPS).
15. One Psychology seat is to be filled by an executive of the Psychology Society of Carleton University (PSCU).

5. Nomination Process for Standard Representative Elections

1. In order to run for a CASG representative position not designated to a specific party in Section 3.3 or 3.4 an individual must self-nominate. This section outlines how representatives are self-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 Carleton 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 authorised 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 and Senate.
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 self-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. 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 Representative 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. The Vice-President Internal shall be responsible for coordinating voting dates, times, and ballots with the SEO.
  5. Elections with more than two candidates competing for a single seat are conducted as follows:
    - a. CASG shall use a Ranked Ballot voting system.
      - 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.
  7. Elections with more than two candidates competing for more than one seat are to be conducted by a block vote, where voters can cast a vote for as many candidates as there are seats being contested.
    1. Ballots votes are cast with no weighting or preference for a specific candidate.

2. Ballots must include an option to abstain from voting for the listed candidates.
8. 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.
9. Eligibility
  1. 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.
10. Candidates may seek election for one of the following seats if it reflects their degree elements:
  1. Sexuality Studies (Minor)
  2. African Studies (Minor, Specialization, or Concentration)
  3. French (Minor or Mention Français)
  4. Special Student
11. 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 Council, with the advice of the Executive, if the vacancy is for any other representative position.
12. Campaign Rules for Standard Representative Elections
  1. Candidates must follow the Carleton University privacy and human rights guidelines and the CASG Equity and Ethics Code.
  2. The VPI, in conjunction with the VPO 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 is 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:
    1. All forms of bribery;
    2. Intimidating opposition (limited to physical, verbal, and written intimidation as determined by a reasonable person in a third-party position);

3. Slandering opposition;
  4. Tampering with ballots;
  5. Attempting to manipulate election results;
  6. 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. Violation of Campaign Rules in Representative Elections
1. All instances of Campaign Rule violations must be reported immediately to the Vice-President Internal with proof of the violation having occurred.
  2. Upon the first instance of any campaign rule being violated, the VPI will inform the candidate of their violation and issue a warning. Upon the second instance of any campaign rule being violated, the VPI will inform the candidate that they are no longer eligible to run as a candidate for CASG Council.
    - a. Appeals to the VPI's decision can be made by the candidate to the Executive Committee, and to the Appeals Committee once the Appeals Committee has been constituted under CASG Bylaw I Section 1.7.
      - i. In the case that the decision to remove the candidate from the race is overturned by the Executive Committee prior to the election's completion, the candidate shall re-enter the race.
      - ii. In the case that the decision to remove the candidate from the race is overturned by the Appeals Board after the election has been completed, Council shall vote to fill the seat from the Candidates who were originally in the election for that seat.

#### **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. Faculty Coordinators from the Faculty of Public Affairs and the Faculty of Arts and Social Sciences, 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. The Chief Electoral Officer is responsible for running the Executive and Faculty Coordinator Elections.
  - 1. The Chief Electoral Officer shall be hired as per sections 2.1.a and 5.3 of the *CASG Hiring Policy*, and shall act in accordance with the Terms of Reference set out in section 9 of the *CASG Terms of Reference Policy*.
- 3. 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; or
    - 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 Chief Electoral Officer and the President, unless the President is running for re-election.
  - 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
- 4. 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 favour.
    - a. The opening 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. The CEO shall decide the format of the question period.
    - c. There will be a concluding speech that will last no longer than 5 minutes for each position.
  - 2. The campaign period shall be no less than 2 days, and no more than 5 days, and shall begin at the start of the town hall.
  - 3. All voting members of CASG Council shall be eligible to vote in the election.
  - 4. Candidates may submit electronic versions of their platform to the Chief Electoral Officer who will coordinate with the Vice-President Operations to have them placed on the website and forwarded in the email during the voting process.
  - 5. The President and the Chief Electoral Officer will make an email list of CASG Council members available to the nominees

- a. The email list shall include all members of CASG Council, CASG executive, and all candidates running for the same position in the CASG election.
    - b. All mass-messaging must be distributed to the entirety of the official email list.
  6. Voting will be conducted online, with a list of candidates sent to all CASG council members by the SEO.
  7. There will be 2 days given for voting to occur
  8. Upon the closure of the voting period, the SEO will have 24 hours to tabulate the results and circulate them to the Chief Electoral Officer and CASG Council.
  9. The candidate with the most votes will be the winner, and will take office on May 1st
  10. In the event of a tie vote, there will be a run-off ballot.
  11. 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.
5. Eligibility
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 the University, 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, who may choose to permit an individual who would ordinarily be ineligible to run in an executive or Faculty Coordinator Election, subject to an appeal to the Appeals Committee.
6. 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, RRRA, 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.
  5. Violation of Campaign Rules in Executive and Coordinator Elections
    - a. All instances of Campaign Rule violations must be reported immediately to the Chief Electoral Officer with proof of the violation having occurred.
    - b. Subject to an appeal filed to the Appeals Committee, the CEO has the sole discretion to determine the consequences of a violation.
7. 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 SEO, 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. Upon the president's resignation, an election will be called as per the constitution and this code
  - a. A person seeking nomination as CASG President must have served at least one year on CASG council
  - b. Council members are the eligible voters
  - c. Should the President resign over the summer, an election will be held once council has been filled, with Vice-President Internal acting as President in the interim.

### **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: April 01, 2023

## 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 utilises 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.
5. This policy does not apply to meetings held virtually where voting is done live.

## 2. Use of Electronic Polling

1. 2.1. Electronic voting is to be utilised in cases where it is impractical to call a physical or virtual meeting to order in order to decide a particular;
2. 2.2. Electronic voting is typically utilised 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 authorise an electronic poll on the request of any member of CASG Council;
2. 3.2. Should the executive committee refuse to authorise 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 50%+1 of the voting members of CASG Council

- 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 vote;
- g. No proxies may be used during electronic polling;
- h. No motion may be tabled by an online poll;
- 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 the result of the vote.
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: April 01, 2023

## 1. Authority and purpose

1. 1.1. Bylaw 2, section 3.5 generally places the spending power of CASG 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;
3. 1.3. The Vice President Operations and the Financial Committee are responsible for the administration of this policy.

## 2. Collection of money

1. 2.1. CASG has a levy determined by the University that is collected from students by the University.
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 analyse any differences from the previous year;

## 4. Compensation for CASG Executive, Coordinators and Officers

1. 4.1. Presidents, Vice Presidents, Faculty Coordinators, and Officers of CASG ought to be compensated with an honorarium as follows:
  1. President: \$1500 per annum
  2. Vice Presidents: \$1500 per annum
  3. Faculty Coordinators: \$250 per annum
  4. Chief Electoral Officer: \$150 per annum
  5. Chair of Council: \$300 per annum
  6. Clerk of Council: \$300 per annum
2. 4.2. CASG Executive, Coordinators, and Officers shall not receive extra money above and beyond the amount they receive in their honorariums unless directly authorised by CASG Council;

1. 4.2.1 CASG Executive, Coordinators, and Officers are entitled to receive reimbursement for any budgeted expenditures related to CASG business as long as appropriate documentation is provided to the Vice President Operations
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 three sums of \$500.00 at the end of each semester (summer, fall, winter)
  1. 4.4.1. The final instalment of the honorarium shall be paid 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
  1. The honoraria for Faculty Coordinators and Officers of CASG are distributed at the discretion of the Executive Committee unless otherwise directed by CASG Council.

## 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 a reserve of \$5000.00 in cash;
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.
4. 5.4. The Budget of CASG shall be presented to Council at the first meeting of the Academic Year.

## 6. **Archives**

1. 6.1. The VP Operations shall keep a permanent record of all expenditures of CASG in an organised manner;
2. 6.2. All CASG Representatives shall have access to review the finances and expenditures of CASG, which shall be provided by the VP Operations upon request;

3. 6.3. Annual Reports and budgets shall be posted on the CASG Website 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. Unbudgeted expenditures CASG under \$250 may be approved by motions of CASG Executive;
3. 7.3. Unbudgeted expenditures over \$250 not explicitly allowed in the bylaws, policies, or budget of CASG must be authorised by the Financial Committee of CASG or CASG Council;
4. 7.4. In extenuating circumstances, including during the summer semester when council stands adjourned, the Executive Committee may authorise expenditures over and above the aforementioned limits by a unanimous vote of the Executive Committee 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 include:
  1. Any item included in a Budget which has been reviewed and approved by CASG Council;
  2. CASG Officer Honorariums;
  3. Refreshments at Council meetings up to \$250;
  4. Brand awareness campaigns taking place between May and September, up to \$400;
7. 7.7. Money should be expended either by CASG Cheque, E-Transfer, or Debit purchase directly, or via reimbursement of money expended by executives as soon as possible after the expenditure;
8. 7.8. If possible, reimbursements and expenditures should be combined and that the minimum number of cheques and/or E-Transfers are given out per month in order to reduce banking fees;
9. 7.9. The signing authorities of CASG shall be the President and the Vice President Operations;
  1. If either the President or Vice President Operations is unable or unwilling to serve as a signing authority, the Vice President Internal shall serve as the secondary signing authority.
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:
    1. Create rules regarding finances
    2. Authorise expenditures
    3. Review the ongoing budget and financial archives of CASG
    4. Administer the *CASG Financial Policy* and the *CASG Community Sponsorship Fund Policy*.
  2. 8.2.The chair of the Financial Committee shall work with the VP Operations in order to ensure that the VP Operations 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 fulfil 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 \$300 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 incoming employee, the President and one other Vice President.
  2. 10.2.All CASG contracts lasting over one year (365 days from the start date in the contract) must be authorised by a motion of CASG Council;
  3. Repealed (April 01, 2023)
- 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 minimise 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;

# CASG Hiring Policy

Last Amended: April 01, 2023

## 1. Purpose

1. To establish the hiring rules of the Carleton Academic Student Government
2. Repealed (April 01, 2023)
3. To maximise 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:
  1. Electoral Officers
  2. 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:
  1. FASS and FPA Coordinator positions
  2. Any executive position with the exception of President
3. Hiring decisions for positions in Section 2.2 must be ratified by 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 and approved by Council at the Council meeting following their decision:
  1. CASG Council Chair
  2. CASG Clerk of Council

## 3. Job postings

1. All positions listed in Section 2 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, or the predetermined date and time when applications close on the final day of the application period will not be accepted.
4. Applicants must provide the following information in their application:
  1. Their full name;
  2. Their student number;
  3. Their CV;
  4. Their statement of interest; and
  5. All other information deemed relevant by the Executive Committee or Hiring Board.



5. The Executive Committee or Hiring Board shall have the discretion to determine the qualifications sought for the position, but all applicants must be:
  1. Enrolled as an undergraduate student at Carleton University; and
  2. 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 prior to the first Council meeting, with the exception of the Electoral Officers.
  1. Following the first Council Meeting of the Academic year, the Hiring Board shall be responsible for hiring all positions listed in Section 2
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 same manner as all other standing committees, as described in Section 2.4 of the *CASG Committees Policy* :
  1. 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.
  2. Repealed (April 01, 2023)
  3. Repealed (April 01, 2023)
  4. Repealed (April 01, 2023)
3. For the hiring of the Electoral Officer:
  1. Sitting on or chairing the Hiring Board deems all of its members ineligible from running in the Executive and Coordinator Election for that year.
  2. 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 and the CASG Equity Code.
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 at 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.

# Key Holder Policy

Policy approved by CASG Council on December 08, 2022

## 1. Purpose

1. To guide the distribution of keys to the CASG office.

## 2. Administration:

1. This policy shall be administered by the Vice-President Operations

## 3. The following individuals shall be permitted to hold a key to the CASG office, subject to sections 4 and 5 of this policy:

1. The President
2. The Vice-President Internal
3. The Vice-President Operations
4. The Vice-President Academic.

## 4. Key Deposit:

1. Before being given their key, the individuals listed in section 3 are required to pay a \$25 deposit to the Vice-President Operations.
2. If a key is lost and needs to be replaced, the individual who lost the key must pay the entirety of the replacement cost before receiving a replacement key.
3. Upon return of their key at the end of their term, the outgoing Vice-President Operations is responsible for returning the key deposit to the individuals listed in section 3.
4. In the case of the Vice-President Operations' key Deposit, the President shall be responsible for collecting the deposit under section 4.1 and returning the deposit under section 4.3.

## 5. An individual listed in section 3 is prohibited from holding a key to the office if:

1. They have not paid their key deposit.
2. CASG Council or the CASG Executive Committee has determined them unfit to hold a key to the CASG Office
3. They cease to be an executive member of the Carleton Academic Student Government.

# CASG Community Sponsorship Fund Policy

Introduced: April 01, 2023

## Purpose

The purpose of CASG Sponsorships are to strengthen ties between Carleton University academic societies and the Carleton Academic Student Government through aiding in finances of said academic societies community building events.

### 1. Definitions

1. “Academic Society” shall refer to any student-led society affiliated with a program, department, or faculty with the purpose of promoting academic success and community building.

### 2. Funding for Academic Society Community Building Events

1. Academic Society Funding Requirements
  1. All events must comply with Carleton University's Human Rights Policies and Procedures.
  2. The event should not be academic in nature and must be facilitated by an academic society. The purpose of the event must be to foster community within an academic program or faculty, i.e Society Galas.
  3. Academic events do not qualify for CASG Sponsorships and funding requests for academic events should apply for the CASG Academic Initiative Fund (AIF) only. If an application to AIF is also submitted for the same event, only one application will be considered.
  4. The application for CASG Sponsorship funding will consist of a budget with a brief explanation for each requested expense, as well as predicted sources of revenue from the event, and a brief explanation of the event.
2. Academic Society Funding Eligibility
  1. CASG Sponsorships will fund up to either
    1. a maximum of \$450 for faculty society events and \$400 for program society events; or
    2. 50% of the total event cost, whichever is lower.
  2. CASG Sponsorships will not provide funding for the consumption of alcohol. If alcohol is available at the event, CASG Sponsorship funds cannot be allocated towards that expenditure;
  3. CASG Sponsorships will not provide any funding for general membership meetings;
  4. The Financial Committee will have the discretion to determine the extent to which catering will be covered by the sponsorship.

3. Academic Society Funding Decision
  1. The funding decision process goes as follows: The Financial Committee will examine each application and discuss the merits and opinions on the funding amounts. The committee will come to a consensus as to how much funding each applicant will receive based on the number of expected attendees, purpose of the event and other sources of funding.
4. Academic Society Funding Process
  1. Upon a decision from the Financial Committee, the society shall be informed of the amount of funding approved and the process to claim funds.
  2. Process for claiming funds
    1. If an academic society receives funding through CASG Sponsorships, they are required to submit their receipts to CASG within two weeks after the event.
    2. Upon receiving receipts, the Vice President Operations shall distribute the approved funds to the society as a reimbursement.
      - a. If the society is able to document a compelling reason for which they would be unable to hold the event without receiving the funds prior to the event, the Financial Committee may choose to allocate funds prior to the event. Societies are required to submit their receipts to CASG two weeks after the event. Failure to provide receipts may result in a penalization for the next submission or suspension from CASG Sponsorship funding.
  3. Academic Societies are required to accept the e-transfer or pick up the cheque within 30 calendar days of the Vice-President Operations authorising the E-Transfer or writing the cheque. If the funds are not collected, the money will return to the CSF budget.
5. Academic Society Funding Periods
  1. The CASG Community Sponsorship Fund will have one formal funding period at the start of the second semester for the purpose of funding year end community building events. The duration of the funding period shall be determined by the Vice President Operations and the Financial Committee.

### **3. Funding for Start-of-term Community Building Events**

1. Academic Society-run events (e.g. EngFrosh, Sci Frosh, etc.)
  1. Academic Society Funding Requirements
    1. All events must comply with Carleton University's Human Rights Policies and Procedures.

2. The event should not be academic in nature and must be facilitated by an academic society. The purpose of the event must be to foster community within an academic program or faculty at the start of the academic year
  3. Academic events do not qualify for CASG Sponsorships and funding requests for academic events should apply for AIF only. If an application to AIF is also submitted for the same event, only one application will be considered.
  4. The application for CASG Sponsorship funding will consist of a budget with a brief explanation for each requested expense, as well as predicted sources of revenue from the event, and a brief explanation of the event.
2. Academic Society Funding Eligibility
    1. CASG Sponsorships will fund up to either
      - a. a maximum of \$450 for faculty society events and \$400 for program society events; or
      - b. 50% of the total event cost, whichever is lower.
    2. CASG Sponsorships will not provide funding for the consumption of alcohol. If alcohol is available at the event, CASG Sponsorship funds cannot be allocated towards that expenditure;
    3. CASG Sponsorships will not provide any funding for general membership meetings;
  3. Academic Society Funding Decision
    1. The funding decision process goes as follows: The Executive Committee will examine each application and discuss the merits and opinions on the funding amounts. The committee will come to a consensus as to how much funding each applicant will receive based on the number of expected attendees, purpose of the event and other sources of funding.
  4. Academic Society Funding Process
    1. Upon a decision from the Executive Committee, the society shall be informed of the amount of funding approved and the process to claim funds.
    2. Process for claiming funds
      - a. If an academic society receives funding through CASG Sponsorships, they are required to submit their receipts to CASG within two weeks after the event.
      - b. Upon receiving receipts, the Vice President Operations shall distribute the approved funds to the society as a reimbursement.

- i. If the society is able to document a compelling reason for which they would be unable to hold the event without receiving the funds prior to the event, the Executive Committee may choose to allocate funds prior to the event. Societies are required to submit their receipts to CASG two weeks after the event. Failure to provide receipts may result in a penalization for the next submission or suspension from CASG Sponsorship funding.
5. Academic Society Funding Periods
  1. CASG Sponsorships will open on May 1st and close on August 15th for the purpose of funding start-of-term community building events.
2. University-Led events (e.g. Fall Orientation)
  1. The CASG Executive Committee shall consider funding University-Led events as they arise on a case-by-case basis, subject to the CASG Budget and the decision of CASG council.

# 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.
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.
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
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. For the President, all other duties identified below:
  - i. Represent CASG in various forms as head of the organisation, including but not restricted to (The undergraduate population, CASG council, Carleton Senate)
  - ii. Assign appropriate work loads to executives.
  - iii. Ensure executive meetings are held on a weekly basis during the academic year.
  - iv. Ensure executives are fulfilling their contracts.
  - v. Ensure CASG general meetings are being held through out the year.
  - vi. Attend meetings with the senior members of the University Administration
  - vii. Help and aid executives with their responsibilities.
  - viii. Be informed and well read on matters regarding the university, academics, CASG policies, constitution, and bylaws.
  - ix. Write up new policies, bylaws, constitutional changes when necessary.
  - x. Promote accountability, transparency, and fair practices in all matters pertaining to the Carleton Academic Student Government.
7. For the Vice-President Internal, all other duties outlined below:
  - i. Responsible for the inner workings of CASG
  - ii. Responsible for keeping contact with Coordinators and Reps.
  - iii. 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.
  - iv. Responsible for ensuring the Coordinators are fulfilling their responsibilities.
  - v. Responsible for running the CASG general election.
  - vi. Actively ensure all CASG committees meet as required and are actively filled.
9. For the Vice-President Operations, all other duties outlined below:
  - i. Ensure CASG has a good relationship with other organisations (i.e. student unions, societies, etc.) and the administration.

- ii. Effectively recruit and employ volunteers within the organisation for promotional uses.
  - iii. Schedule and execute effective student interaction, including regular tabling in active student areas such as the atrium, and regular class talks year-round.
  - iv. Create and effectively use promotional material regarding CASG's activities, campaigns, and successes.
  - v. 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.
  - vi. Maintain the CASG website.
10. For the Vice-President Academic, all other duties outlined below:
- i. Responsible for being up to date and knowledgeable on the Carleton academic environment and the related services provided.
  - ii. 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.)
  - iii. Work on any academic campaigns to improve Carleton and the lives of Carleton students, via Senate, Board of governors, Faculties, rallies, petitions, etc.
  - iv. Effectively deal with academic issues as stipulated in Academic Issues policy.
  - v. 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.
  - vi. 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 Clerk 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.

## Appendix: Amendment Log

Date (mm/dd/yy)	Policy being amended	Notes
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
08-12-2023	Key Holder Policy	Introduced by Gray Simms (VPI)
1-24-2023	CASG Electoral Code	Amended by Gray Simms (VPI) to prepare for the upcoming Executive and Coordinator Election
1-24-2023	CASG Terms of Reference policy	Section 9 was amended by Gray Simms (VPI). The terms of references for the Chief Electoral Officer were heavily expanded to prepare for the upcoming hiring of the CEO
04-01-2023	CASG Committees Policy	Amended by Gray Simms (VPI). Indigenization ad-hoc committee terms of reference repealed, general update, amended S.2.4 to be more clear.
04-01-2023	CASG Financial Policy	Amended by Gray Simms (VPI). Edited for language clarity. Addition of Sections 1.3, 4.1.4, 4.1.5, 4.1.6, 4.2.1, 4.7.1, 5.4, 7.1, 6.1, 7.9.1, 8.1.4, correction of honorarium amounts, repealed 10.3. Some minor amendments to reflect current practices.
04-01-2023	CASG Electronic Voting Policy	Amended by Gray Simms (VPI). S. 1.5 added, S 3.4.a: quorum raised from 15%+1 to 50%+1, minor text amendments for clarity.
04-01-2023	CASG Hiring Policy	Amended by Gray Simms (VPI). Amended for Language Clarity. Repealed sections 1.2, 5.2.2, 5.2.3, 5.2.4. Minor amendments to update with current practice.
04-01-2023	CASG Community Sponsorship Fund Policy	Introduced by Francesca Lepore (VPO) and Gray Simms (VPI).
04-01-2023	Policy Compendium	Gray Simms (VPI). Reorganised alphabetically (per amended ByLaw IV S 4.2 ), new table of contents.