



CSA DISCIPLINE POLICY

CONCORDIA STUDENTS' ASSOCIATION

Concordia University College of Alberta

Edmonton, Alberta

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RATIONALE

The CSA requires a clear and unbiased Discipline Policy.

EXPECTATIONS

1. The CSA Disciplinary Officer (DO) is responsible for investigating and providing recommendations to the General Council. Both the DO and General Council are expected to meet the following expectations:
 - 1.1. Will ensure that action taken under their authority to take punitive or corrective measures against members of the association including elected representatives, adheres to the following procedures:
 - 1.1.1. Debates of motions made under the requirements of this policy will be *In Camera*, and votes on motions to impose punitive measures will be done by *Secret Ballot*.
 - 1.1.2. If General Council decides that sufficient grounds exist, it will make a motion specifying the subject of discipline, a succinct justification, and the proposed punitive or corrective measure.
 - 1.1.3. Written notice of consideration of a disciplinary motion will be provided to the person or persons subject to discipline no less than two weeks in advance.
 - 1.1.4. Motions to impose punitive measures must be made by special resolution.
2. The CSA will conduct all disciplinary proceedings in accordance with the established principles of natural justice in common law.

Nemo Iudex in Causa Sua: "nobody shall be a judge in his own cause", no decision should be made where there is a bias or conflict of interest or duty;

Audi Alteram Partem: "hear the other side", giving at least a reasonable opportunity for the subject of discipline to present one's case

Item I – Disciplinary Officer

1. The DO is appointed by the President in consultation with the General Manager and subject to General Council approval.
2. The DO is responsible for investigating any complaints against any CSA General Member, elected CSA official, and/or any individual employed or contracted by the CSA.
3. The DO may appoint additional staff if required in consultation with the General Manager.
4. The DO attends General and Executive Council meetings at the request of the President or any two (2) Council members
5. The DO relinquish the right to speaking privileges, except in circumstances pertaining to his/her position at any Executive and General Council meetings;
6. The DO relinquish the right to petition Council;
7. The DO relinquishes the right to run for any elected position of General Council or any appointed or hired position of the General Council during his/her term in office;
 - 7.1. In the event that the Disciplinary Officer wishes to run for a General Council Office, the Disciplinary Officer shall step down from his/her position upon announcing his/her intention to run by submitting written notice to the Vice President of Finance and the General Manager. The Disciplinary Officer may resume the position if not elected.
8. The DO will temporarily step down and appoint, in consultation with the President and the General Manager an Acting DO should a conflict of interest occur;
9. The DO is subject to removal from office at any time by Special Resolution of General Council.

Item II – Process

1. The complaint process is overseen by the DO.
 - 1.1. A written complaint must be registered with the Disciplinary Officer;
 - 1.2. The DO must notify the President with a written copy of the Complaint at the earliest possible opportunity;
 - 1.3. The Complaint is presented at the next General Council meeting. Written copies must be given to the President, the Vice President of Finance, and the Accused;
 - 1.4. The DO and their staff investigate the complaint in a timely manner;
 - 1.5. The DO issues a report to the General Council based upon their investigation as to the legitimacy of the complaint and if found to be legitimate recommends disciplinary actions.
2. The President, in consultation with the General Manager, may request the approval of the Executive Council to modify this procedure as deemed necessary.
3. An appeal must be filed in writing with the DO within five (5) business days of the General Council's decision.
 - 3.1. The DO brings the matter to the next General Council meeting where the General Council deliberates and votes on whether to overturn the decision.
 - 3.2. A Special Resolution is required to overturn the decision.