

# **Bylaws of the Carleton Academic Student Government (CASG):**

*Last Amended April 1, 2023*

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## **Excerpt from Section 4.3 of the Carleton Academic Student Government Constitution–Creation and Amendment of Bylaws:**

This section is duplicated directly from the constitution; if amended in the constitution it ought to be also updated here.

4.3.1 Bylaws of Carleton Academic Student Government may be created or amended by a two thirds majority of those present and voting at a meeting of Carleton Academic Student Government Students' Council; provided that the Bylaw or amendment has been presented for notice at a previous Carleton Academic Student Government Students' Council Meeting;

4.3.2 The Senate of Carleton may veto any Bylaw of Carleton Academic Student Government by a majority vote either to prevent a bylaw from coming into force or to nullify a bylaw already in force;

4.3.3 Unless otherwise stated in the amendment, all amendments to Bylaws take effect immediately upon being passed by Students' Council;

4.3.4 Any disputes that arise regarding the Constitution, Bylaws and Policies of the Carleton Academic Student Government are dealt with by the Senate.

## Bylaw 0: Definitions

The following definitions and interpretations shall be used throughout the Constitution, Bylaws, and Policies. Any term not defined has the definition found in the governing documents of senate, the University Calendar, or the latest edition of The Oxford English Dictionary in that order of preference.

01. **CASG:** Carleton Academic Student Government;
02. **President:** The Student Governance Coordinator for Carleton University is the President of Carleton Academic Student Government;
03. **Carleton University:** The University created by The Carleton University Act R.S.O. 1937, c.251;
04. **Senate:** The Senate of Carleton University;
05. **Students' Academic Council or Council:** The Students Academic Council of CASG, the legislative body of CASG;
06. **Student:** Any person taking a course for credit at Carleton University;
07. **Member of Carleton Academic Student Government:** Any student sitting on Council;
08. **Academic Student Governance (ASG) Representative:** Any student elected to serve on a departmental board, a faculty board, or the Senate of Carleton;
09. **FPA:** Faculty of Public Affairs;
10. **FASS:** Faculty of Arts and Social Sciences;
11. **FED:** Faculty of Engineering and Design;
12. **FGSR:** Faculty of Graduate Studies and Research;
13. **Undergraduate Student Union:** Also known as CUSA or Carleton University Students' Association- An incorporated body representing Undergraduate Students at Carleton University; CUSA shall be always referred to orally, and in writing, as “The Undergraduate Student Union” to prevent confusion;
14. **Graduate Student Union:** Also known as GSA or Carleton University Graduate Students' Association- An incorporated body representing Graduate Students at Carleton University; GSA shall be always referred to orally, and in writing, as “The Graduate Student Union” to prevent confusion;
15. **RRRA:** The Rideau River Residence Association – An incorporated body representing Undergraduate Residence Students at Carleton University;
16. **CSES:** Carleton Student Engineering Society – An incorporated body representing all undergraduate Engineering Students at Carleton University;
17. **Clerk of Senate:** The Clerk of Senate as defined by Senate Document;
18. **Board of Governors or BOG:** The Board of Governors of Carleton University;
19. **Department:** any academic department, school, institute, college or the like responsible

for a program of instruction and reporting to a Faculty Board.

## Bylaw I: Students' Academic Council- Legislative Branch

**Constitution 4.3:** "The Composition and rules pertaining to Students Academic Council are laid out in Bylaw I of the Bylaws."

1. Membership:
  - 1.1. The following 6 Carleton administrative members sit *Ex Officio*:
    - 1.1.1. The Chancellor;
    - 1.1.2. The President and Vice-Chancellor;
    - 1.1.3. The Provost & Vice President (Academic)
    - 1.1.4. The Associate Vice-President (Student and Academic Support Services);
    - 1.1.5. The University Secretary
    - 1.1.6. The Clerk of Senate
  - 1.2. The following 12 Student members sit *Ex Officio*:
    - 1.2.1. The President;
    - 1.2.2. The Vice-President Academic;
    - 1.2.3. The Vice-President Internal;
    - 1.2.4. The Vice-President Operations;
    - 1.2.5. The FPA Coordinator;
    - 1.2.6. The FASS Coordinator
    - 1.2.7. The FED Coordinator;
    - 1.2.8. The Science Coordinator;
    - 1.2.9. The Business Coordinator;
    - 1.2.10. The Representative of the Undergraduate Student Union;
    - 1.2.11. The Representative of the Graduate Student Union;
    - 1.2.12. The Representative of the Rideau River Residence Association;
  - 1.3. The following are the remainder of council:
    - 1.3.1. Two Non-Student Representatives from the Senate (appointed by the Senate);
    - 1.3.2. Two Non-Student Representatives from the Board of Governors (appointed by the Board of Governors);
    - 1.3.3. All Students eligible to sit on the following Bodies:
      - 1.3.3.1. Graduate Faculty Board;
      - 1.3.3.2. Arts and Social Science Faculty Board;
      - 1.3.3.3. Public Affairs Faculty Board;
      - 1.3.3.4. Business Faculty Board;
      - 1.3.3.5. Science Faculty Board;
      - 1.3.3.6. Engineering Faculty Board;
      - 1.3.3.7. School of Computer Science Faculty Board;
      - 1.3.3.8. School of Architecture Faculty Board;

- 1.3.3.9. School of Industrial Design Faculty Board;
- 1.3.3.10. School of Information Technology Faculty Board;
- 1.3.3.11. The Senate;
- 1.3.3.12. The Board of Governors.

2. Membership and voting rights:

- 2.1. All persons eligible to sit on Students' Academic Council are Student Representatives in that they directly represent students, or represent organizations that look out for the wellbeing of students, and as such all have full speaking and voting rights;

3. Ex-Officio positions are subject to the following additional rules:

- 3.1. Persons who are on Academic Council *Ex-Officio* may send proxies so long as the proxy is 'acting' in the position that they are proxying for as per internal regulations of the position;
- 3.2. Proxies of persons who are *Ex-Officio* are present to voice the position and answer questions of the office, or organization;
- 3.3. Proxies of persons who are *Ex-Officio* have full speaking rights but not full voting rights, therefore proxies cannot move motions or vote on any matter of Students' Academic Council;
- 3.4. No person may send a proxy to a meeting which they are personally attending.
- 3.5. No person may hold two votes at any time, should a person hold multiple seats they retain a single vote at Students' Academic Council;
- 3.6. Any non-Ex-Officio member of Students' Academic Council may be subject to a bi-election if they are inactive as found by a majority of Academic Council or a majority of the executive committee, or if found in violation of their duties or contract under any other by-law or policy of the CASG.

4. Speaking rights:

- 4.1. All Council members have full rights to speak and move motions at council;
- 4.2. Any person may speak on any CASG motion upon permission of 2/3rds of Council. Any student or faculty may ask a single question during question period of CASG meetings without the 2/3rds vote by council;

5. Meeting Procedures:

- 5.1. Academic Council meetings shall use Senate Rules of Order, except as amended by the Constitution, Bylaws or Policies of CASG;
- 5.2. The Presiding officer of the Academic Council shall be the Chair of CASG, a Carleton Student hired for this purpose;
- 5.3. In the absence of the Chair the Presiding officer shall be a member of the Academic Council elected at the time to preside.
- 5.4. Repealed (March 4, 2023)
- 5.5. The Quorum of Academic Council is 25% of members present, counting proxies;

- 5.6. The Quorum of an online vote of Students' Academic Council is a 25% response rate;
  - 5.7. Meetings of Students' Academic Council may be called by:
    - 5.7.1. The President;
    - 5.7.2. The Clerk of Senate;
    - 5.7.3. Any two executives of Carleton Academic Student Government;
    - 5.7.4. Any 10 members of Academic Council;
  - 5.8. Members must be informed at least 14 calendar days prior to the meeting date;
    - 5.8.1. This requirement may be waived by an online vote of the Student's Academic Council that meets a Quorum of 50%.
  - 5.9. The Agenda for a meeting should be created by the Vice-President Internal in the week preceding the meeting and distributed to council approximately 48 hours before a meeting of the Student's Academic Council.
  - 5.10. The Student's Academic Council shall hold at least 6 regular meetings during the Fall and Winter semester, and shall stand adjourned during the summer semester.
6. Purpose of the Academic Council
- 6.1. The purpose of the Academic Council is to have a meeting of Student Leaders to serve Carleton students by working within the administration:
  - 6.2. The Academic Council serves as the primary decision making body for Carleton Academic Student Government by way of being able to unilaterally change the Bylaws, Policies and Resolutions that govern Carleton Academic Student Government;
  - 6.3. The Academic Council acts as a resource for the Carleton Senate and Board of Governors to discuss issues with the student body;
  - 6.4. The Academic Council serves as a connection between students and the Administration in that the motions can be forwarded to the Senate for consideration and Administrative members are present to answer student questions at the General Assembly.
7. Maintaining Membership
- 7.1. All contracts will be assumed to be understood when a candidate self-nominates for a CASG position, and comes into force when a candidate is elected/acclaimed.
    - 7.1.1. The contract must be made available to all those who wish to self-nominate for a position in advance of nomination.
  - 7.2. The members of CASG are bound to the contract for the duration of their term.
  - 7.3. Repealed (March 4, 2023)
  - 7.4. Termination of Contract
    - 7.4.1. The consequences of the termination of contract are written within the contract.
    - 7.4.2. A contract will be terminated for the following reasons;

- 7.4.2.1. Resignation
- 7.4.2.2. Holder of the position is no longer a Carleton University undergraduate student
- 7.4.2.3. Holder of the position is impeached by a majority vote of council
- 7.4.2.4. A majority vote of the executive committee, subject to provision 7.6.
- 7.4.3. Any student may ask the executive to review the status of a CASG member to warrant if that member's contract should be terminated, and present them with evidence if applicable.
- 7.4.4. Grounds for dismissal are outlined in the contract.
- 7.5. Appeals
  - 7.5.1. Termination of contract may only be appealed when contract is terminated under By-law 7.4.2.4
  - 7.5.2. All appeals will be heard by the appeals committee.
  - 7.5.3. The appeals committee will be struck at the first eligible CASG general meeting of the Academic year, or earlier if necessary.
  - 7.5.4. Appeal Committee Membership
    - 7.5.4.1. Membership of the committee shall consist of 2 executives, with 2 executives as alternates, and 3 CASG non-executive members, with 2 CASG non-executive members as alternates.
    - 7.5.4.2. If at any time the contract of one of the committee members is being appealed, they must resign their seat for the duration of the hearing.
    - 7.5.4.3. Membership will be determined by election/acclamation at the meeting the committee is being struck; if the committee is being struck outside of a meeting an email must be sent to all CASG members with at least 1 week's notice.
    - 7.5.4.4. CASG members may nominate themselves or be nominated by another CASG member to be eligible. If all the positions are filled by acclamation (first the committee seats, then the alternates), those members will be considered the appeals committee. If any of the positions are contested, there will be a separate election for the committee seats and the alternate seats. Voting will be done by secret ballot, by council. Those voting will be allowed to vote for up to 2 executives and three non-executive CASG members. The two executives receiving the most votes will be elected to the committee, the three non-executive CASG members with the most votes will be considered elected to the committee. Elections for alternates will proceed directly afterwards and will proceed in the

same manner as stated above.

7.5.4.5. Quorum for the appeals committee is 100%.

7.5.4.6. Meetings for the appeals committee must take place within 2 weeks of the appeal being received.

7.5.4.7. The member making the appeal is allowed to present their motivation for why they should not have their contract terminated, they may present evidence, and they are allowed one person to accompany them as an advocate.

7.5.4.8. Decisions from the appeals committee will be made by a majority vote; failure to vote will be considered a vote to *not* overturn the decision of the executive committee. The decisions will be considered final and made public immediately after the decision is made.

7.5.4.9. A contract is considered terminated during the appeal process.

7.6. A contract may be terminated by section 7.4.2.4 an unlimited amount of times, but not more often than once every 44 days.



## Bylaw II: Executive Committee - Administrative Branch

**Constitution Section 6.2.4:** “The powers and duties of the Executive Branch of Carleton Academic Student Government are laid out in Bylaw II of the Bylaws.”

1. Principles: CASG Executives should be high-achieving students who have done well academically and can afford to spend extra time on facilitating student governance. At all times, the executives should be students first and executives second. As a rule, students ought not sacrifice their academics in order to be on the executive of Carleton Academic Student Government by taking fewer classes or putting less emphasis on their classes.
  - 1.1. General experience that prepares students to be executives of CASG are:
    - Previous history of leadership in Academic Societies or similar organizations.
    - Strong academic record indicating an engagement with Carleton studies.
    - Being an active CASG representative, volunteer, or work-study.
    - Experience in event organization, personnel organization, meeting environment.
    - Knowledge of the governance structure of Carleton University.
2. The Carleton Academic Student Government Executive consists of the following positions:
  - 2.1. The President;
  - 2.2. The Vice-President Internal;
  - 2.3. The Vice-President Academic;
  - 2.4. The Vice-President Operations;
  - 2.5. Carleton Academic Student Government Faculty Advisor (ex-officio).
3. Requirements of Student CASG Executives
  - 3.1. Any person holding Executive positions shall be persons who:
    - 3.1.1. Were registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their tenure on the Executive;
    - 3.1.2. Are registered at the University as degree students;
    - 3.1.3. Maintain the academic status of *Good Standing* throughout their tenure on the Executive;
    - 3.1.4. For Requirement “3.1.3”, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for Academic Performance Evaluation;
    - 3.1.5. For President, persons must have sat on Academic Council as an CASG representative for a minimum of four months and have not been censured or recalled and has attended or sent regrets to at least half of the Academic Council meetings.
  - 3.2. Executive shall cease to hold office if they fail to satisfy the eligibility criteria above

- or:
- 3.2.1. Do not attend any two consecutive executive meetings without notice;
  - 3.2.2. Do not attend any two consecutive Academic Council meetings;
  - 3.2.3. Are not fulfilling their duties as set out in the Policies of the CASG.
- 3.3. The Clerk of the Senate holds the Faculty Advisor Seat on the Executive Committee *Ex Officio* at all times with no requirements whatsoever.
- 3.4. The Executive Committee consists of all executives as voting members. General powers and duties of the Executive Committee of Carleton Academic Student Government are:
- 3.4.1. The power to stay a decision of the Academic Council and pass the matter to the Senate through a 2/3 vote of the Executive;
    - 3.4.1.1. This veto must be done in writing, with reasons, and be submitted to the next Senate meeting for approval or rejection;
    - 3.4.1.2. Should a veto be rejected at the next Senate meeting the action of Council previously vetoed shall have full force immediately.
  - 3.4.2. The power to make operational decisions during the summer semester when Council stands adjourned;
    - 3.4.2.1. The executive is not permitted to make amendments to the Constitution, ByLaws, and Policies of the Carleton Academic Student Government without a vote by Student Council.
  - 3.4.3. Operate as detailed in the Constitution, ByLaws, and Policies of the Carleton Academic Student Government.
- 3.5. Day-to-day operations of the Carleton Academic Student Government Executive include:
- 3.5.1. Coordinating all academic student representation at Carleton University;
  - 3.5.2. Facilitating input into courses and course changes, and assisting students with academic issues they may have by acting as a bridge between the student body and the administration;
  - 3.5.3. Advertising the CASG as an organization so that students know about the CASG and are more likely to use the services of the CASG;
  - 3.5.4. Responsible for accounting for and submitting an accounting of CASG expenditures to the Board of Governors through the University Secretary;
  - 3.5.5. Building relationships with and supporting academic, departmental, faculty societies at Carleton University;
  - 3.5.6. Employ and supervise directors, volunteers and employees under the Carleton Academic Student Government;
  - 3.5.7. Ensure the working condition of the Carleton Academic Student Government Office, pursuant to the CASG Equity and Ethics Code;
- 3.6. Repealed (March 4, 2023)

- 3.7. Represent the Carleton Academic Student Government to any other organizations, media sources, corporations, or other bodies except where prohibited by the Constitution, Bylaws or Policies of Carleton Academic Student Government;
- 3.8. Create the agenda for meetings; however, the Executive Committee cannot block a motion submitted correctly and on time from being heard at a meeting;
- 3.9. Pass Executive resolutions that are sovereign except where overridden by Academic Council;
- 3.10. Spending power: CASG executive has the authority to authorize the expenditure of monies on behalf of the CASG for the day to day running of Carleton Academic Student Government and Council limited by policies created by the committee in charge of finance (Financial Review Committee).

## **Bylaw III: Departmental Boards**

1. Departmental Boards:
  - 1.1. CASG Representatives are eligible to sit on the Departmental Board for the department they represent.

## **Bylaw IV: Policies**

1. Authority
  - 1.1. CASG Council shall have the authority to enact, amend or repeal policies under Article VII of the Constitution.
2. Enactment
  - 2.1. A Motion of Policy reported to Council with proper notice will require a simple majority of those present and voting at Council, provided that the wording of the by law was distributed to CASG Council no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.
  - 2.2. A Motion of Policy reported to Council without proper notice will require a two-thirds majority of those present and voting at Council if the wording was not distributed to CASG Council more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.
3. Amendment, Proper notice and Repeal
  - 3.1. CASG Council shall have the authority to amend or repeal any policies of the CASG Council in the same manner that they are enacted.
  - 3.2. Amendments to or repeals of policies shall be effective immediately upon enactment by Council.
4. Compendium of Policies
  - 4.1. Policies approved by CASG Council shall be situated in a Compendium of Policies accessible to all members of the Carleton community, established no later than October 31, 2018.
  - 4.2. Policies in the Compendium shall be indexed in alphabetical order, by the first letter of each policy title.
  - 4.3. The Compendium shall contain a record of all additions, amendments, and repeals of policies contained within the document.
5. Review
  - 5.1. The Governance Committee shall review Council Policies on a yearly basis for the purpose to assess their respective levels of consistency, relevance, and efficacy.
  - 5.2. This committee shall make recommendations to Council in a reasonable time.
  - 5.3. Council may enact the recommendations of this committee by a majority vote of all members of Council, present and voting, provided that all CASG Council members have been notified of the recommendations two days (48 hours) prior to the Council meeting, unless the policies are being amended per Bylaw V, Sections 2 and 3.
6. Operation
  - 6.1. Council may authorize specific exceptions to, or unique suspensions of, a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of

CASG Council Constitution, CASG Council Bylaws, or the AGU Document.

## **Bylaw V: Academic Initiative Fund**

1. Purpose
  - 1.1. The purpose of the Academic Initiative Fund (AIF) is to strengthen ties between Carleton University academic clubs and societies and the Carleton Academic Student Government through aiding in the financial needs of said academic clubs and societies.
2. Definitions
  - 2.1. “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.
3. Funding Requirements
  - 3.1. All events must comply with Carleton University’s Human Rights Policies and Procedures.
  - 3.2. The event must be an academic based event, which can be clearly linked to a course or program at Carleton. The event organisers do not have to a formal/official relationship with a faculty or department but it must be shown how this event reflects academic ideals of certain programs or courses, i.e. Model UN does not have an official link between any departments at Carleton, however it is clear that it is reflective of ideals of the International Affairs Department.
  - 3.3. The application for 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.
  - 3.4. If a club/society does receive funding from the AIF they are required to submit their receipts from the purchases to the CASG office within two weeks after the event. Failure to do so may result in penalization for the next submission or suspension from the fund.
4. Academic Initiative Fund Committee
  - 4.1. The funding committee will consist of six individuals: CASG President, CASG VPO, and four members from the CASG Council, to be chosen through a simple-majority vote at the first general council meeting of the school year. Of these four elected members, one will be chosen to chair the committee by the funding committee itself. The minimum number to achieve quorum will be one (1) member of the executive, and (3) three of elected general members.
  - 4.2. The committee will meet four times per semester, two of those meetings will be during the two funding periods, the other two will be just prior to the first funding period and the other will be just after the second funding period.
  - 4.3. The committee will first examine all submissions for the funding period before making final funding decisions.
5. The AIF committee will not sit during the spring and summer semesters.

- 5.1. If any member of the committee is a paying member of or feels they have a strong connection to the academic club or society applying for funding, they must excuse themselves from that particular decision.
6. Funding Decisions
    - 6.1. The funding decision process goes as follows:
      - 6.1.1. The committee will examine each application and discuss the merits and opinions on the funding amounts.
      - 6.1.2. Each member will then submit what they believe is a fair amount and one that follows the rules of funding. These amounts will be submitted anonymously in writing, they will be gathered together and the highest and lowest amounts of funding will be removed and the remaining funding allocations will be averaged out.
      - 6.1.3. The average of the remaining amounts will be the amount given to the academic club/society event. If the total funding goes over the budgeted amount, the funding will be reduced equally for all applicants, so as to fit into the budget.
7. Funding
    - 7.1. The AIF will fund a maximum of 50% of the costs associated with the event/activity, up to a maximum of \$500.00, or at the discretion of the Committee
    - 7.2. The AIF will not provide funding for events serving alcohol
    - 7.3. The AIF will not provide any funding for general membership meetings
    - 7.4. The AIF will not provide funding for tabling or advertising to sign up members for the club of society.
    - 7.5. AIF funding can be used to fund tabling and advertising for an academic event.
8. Funding Periods
    - 8.1. There will be two funding periods per semester (fall and winter) that societies/clubs may submit their applications for. It is at the committee's discretion to decide when these periods will be.
    - 8.2. The AIF will only fund one event per club/society per funding period.
    - 8.3. No funding will be available for the spring and summer semesters.
    - 8.4. The funding period must last ten business days.
    - 8.5. All submissions are to go to the CASG office
9. Academic Society Funding Process
    - 9.1. Upon a decision from the AIF Committee, the society shall be informed of the amount of funding approved and the process to claim funds.
    - 9.2. Process for claiming funds
      - 9.2.1. If an academic society receives funding through the Academic Initiative Fund, they are required to submit their receipts to CASG within two weeks after the event.



9.2.2. Upon receiving receipts, the Vice President Operations shall distribute the approved funds to the society as a reimbursement.

9.2.2.1. 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 the Academic Initiative Fund.

9.2.2.2. Academic Societies are required to accept the e-transfer or pick up the cheque within 30 calendar days of the Vice-President Operations authorizing the E-Transfer or writing the cheque. If the funds are not collected, the money will return to the AIF budget.

10. Information Sessions

10.1. There will be one information session at the beginning of each semester; these sessions are not mandatory, but highly recommended, as failure to comply with the rules will result in a penalization of funding.

## Amendment Log

<b>Date</b>	<b>Amendments</b>	<b>Notes</b>
Time Immemorial	Bylaw creation	Amendments unknown between the introduction of the Bylaws and March 4, 2023
March 4, 2023	Major Bylaw review, Bylaw III mostly repealed. Bylaw IV Faculty Boards repealed, style, grammar, definition, inclusivity updates.	VPI Gray Simms and the Governance review Committee presented the Amendments to Council March 4, 2023.
April 1, 2023	Bylaw V: Academic Initiative Fund amended. Definitions added. Sections 7.1, 7.2, 7.5 amended. Section 9 added so that funds are disbursed as reimbursements rather than before the event.	VPI Gray Simms and the Governance review Committee presented the Amendments to Council April 1, 2023.