



Concordia University of Edmonton

Students' Association

BY-LAWS

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

February 2017

CSA By-laws

Date Approved: *Date Reviewed:* 02/12/17 *Date Rescinded:*

Definitions

CSA: The Concordia Students' Association of Concordia University of Edmonton.

Executive Councillor: An Officer of the Concordia Students' Association (CSA), with powers over the association as outlined in the By-laws. The Executive Council manages the day-to-day affairs of the CSA. Executive Councillors also serve on the General Council.

Ex Officio: A member that can be present at meetings, but does not have voting rights.

General Councillor: A Director of the Concordia Students' Association (CSA), with powers over the association as outlined in the By-laws. The General Council oversees the broad direction of the association, as well as ensures that proper governance is maintained.

Quorum: Minimum number of members of an assembly that must be present at any meeting to make the proceedings of that meeting valid. For the purpose of these By-laws quorum is a simple majority of fifty percent plus one. For example with ten (10) council members, quorum is reached when six (6) members are present.

Special Resolution: Referring to a resolution as defined by the *Societies Act*. The results of a special resolution must be registered with the Societies Registrar, requiring a minimum of twenty-one days' notice to the members of the council of the motion, prior to the administration of the motion. A special resolution also requires a three-quarters majority (75%) to be passed. The three-quarters majority voting of a special resolution may also be passed via proxy votes, with written and signed consent of informed voting members.

Societies Act: The Act which governs societies in the province of Alberta.

Standing Committee: A committee created by the General Council that does not dissolve each year.

BY-LAWS

Article I – NAME

1. The name of this organization shall be the Concordia Students' Association (henceforth referred to as the "CSA"), an organization pursuant to the Societies Act.

Article II – MEMBERSHIP

1. Members of the greater CSA include General Members and Honorary Members. General Members include:
 - 1.1. Undergraduate students registered at Concordia University of Edmonton;
 - 1.1.1. Including members under the age of 18, who shall be subject to the same fees and awarded all rights as adult members, except the ability to participate and volunteer for events that are 18+;
 - 1.2. Including any after-degree programs at Concordia University of Edmonton. All students in these programs are considered General Members in full capacity and are entitled to the rights listed in Section 1.3.;
 - 1.3. All General Members are entitled to:
 - 1.3.1. Speaking privileges at formal meetings of the Executive or General Councils, provided that the Chair is notified three (3) business days prior to the meeting;
 - 1.3.1.1. While attending the member will be an ex officio;

- 1.3.2. Run for office if eligible as defined in Elections Policy;
- 1.3.3. Vote in CSA elections and referendums;
- 1.3.4. Petition General Council as defined in the CSA policies;
- 1.3.5. Free access to all CSA records, books, and meeting minutes except where such release would jeopardize the confidentiality of the individuals and/or clubs and unions it governs;
 - 1.3.5.1. All CSA General and Executive Council meeting minutes for the year and year previous will be kept online on the CSA's website, available to General Members;
 - 1.3.5.2. General Members wishing to view CSA records, books, and meeting minutes that are not posted publicly must contact the CSA President by writing and allow for at least five (5) business days for processing;
- 1.3.6. Request the support of the General Council in any grievances or procedures related to the members' status as a student;
- 1.3.7. Free access to the By-laws and policies of the CSA, to be posted online on the CSA's website;

1.4. The President, at their discretion, may award a non-member of the CSA Honorary Membership to the CSA;

1.4.1. Honorary Membership grants the holder access to the CSA meetings, events, and Thunder Athletic games. Honorary Members do not qualify to vote, do not pay Students' Association fees, and are not eligible to receive student services or serve as elected officials.

Withdrawal of Membership

2. The only reason membership can be withdrawn is if the General Member belongs to another students' association;

2.1. General Members must provide written notice to the General Council in order to voluntarily withdraw their membership. The effective date of withdrawal will be the later date, between the date listed on the notice or the date the notice is received;

2.2. If a General Member chooses to withdraw their membership, he/she will still be liable to pay the CSA's fees as stipulated in the CSA Fees Policy for the remainder of the current academic year the member is enrolled at Concordia University of Edmonton.

Termination of Membership

3. Membership of a General Member may be terminated if voted upon via special resolution of the General Council;

- 3.1. If it is determined that the membership of a General Member of the CSA is to be terminated, that member must be notified within ten (10) business days of the special resolution.

4. A General Member may appeal termination by providing written notice to the General Council and/or Disciplinary Officer;
 - 4.1. In this event, a meeting will be called by the Chair and/or Neutral Chair and all General Councillors in attendance will vote on the acceptance or denial of the appeal. In order for the appeal to be accepted and termination rescinded, a simple majority must be achieved.

Article III – FEES

1. The CSA may levy fees on its Members as stipulated in CSA Fees Policy.

Article IV – CSA GENERAL COUNCIL

1. The General Council is the highest governing body of the CSA.

2. The General Council is composed of:
 - 2.1. CSA President;

 - 2.2. Vice President of Finance;

 - 2.3. Vice President of Internal Affairs;

 - 2.4. Vice President of Marketing;

2.5. Vice President of Student Life;

2.6. Demographic Representatives:

2.6.1. Two Bachelor of Arts Representatives,

2.6.2. Bachelor of Management Representative,

2.6.3. Bachelor of Science Representative,

2.6.4. Environmental Health After-Degree Program Representative,

2.6.5. Education After-Degree Program Representative,

2.6.6. Athletics Representative.

3. The CSA President serves as the Chair of the General Council.

4. The Vice President of Finance serves as the Treasurer of the General Council.

5. The Vice President of Internal Affairs serves as the default Secretary of the General Council and is also responsible for taking all meeting minutes;

5.1. The task of taking meeting minutes for the General Council can be delegated to any CSA General Councillor or CSA staff, as determined by the Vice President of Internal Affairs.

6. The Powers of the General Council are:

6.1. To serve as the official Board of Directors for the CSA;

6.2. To give final approval to the CSA budget as stipulated in policy;

6.2.1. To hold the exclusive authority to authorize the borrowing of funds and the pledging of CSA assets as security. Such authorization shall be by special resolution;

6.3. Approve policies submitted by Executive Council and/or Policy and Governance Committee and monitor adherence to policies;

6.3.1.1. If approval is not granted by General Council, the policy submission is sent back to Executive Council and/or Policy and Governance Committee for further amendment(s) before being resubmitted to General Council for approval;

6.4. General Council may create committees, delegating powers and responsibilities to them in a way that is consistent with the By-laws and policies that govern the CSA;

- 6.4.1. The President is responsible for chairing the committees or appointing a Chair to serve in their place;
- 6.4.2. At the determination and creation of a committee a document must also be created outlining the:
- Duties of the committee,
 - Name of the committee,
 - Members and Chair of the committee,
 - Duration of the committee, depending on the completion of the mandate or goal of the committee, or whether its responsibilities are on-going;
- 6.4.3. There shall be two Standing Committees of the General Council:
- 6.4.3.1. The Budget Steering Committee, which is to be chaired by the Vice President of Finance.
- 6.4.3.2. The Policy and Governance Committee, which is to be chaired by a member of the Executive Council.

Removal of a Council Member

- 6.5. Where it determines that By-laws and/or policies have not been adhered to, General Council has the exclusive power to censure or remove a General or Executive Councillor by special resolution before the expiration of that Councillor's term;

- 6.5.1. Private written notice must be provided to the Program Representative and/or Executive five (5) business days prior of the motion being circulated;
 - 6.5.2. The Executive Director of the CSA is exempt from removal by special resolution, but is instead governed by the termination section of the employment contract.
7. The responsibilities of the General Council are to:
- 7.1. Promote the development of educational, wellness, social, cultural, and recreational programs to meet the needs of students;
 - 7.2. Promote a strong community and provide students with opportunities to recognize and fulfill their responsibilities as members of the community at large;
 - 7.3. Conduct the affairs of the CSA in a manner which provides all students with the opportunity to participate in student government;
 - 7.4. Foster pride in Concordia University of Edmonton, the CSA, the Bolt News, Thunder Athletics, and the various programs it represents;
 - 7.5. Consult with General Members in the performance of duties and meet with General Members upon request;
 - 7.6. Attend all General Council meetings;

- 7.6.1. In the event of an absence from a council meeting, the member is responsible for information missed and for completion of assigned duties pertaining to his/her office;

- 7.7. Publicize and promote the activities and events of the General Council.

- 8. Non-Executive Representatives:
 - 8.1. Shall maintain a minimum of two (2) scheduled office hours per week for the purpose of making the General Council accessible to the student body;

 - 8.2. Serve as an office for complaint and advocacy;

 - 8.3. Act as a liaison between individual students and the General Council;

 - 8.4. Act as a support to the General Council through event planning and participation on General Council committees;

 - 8.5. Attend all General Council meetings and provide written monthly reports upon request;
 - 8.5.1. Regular meetings of the General Council are held at a frequency determined by the General Council. Minimum once a month;

- 8.6. Shall represent all students within their respective faculty and/or program to the best of their abilities.
9. General Council is governed by and adheres to the CSA's By-laws and policies.
10. All General Councillors (excluding the After Degree Education and Environmental Health Representatives) shall be elected as defined in Elections Policy.
11. General Councillors are remunerated as defined in policy.
12. The term of office for General Councillors begins May 1st and concludes April 30th of the following academic year;
- 12.1. The outgoing General Councillors must provide a minimum of seven (7) hours of training for the incoming members;
- 12.2. The period of training must adhere to the timing as outlined in Elections Policy;
- 12.3. A non-executive member may work over the summer however they may or may not be compensated monetarily;
- 12.3.1. This can include General Council emergency meetings where motions must be voted on.

General Council Meetings

13. General Council meetings shall be scheduled a minimum of once a month.

14. All General Councillors as listed above have voting rights.

15. General Council meetings shall be called by the CSA President or Neutral Chair. Please refer to 14.2.1. for the appointment of a Neutral Chair;
 - 15.1. The CSA President or Neutral Chair of the meeting must circulate notification of the meeting, a meeting agenda, and all required documentation via email to General Council Members.

16. Special meetings may be called by any two (2) members of the General Council with advance notice to the CSA President and/or Neutral Chair of at least three (3) business days including the purpose of the meeting;
 - 16.1. Special meetings must be called to order by either the CSA President or a Neutral Chair;
 - 16.1.1. The CSA President or Neutral Chair of the special meeting must circulate notification of the meeting, a meeting agenda, and all required documentation via email to General Council Members;
 - 16.2. Quorum at special meetings must be a simply majority;
 - 16.2.1. There must be the CSA President and/or Neutral Chair with six (6) voting General Councillors present at the meeting in order to meet quorum.

17. Only the President and/or an appointed Neutral Chair may chair General Council meetings and must be present in order for a General Council meeting to convene, continue, or adjourn;

17.1. The President is Chair of the General Council and does not vote;

17.1.1. In the case of a tie vote the President is required to vote as tiebreaker;

17.2. In order for a General Council meeting to commence, either the President as Chair or Neutral Chair must be present;

17.2.1. The Neutral Chair shall be appointed by the following and in this order:
CSA President, Dean of Students, or by General Council prior to the meeting;

17.2.2. For additional information on appointment of a Neutral Chair, please refer to the CSA President Policy;

17.3. Quorum for all General Council meetings is a simple majority of all current voting members elected onto the council;

17.3.1. Special Resolutions can only be voted upon if quorum is reached;

17.3.2. Voting is done by a show of hands and/or placards, with an option for secret ballot if circumstances arise requiring such a vote;

- 17.3.3. There must be the CSA President and/or Neutral Chair as well as six (6) voting General Councillors present at the meeting in order to meet quorum.
18. Where not consistent with By-laws or policies, meetings of the General Council are governed by the latest edition of *Robert's Rules of Order Newly Revised*.
19. A Special Resolution of the General Council requires twenty-one days notice of the motion prior to the motion, with at least 75% of all voting members voting in favour of the Special Resolution.
20. In the case of an absence at a meeting, General Councillors can appoint a delegate who is able to administer a proxy vote if previously advised by the General Councillor;
- 20.1. A signed letter from the General Councillor pertaining to the proxy vote must be provided by the appointed delegate, which is to be given to the chair at the beginning of the meeting.

General Council Meeting Notification and Timing

21. The CSA President must notify all General Councillors of a meeting no less than seven (7) business days prior to the meeting, although more time for notification is advised;
- 21.1. At the time of notification a call for additional agenda items shall commence;
- 21.2. This notification must be done via email.

22. No later than five (5) business days prior to the meeting shall an agenda be sent to all General Councillors to be reviewed. Any supplemental information shall also be included;

22.1. The agenda and all other documentation is distributed via email.

23. The duties of notification and agenda creation may be delegated by the CSA President to another individual on the Executive Council or employee of the CSA. An example would be a hired Executive Assistant and/or Secretary.

Article V – CSA EXECUTIVE COUNCIL

1. The Executive Council is the second highest governing body of the CSA, reporting to the General Council.

2. The Executive Council consists of the following Representatives whose duties are outlined in policy:

2.1. CSA President;

2.2. Vice President of Finance;

2.3. Vice President of Internal Affairs;

2.4. Vice President of Marketing;

2.5. Vice President of Student Life.

Powers of the Executive Council

3. Executive Council has the exclusive authority to select, negotiate the employment contract of, provide direction to, review the performance of, and release of the Executive Director.
4. Executive Council has the exclusive authority to conduct legal proceedings on behalf of the CSA.
5. Executive Council has the exclusive authority to negotiate, terminate, and sign contracts and documents on behalf of the CSA. Contracts which are worth more than \$25, 000 must be approved by General Council, with the exemption of employment contracts.
 - 5.1. Only the President and Vice President of Finance may sign contracts which have greater than one year commitments and/or are worth more than \$10, 000.

Responsibilities of Executive Council

6. Executive Council reports to General Council on the activities of the Executive Council in the form of written monthly reports and oral presentations at General Council meetings.
7. Executive Council promotes the development of educational, wellness, social, cultural, and recreational programs to meet the needs of students.
8. Executive Council promotes a strong community and provides students with opportunities to recognize and fulfill their potential as members of the CSA community.
9. Executive Council conducts the affairs of the CSA in a manner which provides all students with the opportunity to participate in student government.

10. Executive Council fosters pride in Concordia University of Edmonton, the CSA, Bolt News and Thunder Athletics.
11. Executive Council consults with General Members in the performance of duties and meets with General Members upon request.
12. Executive Councillors are expected to attend all Executive and General Council meetings;
 - 12.1. In the event of an absence from a Council meeting, the member is responsible for information missed and for completion of assigned duties pertaining to his/her office.
13. Executive Council publicizes and promotes the activities and events of the Executive Council.
14. Executive Councillors must prepare their portion of the annual budget, to be submitted to Budget Steering Committee and/or General Council for approval.
15. Executive Councillors must maintain a minimum of three (3) scheduled office hours per week for the purpose of making the Executive Council accessible to the student body;
 - 15.1. Refer to the Remuneration of Student Representatives Policy for further hour requirements.
16. Executive Council shall represent all student interests to the best of their abilities.

17. Executive Council is governed by and adheres to the CSA's By-laws and policies.
18. Executive Councillors shall conduct themselves in accordance with the objectives, By-laws, and policies of the CSA. It is the responsibility of all of the Executive Council to represent all CSA Members to the best of their abilities.

Executive Meetings

19. Regular meetings of the Executive Council are held weekly;
 - 19.1. The notification of meetings, meeting agenda, and all other required documents are provided to the Executive Councillors via email a minimum of three (3) business days prior to the scheduled meeting.
20. All Executive Councillors as listed above have voting rights, in exclusion to the special and specific voting rights of the President as outlined in 21.1.
21. Executive meetings shall be called by the President and/or Neutral Chair and either must be present in order for a meeting to convene, continue, or adjourn;
 - 21.1. The President does not vote, except when required by a tie;
 - 21.2. Voting shall be done by show of hands;
 - 21.3. A Neutral Chair shall be appointed by the following, and in this order: the CSA President, the Dean of Students, or Executive Council by vote.

22. Emergency meetings may be called by coordination of any two (2) members of the Executive Council with advance notice prior to the proposed meeting;

22.1. The emergency meeting must be approved by either the CSA President and/or Neutral Chair;

22.2. Executive Councillors must provide written information on the nature of the meeting and/or agenda items;

22.2.1. The Executive Councillors that call an emergency meeting must provide the notification of the meeting, the meeting agenda, and all required documents to Executive Councillors via email.

23. Quorum for all Executive Council meetings is a simple majority of two (2) Executive Councillors and the President as a tie-breaker.

24. Where not consistent with By-laws or policies, meetings of the Executive Council are governed by the latest edition of *Robert's Rules of Order Newly Revised*.

25. If an Executive Councillor is absent during the course of a meeting in a voting time, the Executive Councillor is considered as abstaining from vote.

26. The Vice President of Internal Affairs is responsible for the proper documentation and creation of Executive Council meeting minutes;

- 26.1. It is the duty of the President to store all meeting minutes and other books and records of the organization;
- 26.2. The Vice President of Internal Affairs can delegate the duty to record the Executive Council meeting minutes to an Executive Director and/or CSA staff member.

Executive Meeting Notification and Timing

27. The President of the CSA must notify all Executive Councillors of a meeting no less than three (3) business days prior to the meeting;
 - 27.1. At the time of notification a call for additional agenda items shall commence;
 - 27.2. The notification of the meeting, the meeting agenda, and all other required documents must be circulated to Executive Councillors via email.
28. No later than two (2) business days prior to the meeting shall an agenda be sent to all Executive's to be reviewed, with any supplemental information also included.
29. The duties of notification and agenda creation may be delegated by the CSA President to another individual on the Executive Council or employee of the CSA. Example is Executive Assistant and/or Secretary.

Term of Office and Training of Incoming Executives

30. All Executive Councillors shall be elected as defined by the Elections policy.

31. The term of office for Executive Councillors begins May 1st and concludes April 30th of the following academic year, in reference to the election policy;

31.1. The following April 1 – 30 is to be used for training the incoming members voted in by the General Members of the CSA. The outgoing Executive Councillors must be available to assist and train the incoming Executive Councillors;

31.2. A minimum of twenty (20) hours of training must be given by the outgoing Executive Councillors to the incoming Executive Councillors;

31.2.1. These hours are to be completed in conjunction with the training hour requirement for General Councillors.

32. Executive Councillors are remunerated as defined in policy.

33. In the case of an Executive vacancy, a by-election will take place in order to fill the vacancy;

33.1. In the case that an Executive Council position becomes vacant over the Spring/Summer term, the by-election will be postponed until the Fall Semester;

33.2. In the case that an Executive Council position becomes vacant when over 75% of that Executives' term has been filled, the Executive Council may appoint a new Executive member;

33.2.1. The remaining members of the Executive Council may delegate the duties of the vacant Executive Council position as required in lieu of appointing

a new Executive Councillor.

Article VI – All General Members Meeting

1. The CSA is required to host one (1) All General Members Meeting (AGM) per fiscal year.
2. The AGM date, time, and location will be announced to General Members via email, at which time an agenda must also be provided.
3. The CSA President is responsible for chairing the AGM and taking any concerns from membership back to the CSA General Council.
4. Minutes for the AGM are taken by the Vice President of Internal Affairs at the AGM, which are posted online.
5. A minimum of seven (7) members of the General Council must be present in order for the AGM to be called to order and adjourned.

Article VII – Financial and Legal Matters of the Association

1. The CSA is able to borrow funds at the discretion of the General Council;
 - 1.1. Any amount up to \$20, 000 shall be subject to approval by the General Council via special resolution;
 - 1.1.1. Any amount exceeding \$20, 000 shall be subject to approval by referendum vote of the greater CSA.
2. The fiscal year of the CSA shall be from May 1st to April 30th of the subsequent calendar year;

- 2.1. An annual operating budget for each fiscal year shall be approved by the General Council prior to the beginning of the fiscal year;
 - 2.2. Any budget expenditure must be approved by two of the three listed signing authorities, which include:
 - President,
 - VP Finance,
 - Executive Director;
 - 2.3. Any budget expenditure that exceeds \$500 over the approved budget must be approved in advance by the Executive Council.
3. An audit of the CSA's fiscal activities is mandatory each fiscal year;
 - 3.1. A qualified auditor must be hired for the purpose of the audit;
 - 3.1.1. The qualified auditor must be approved by the Executive Council;
 - 3.2. After the audit has occurred, the VP Finance must present the audited information to the General Council and also at the annual General Members meeting.
4. Two of the three signing authorities are required to sign every legal and/or binding document, auditing information, and any other pertinent documentation.
 5. The Seal of the Concordia Students' Association, if obtained, shall be in the custody of the President or the VP Finance's safe;

- 5.1. Only the President or the VP Finance, with the President's authorization, may use the Seal.

Books and Records

6. The books and records of the CSA can be inspected by any General Member;
 - 6.1. The General Member must provide written notice to the President requesting inspection of the documentation;
 - 6.1.1. Documentation affecting the privacy of individuals and/or confidential and/or sensitive matters of either individuals or of the CSA may be withheld from inspection;
 - 6.2. Upon receiving written notice of the request for inspection the President shall provide all documents requested to the General Member within thirty (30) business days.

Indemnification

7. CSA shall hereby indemnify and saves harmless all present and past General and Executive Councillors and their heirs and legal representatives from and against all costs, charges, and expenses, including all amounts paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of any civil, criminal, or administrative action or proceeding to which he or she is made a party by reason of being or having been a General and/or Executive Councillor if: the individual acted honestly and in good faith with a view to the best interest of CSA; and, in the

case of a criminal or administrative action or proceeding that is sanctioned by monetary penalty, the individual had reasonable grounds for believing that their conduct was lawful.

Article VIII – BY-LAW AMENDMENTS

1. In the future, any changes to the CSA By-laws can only occur by a special resolution of the General Council. Special resolution is defined in Section 1(d) of the *Societies Act*;
 - 1.1. CSA Executive Councillors must submit any proposed changes to the By-laws to the General Members of the CSA at a minimum of twenty-one (21) days prior to the motion;
 - 1.2. Any proposed changes to the By-laws will be circulated to General Members via student email;
 - 1.3. In order for the By-laws to be approved, a minimum of seventy-five (75) percent of the members present at the AGM must be in favour of the proposed changes.
2. The CSA By-laws must be kept publicly online at the CSA's website at all times.
3. Once approved by General Members, the By-law amendments must be submitted and registered at a Corporate Registry and will become effective on the date of submission.

Article IX – DISSOLUTION

1. In the event of the dissolution of the CSA, after providing compensation for its debts and obligations, the assets of the CSA will be given to an equivalent organization that shares the CSA's objectives. If no such organization exists, the assets of CSA will be given to an

organization chosen by the General Council by special resolution.

Article X – INTERPRETATION

1. The President, in consultation with the Executive Director, is responsible for interpreting and enforcing By-laws, policies, and procedures and ensuring they are followed.

2. Number, headers, and the capitalization of frequently used terms in this document are provided for convenience only, and do not affect the meaning of these By-laws. Where appropriate to the context, words implying the singular or plural shall be interpreted to imply the other. Where appropriate to the context, words in present tense shall be interpreted to include the past and future tenses. In all circumstances, these By-laws are subject to applicable law.

Article XI – Executive Director

1. The Executive Director of the CSA holds the authority to exercise powers and responsibilities of the CSA consistent with the By-laws and policies of the CSA, and as otherwise assigned in policies and procedures.

2. Powers of the Executive Director:
 - 2.1. The Executive Director holds the authority to hire, negotiate terms of employment with, manage, review the performance of, and release the staff of the CSA;
 - 2.1.1. This must be done with consultation of the Executive Council.
 - 2.1.2. Only the Executive Council and/or General Council has the authority to hire, negotiate terms of employment with, manage, review the

performance of and release members of the Executive and General Councillors.

3. Responsibilities of the Executive Director:

3.1. The Executive Director is responsible for consulting with Executive Council in the performance of his/her duties;

3.1.1. There will be a yearly performance review administered by the CSA President to be filled out by the Executive Director;

3.1.1.1. This yearly review shall be administered in the timeframe of April 1st to April 15th.

3.1.2. Personal assessments of the Executive Director will be provided by all Executives to be submitted in written form to the CSA President for review;

3.1.3. The yearly performance review submitted by the Executive Director will be reviewed by the Executive Council and compared with personal assessments;

3.1.4. The yearly performance review form, including personal review form, is provided in policy;

- 3.2. The Executive Director reports to Executive Council on the operational activities of the CSA and will submit in-person quarterly reports to the General Council as requested;
- 3.3. The Executive Director acts in good faith to ensure compliance with the CSA By-laws and policies;
- 3.4. The Executive Director advises:
 - 3.4.1. The President in representing the CSA to Concordia University of Edmonton's administration;
 - 3.4.2. The General Council on matters relating to the function and activities of the CSA.