



Concordia University of Edmonton

Students' Association

CLUBS & UNIONS POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

September, 2020

Concordia Students' Association
Clubs and Unions Policy

Policy: CSA Clubs & Unions

Category: Organizational Policies

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Clubs and Unions Policy

1.0 General Provisions

1.1. Definitions

- 1.1.1. **Business Day:** a weekday on which the CUE Academic Calendar does not specify that the university is closed.
- 1.1.2. **Clubs:** Campus student groups who are directly responsible to the CSA VP Finance and Executive Council and are governed by the CSA's By-laws and policies.
- 1.1.3. **CSA:** Concordia Students' Association.
- 1.1.4. **CUE:** Concordia University of Edmonton.
- 1.1.5. **Fiscal Year:** The period over which annual financial statements are calculated; the CSA's fiscal year commences on May 1 and ends on April 30.
- 1.1.6. **Unions:** Are identified by their distinctive population and represent academic faculties at Concordia. Unions are directly responsible to the CSA VP Finance and General Council, and are governed by the CSA's By-laws and policies.

1.2. Titles

- 1.2.1. Clubs and Unions are the only categorizations of organizations permitted, all clubs but be referred to as Clubs within the CSA framework and Unions must be titles and operate as Unions within the CSA framework
 - 1.2.1.1. Groups which have substantial requirements from external partners to have titles which do not comply may apply through policy and governance for approval to be added to the list below due to external funding group name requirements.
 - 1.2.1.2. External required name approvals include the approved selection below.
 - 1.2.1.2.1. The Education Students' Union which will be titled and operate within the CSA as a Union, may be titled through ATA registration as the Education Students' Society while the title society remains an

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ATA requirement.

1.2.1.2.2. The Afro club which will operate within the CSA under the title Afro Club, is permitted to utilize its committee partnership recognized title of YEG The come up: Concordia Chapter.

1.2.1.3. Titles that only Clubs can use: Club.

1.2.1.4. Titles that only Faculty Unions can use: Union.

1.3. Applicable By-Laws and Policy

1.3.1. All policies and procedures of Concordia Students' Association (CSA) are subject to the provisions of Alberta's current Societies Act, CSA Objects, and the CSA Bylaws. If there is a conflict between the provisions of any CSA policy or procedure and the provisions of the Societies Act or CSA Bylaws, then the provisions of the Societies Act, then CSA Bylaws shall prevail.

1.3.1.1. If a Club Bylaw conflicts with the Clubs & Unions Policy of any CSA governance directives, the Clubs & Union Policy shall prevail.

1.3.1.2. If a Union Bylaw conflicts with the Clubs & Unions Policy of any CSA governance directives, the Clubs & Union Policy shall prevail.

1.3.2. The policies and provisions herein shall apply to all Club and Union activities on- or off-campus.

1.3.3. The policies and provisions herein are subject to change without notice to Clubs/Unions. It is the obligation of Club/Union Executives to remain informed of any changes.

2.0 Governing Authority

2.1. Executive Council:

2.1.1.1. To approve or decline club or union events or activities at its discretion.

2.1.1.2. To approve or decline applications of new clubs at its discretion.

2.1.1.3. To ensure that procedures exist to support the creation and ongoing function of student-operated clubs and unions on campus.

2.1.1.4. To enforce minimum standards for student membership in recognized clubs and unions.

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- 2.1.1.5. To monitor the prudent administration of financial resources of clubs and unions.
- 2.1.1.6. To approve faculty advisors yearly for each club and union.

2.2. General Council:

- 2.2.1.1. To ensure that policies exist to support the creation and ongoing function of student-operated clubs and unions on campus.
- 2.2.1.2. To approve and amend budgets as needed according to the Budget Policy within the Finance Policy;
 - 2.2.1.2.1. The Budget Steering Committee has the authority to present an altered budget to General Council should they believe a budget amendment is needed;
 - 2.2.1.2.1.1. When the Budget Steering Committee is presenting an altered budget to the General Council, the Club/Union's original budget must also be displayed.

2.3. CSA Vice President of Finance:

- 2.3.1. The CSA Vice President of Finance is responsible for overseeing and managing all clubs and unions. This is done by;
 - 2.3.1.1. Working with all clubs and unions to make sure that CSA bylaws and policies are followed and understood,
 - 2.3.1.2. Receiving semester reports from each active club and union for the annual audit,
 - 2.3.1.3. Advising clubs and unions on any questions or concerns they may have about running their club or union,
 - 2.3.1.4. In conjunction with the CSA General Council, approving in advance all purchases by clubs and unions.

2.4. The Club/Union Executives and Faculty Advisor:

- 2.4.1. Create and maintain fiscal budgets that support the goals and ongoing function of their student-operated group.
 - 2.4.1.1. Create, plan and facilitate events that support the goals and ongoing function of their student-operated group.
 - 2.4.1.2. Ensure adherence to CSA bylaws and reasonable directions from CSA Executives and the CSA general council are followed.
- 2.4.2. Faculty advisors must apply yearly to the CSA executive council to ensure compliance with CSA and CUE policies and must be full time CUE faculty members unless CUE and CSA exemption is

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granted by a CUE VP or President, and the CSA executive council

- 2.4.2.1. Faculty advisors are limited in role and authority and must:
 - 2.4.2.1.1. Comply with CSA bylaws and policies as well as ensuring adherence by the respective Club or Union.
 - 2.4.2.1.2. Refrain from advising students or student groups beyond their scope of responsibility or authority,
 - 2.4.2.1.3. Refrain at all times from representing the club or union to outside parties unless in an introductory capacity.
 - 2.4.2.1.4. Representation of the CSA as an external member with no representative authority will result in removal of the Faculty advisor if deemed necessary by 50% of the CSA Executive Council.

3.0 Unions

3.1. Purpose

- 3.1.1. This policy outlines the Concordia Students' Association's (CSA) rules and guidelines with regards to student-led Unions at Concordia University of Edmonton.

3.2. Policy

- 3.2.1. In order to maintain recognition within and funding from the CSA, unions must:
 - 3.2.1.1. Formulate and present governing documents including a general Bylaw document and operations Policy document to govern internal procedures. These documents must be in accordance with the CSA By-Laws and policies, and be presented for the approval of the General Council of CSA.
 - 3.2.1.2. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies.
 - 3.2.1.3. Prudently administer the financial resources of the union while ensuring compliance with the CSA Finance policy and Bylaws requiring signing authority remains with the registered executive directors.
 - 3.2.1.3.1. No Unions may charge additional fees or require

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- additional memberships for participation.
- 3.2.1.4. Communicate primarily through their assigned Union e-mails with the CSA VP Finance.
- 3.2.1.5. Ensure the existence and activities of recognized unions do not impose a legal liability on CSA, or damage the interests of CSA.
- 3.2.1.6. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Finance.
- 3.2.1.7. Demonstrate adherence to policy through means including but not limited to annual reports and budget compliance.

- 3.2.2. Membership for Unions are limited to CSA members who are enrolled in the Faculty of that specific Union.
 - 3.2.2.1. No CSA Member may have voting authority within more than one union or a union for a faculty they are not currently registered in.
- 3.2.3. All Unions must report to the CSA:
 - 3.2.3.1. Union Presidents must submit a report to the CSA VP Finance within the first two (2) weeks of each semester unless amended by the CSA VP Finance;
 - 3.2.3.1.1. Failure to submit timely reports may result in a freezing of CSA funds at the discretion of the Executive Council
 - 3.2.3.1.2. The report must include information on how the Union is functioning, budget, planned events and seek approval by the CSA VP Finance.
- 3.2.4. All CSA Unions are able to apply for funding from the CSA;
 - 3.2.4.1. No unions may retain the funds themselves and all fund collections must follow the CSA Finance Policy.
 - 3.2.4.2. Budgets are outlined in the Finance Policy;
 - 3.2.4.3. Union Funding Requirements:
 - 3.2.4.3.1. Unions must raise revenue from non-CSA sources equal to or greater than 20% of their total operating budget for on-campus event expenses.
 - 3.2.4.3.2. No additional fees may be collected or required by the union for access or participation
 - 3.2.4.3.2.1. This 20% margin may be collected from general union revenue and does not need to

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- be raised from the event itself.
 - 3.2.4.3.3. Unions must raise profit from non-CSA sources equal to or greater than fifty (50%) of the total expense for off campus events open to the general public.
 - 3.2.4.3.3.1. This 50% margin may be collected from general union revenue and does not need to be raised from the event itself.
 - 3.2.5. Faculty Unions must have the following Elected Executive positions on their Union;
 - 3.2.5.1. President: The President's duties, responsibilities and election process are as follows:
 - 3.2.5.1.1. Hold elections for all other executive positions once in office, to be completed before the
 - 3.2.5.1.2. of the academic school year;
 - 3.2.5.1.3. Chair regularly scheduled meetings of the Union executives;
 - 3.2.5.1.4. Liaise with the CSA VP Finance as required by the CSA VP Finance
 - 3.2.5.1.5. The President liaises with the Dean of their respective faculty as the union sees fit under direction of the CSA VP Finance.
 - 3.2.5.1.6. Help organize and facilitate Union events.
 - 3.2.5.1.7.
 - 3.2.5.2. Treasurer/VP of Finance: The Treasurer/VP of Finance's duties, responsibilities and election process are as follows:
 - 3.2.5.2.1. Prepare and submit the Union's budget during budget season in consultation with other Union Executives;
 - 3.2.5.2.2. Prepare a presentation for the Finance Committee.
 - 3.2.5.2.3. Perform secretary duties if no secretary position is elected.
 - 3.2.5.3. Other positions
 - 3.2.5.3.1. Examples of other positions are: Secretary, Marketing, Event, External, Communication.
 - 3.2.5.3.2. Unions may have up to five functional leadership positions, referred to as club executive positions, to hold accountable for the following duties:
 - 3.2.5.3.2.1. Record and present the minutes of all Union

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meetings at request to the CSA VP Finance. These minutes will be included in monthly reports to the CSA VP Finance

3.2.5.3.2.2. Coordinate and promote events to its faculty members.

3.2.5.3.2.3. Invite the faculty advisor to attend a (minimum of one union meeting per semester), and keep open communication with the faculty advisor.

3.2.5.4. CSA General Councilor Faculty Representative(s)

3.2.5.4.1. A General Councilor Faculty representative may choose to participate or not participate in their Faculty Union through their General Councilor role.

3.2.5.4.2. Faculty Representatives shall serve as a liaison between the Faculty Union and the CSA.

3.2.5.4.3. Other duties for the Faculty Representative will be laid out in the Union Bylaws and policy guidelines.

4.0 Clubs

4.1. Purpose

4.1.1. This policy outlines the Concordia Students' Association's (CSA) rules and guidelines with regards to student-led Clubs at Concordia University of Edmonton.

4.2. Policy

4.2.1. In order to maintain the recognition of the CSA, Clubs must:

4.2.1.1. Formulate and present a document or documents containing their Bylaws and policies.

4.2.1.1.1. The club may opt to change its bylaws or policies through the following process.

4.2.1.1.1.1. The proposed changes are outlined in a separate document and approved by the club executive by a majority vote and submitted to the CSA VP Finance for approval.

4.2.1.1.1.2. The proposed changes must be approved by the CSA VP Finance and brought to the club membership for approval.

4.2.1.1.1.2.1. If the decision is contested, an appeal

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may be made to the Executive Council which can vote by majority to allow the general council to vote for approval of the changes.

- 4.2.1.1.1.3. The majority of club members must approve the changes in a democratic vote,
- 4.2.1.1.1.4. If a majority vote of club membership cannot be reached, the CSA EC may vote to approve a simple majority positive vote as proposed by the club executive.
- 4.2.1.1.2. A failure to obtain approval in any step will result in the failure of the proposed changes. A cool-off period of thirty (30) days will then commence before any changes can be proposed again.
- 4.2.1.1.3. The CSA General Council reserves the right to unilaterally change the club Bylaws or Policies. Club executives will be informed of any changes that affect them directly and are expected to communicate these changes to the club members in a fair, balanced, fashion.
- 4.2.1.2. These documents must detail the goals and structure of the organization and must operate in accordance with the CSA By-Laws and policies, and presented for the approval of the General Council of CSA;
 - 4.2.1.2.1. If approval is not granted, amendments or adjustments must be made to comply with general council or CSA VP Finance requests until the documents are compliant and approved.
- 4.2.1.3. Govern their affairs in accordance with the provisions outlined in the CSA By -Laws and policies with ongoing accountability and compliance.
- 4.2.1.4. Prudently administer the financial resources of the club.
- 4.2.1.5. Communicate primarily through their assigned Club e-mails with the CSA VP Finance.
- 4.2.1.6. Ensure that the existence and activities of recognized clubs do not impose a legal liability on CSA, or damage the interests of CSA.
- 4.2.1.7. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Finance and/or Executive

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Council.

- 4.2.1.8. Demonstrate adherence to policy through means including but not limited to annual reports and budget compliance.
- 4.2.1.9. Clubs may not hold signing authority for any reason as authority is registered only to directors of the organization
- 4.2.2. Membership in clubs must be open to the entire membership of the CSA.
 - 4.2.2.1. There must be no membership fee.
 - 4.2.2.1.1. A club may choose to collect donations from the club membership but these must not be mandatory.
 - 4.2.2.1.1.1. These donations must be entirely voluntary and not required to be a club member, participate in free club events, or run for a club executive position.
 - 4.2.2.2. Active CSA members may join the club by written or electronic means by clearly indicating their intent to join the club, their name, and providing electronic contact information to the administrator of that specific group membership list..
 - 4.2.2.3. A club member may indicate their intention to leave the club at any time by submitting a written notice, to a club executive, or electronic notice to the club email providing their full name and indicating they wish to be removed from the membership.
 - 4.2.2.4. Membership may be revoked at any time by the CSA VP Finance or where conflicts may exist, by CSA Executive Council majority vote for any reason defined as disruptive, hazardous or detrimental to the club, the CSA or CUE in physical or representative form including but not limited to those breeches identified in the applicable bylaws and policies.
 - 4.2.2.5. The club membership list will be kept in the club's CSA provided email account digital storage space and shall not be disclosed or used by anyone beyond the club's current executive council and the CSA VP Finance or their designate.
 - 4.2.2.5.1. The club executives must share a copy of the membership list with the CSA VP Finance when requested within seven (7) days.

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- 4.2.2.5.1.1. The CSA VP Finance may share the club membership list for legal, governance, or election purposes.
- 4.2.2.5.2. The club membership list shall include only the following information:
 - 4.2.2.5.2.1. The names of all members
 - 4.2.2.5.2.2. Electronic contact information for all members
 - 4.2.2.5.2.3. The join date of all members.
- 4.2.2.5.3. Clubs shall conduct an annual clean of their membership list by electronically contacting all members from past years to see if any have left CUE or no longer wish to be club members.
- 4.2.2.5.4. The Club membership list may be used for undertaking the activities of the club so long as the club members receive no more than one (1) electronic communication per calendar week per club.
 - 4.2.2.5.4.1. Notwithstanding the previous clause, elections or byelections may require additional electronic correspondence past the limit of one (1) message per calendar week.
 - 4.2.2.5.4.2. The CSA VP Finance may waive this requirement and allow more frequent communications to issue corrections or urgent updates.
- 4.2.3. All Clubs must report to the CSA:
 - 4.2.3.1. Club Presidents must submit a report to the CSA VP Finance within the first 2 weeks of each semester unless amended by the CSA VP Finance.
 - 4.2.3.2. Reports will include at minimum, the following information:
 - 4.2.3.2.1. A summary of activities taken place
 - 4.2.3.2.2. A detailed report on financial activities.
 - 4.2.3.2.3. Additional information may be requested by the CSA VP Finance with Executive Council agreement.
 - 4.2.3.3. In the event of suspicious activities, misconduct, or

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- fraudulent activities, the club must submit a written report to the CSA VP Finance upon request within two(2) business days;
- 4.2.3.4. Failure to submit a report may result in a freezing of funds by the CSA VP Finance or loss of CSA funds as deemed appropriate by the Executive Council.
 - 4.2.4. All CSA Clubs are able to apply for funding from the CSA;
 - 4.2.4.1. Clubs must raise a profit from non-CSA sources equal to or greater than twenty-five (25%) of the operational and on-campus event expenses.
 - 4.2.4.1.1. This 25% margin may be collected from general club revenue and does not need to be raised from the event itself.
 - 4.2.4.2. Clubs must raise a profit from non-CSA sources equal to or greater than seventy-five (75%) of the total expense for off-campus events.
 - 4.2.4.2.1. This 75% margin may be collected from general club revenue and does not need to be raised from the event itself.
 - 4.2.4.3. Failure to provide acceptable funding may result in limitation of available funding or removal of club status as determined by the Executive council
 - 4.2.5. All Clubs must have the following Elected Executive positions as well as the volunteer Club Faculty Advisor:
 - 4.2.5.1. President who will report to the CSA VP Finance;
 - 4.2.5.2. Treasurer or Club VP Finance who will prepare and submit the club's budget to the CSA VP Finance and Finance Committee.
 - 4.2.5.3. Club Faculty Advisor who will:
 - 4.2.5.3.1. Advise the President and Treasurer of the club;
 - 4.2.5.3.2. Attend a minimum of one club meeting per semester.
 - 4.2.5.3.3. Apply yearly for approval from the CSA Executive Council
 - 4.2.5.4. With the exception of the founding president and founding VP finance all club executives must be elected following the procedures in the Club and Unions Policy.
 - 4.2.5.4.1. The Club founder is, by default, the President of the Club for the first term. In the case of disputes

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- surrounding the founding of a club the CSA VP Finance retains authority to resolve them.
- 4.2.5.4.2. In the event that the club has multiple founders, the founders will determine by majority vote who will be the Club President.
 - 4.2.5.4.3. The first club President may appoint a VP Finance for their first term to design and implement the first club budget.
 - 4.2.5.5. The Club President and Vice President of Finance, and any other current executives, may choose to have additional Executives fulfilling additional roles, subject to CSA VP Finance approval of the position.
 - 4.2.5.6. An additional executive position from the list below shall be created by a majority vote reflected in meeting minutes and can only be removed via unanimous approval of the entire club executive, including the individual currently holding the position.
 - 4.2.5.6.1. There is a minimum of two (2) executive positions, with a maximum executive to member ratio of one (1) executive to three (3) members.
 - 4.2.5.6.1.1. Any 2019-2020 club executive ratios or numbers shall not be required to follow this ratio until the following fiscal year.
 - 4.2.5.6.1.2. Club executives shall be included in the total membership count for the purposes of this ratio.
 - 4.2.5.6.2. A maximum of five (5) executive positions may exist in any single club at any time, including the required president and VP finance roles.
 - 4.2.5.6.2.1. A union may petition the CSA VP Finance to have additional executives with a compelling reason for requiring additional positions. The CSA VP Finance reserves discretionary power to grant or refuse this request.
 - 4.2.5.7. Outgoing club executives should provide instruction to incoming executives on club operations and policies prior to the next elected term commencing.
- 4.2.6. A Club may only be disbanded with the unanimous approval of all

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members and executives present at a special meeting, announced to all members of the club at least one (1) week in advance. If members and/or executives dissent with a disbanding vote then they vote is held to have failed and members and executives who voted for disbandment may resign their positions or ask to no longer be considered a member.

- 4.2.6.1. The meeting time and date for disbanding a club must be approved by the CSA VP Finance to ensure equitable meeting time access.
- 4.2.6.2. A club that does not have any executives elected for the following term shall be considered to be dormant and will not have its budget approved. Active CSA members may revive the dormant club by petitioning the CSA VP Finance to become the club President and appointing a VP Finance, continuing the clubs activities and legacy.

5.0 Representative Community Groups

5.1. Purpose

- 5.1.1. This policy outlines the Concordia Students' Association's (CSA) rules and guidelines with regards to student-led community Groups at Concordia University of Edmonton.

5.2. Policy

- 5.2.1. Groups that represent specific community or vulnerable groups on campus may apply for recognition as a Representative Community Group according to the policy below.
 - 5.2.1.1. Formulate and present a document or documents containing their Bylaws and policies with assistance from the CSA Executive.
 - 5.2.1.1.1. The group may alter its bylaws to suit its representative requirement by requesting alterations from the CSA VP Finance.
 - 5.2.1.1.1.1. Alterations must first be approved by the Group Executive prior to submission.
 - 5.2.1.1.1.2. The proposed changes are outlined in a separate document and approved by the Group Executive by a majority vote and

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submitted to the CSA VP Finance for approval.

- 5.2.1.1.1.2.1. The Group Executive may request adjustments be made without consultation from the membership, however, the CSA VP Finance may require an approval from membership if it is deemed the adjustment may not be in the best interest of the group.
- 5.2.1.1.1.2.2. If the decision is contested, an appeal may be made to the CSA Executive Council which can vote by majority to approve of the changes.
- 5.2.1.1.2. A failure to obtain approval in any step will result in the failure of the proposed changes. A cool-off period of thirty (30) days will then commence before any changes can be proposed again.
- 5.2.1.1.3. The CSA General Council reserves the right to unilaterally change the group Bylaws or Policies. Group executives will be informed of any changes that affect them directly and are expected to communicate these changes to the group members in a fair, balanced, fashion.
- 5.2.1.2. These documents must detail the goals and structure of the organization and must operate in accordance with the CSA By-Laws and policies, and presented for the approval of the General Council of CSA;
 - 5.2.1.2.1. If approval is not granted, amendments or adjustments must be made to comply with general council or CSA VP Finance requests until the documents are compliant and approved.
- 5.2.1.3. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies with ongoing accountability and compliance.
- 5.2.1.4. Prudently administer the financial resources of the group.
- 5.2.1.5. Communicate primarily through their assigned group emails with the CSA VP Finance.
- 5.2.1.6. Ensure that the existence and activities of recognized

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- groups do not impose a legal liability on CSA, or damage the interests of CSA.
- 5.2.1.7. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Finance and/or Executive Council.
 - 5.2.1.8. Demonstrate adherence to policy through means including but not limited to annual reports and budget compliance.
 - 5.2.1.9. Groups may not hold signing authority for any reason as authority is registered only to pre determined directors of the organization as registered (ie. CSA Executive Councillors).
 - 5.2.1.10. Signing authority may be extended for specific requirements under direct and specific exemption granted by unanimous CSA Executive Council vote where external groups require. One time authority without financial implications is the only access which may be granted.
- 5.2.2. Membership and participation in groups must be open to the entire membership of the CSA while external organizations may limit access to off campus events to specific community members.
- 5.2.2.1. There must be no membership fee.
 - 5.2.2.1.1. Groups may engage in tiered membership only when external requirements establish specific group restrictions. These tiers may require external membership fees.
 - 5.2.2.1.2. A group may choose to collect donations from the group membership but these must not be mandatory, encouraged or implied as such.
 - 5.2.2.1.2.1. These donations must be entirely voluntary and not required to be a group member, participate in free group events, or run for a group executive position.
 - 5.2.2.2. Active CSA members may join the group by written or electronic means by clearly indicating their intent to join the group, their name, and providing electronic contact information to the administrator of that specific group membership list.
 - 5.2.2.3. A group member may indicate their intention to leave the group at any time by submitting a written notice, to a group executive, or electronic notice to the group email providing

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their full name and indicating they wish to be removed from the membership to the CSA VP Finance or group membership administrator..

- 5.2.2.4. Membership may be revoked at any time by the CSA VP Finance or where conflicts may exist, by CSA Executive Council majority vote for any reason defined as disruptive, hazardous or detrimental to the group, the CSA or CUE in physical or representative form including but not limited to those breeches identified in the applicable bylaws and policies, implied or explicit.
- 5.2.2.5. The group membership list will be kept in the group's CSA provided email account digital storage space and shall not be disclosed or used by anyone beyond the group's current executive council and the CSA VP Finance or their designate.
 - 5.2.2.5.1. External groups may apply for access to base registration information to the CSA Vp Finance who will request permission from the club members individually and share minimal required membership information
 - 5.2.2.5.2. The group executives must share a copy of the membership list with the CSA VP Finance when requested within seven (7) days.
 - 5.2.2.5.2.1. The CSA VP Finance may share the group membership list for legal, governance, or election purposes.
 - 5.2.2.5.3. The group membership list shall include only the following information:
 - 5.2.2.5.3.1. The names of all members
 - 5.2.2.5.3.2. Electronic contact information for all members
 - 5.2.2.5.3.3. The join date of all members.
 - 5.2.2.5.4. Groups shall conduct an annual clean of their membership list by electronically contacting all members from past years to see if any have left CUE or no longer wish to be group members.
 - 5.2.2.5.5. The group membership list may be used for undertaking the activities of the group so long as the group members receive no more than one (1)

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electronic communication per calendar week per group.

5.2.2.5.5.1. Notwithstanding the previous clause, elections or byelections may require additional electronic correspondence past the limit of one (1) message per calendar week.

5.2.2.5.5.2. The CSA VP Finance may waive this requirement and allow more frequent communications to issue corrections or urgent updates.

5.2.3. All groups must report to the CSA:

5.2.3.1. Group Presidents must submit a report to the CSA VP Finance within the first 2 weeks of each semester unless amended by the CSA VP Finance.

5.2.3.2. Reports will include at minimum, the following information:

5.2.3.2.1. A summary of activities taken place

5.2.3.2.2. A detailed report on financial activities.

5.2.3.2.3. Additional information may be requested by the CSA VP Finance with Executive Council agreement.

5.2.3.3. In the event of suspicious activities, misconduct, or fraudulent activities, the group must submit a written report to the CSA VP Finance upon request within two(2) business days;

5.2.3.4. Failure to submit a report may result in a freezing of funds by the CSA VP Finance or loss of CSA funds as deemed appropriate by the Executive Council.

5.2.4. All CSA groups are able to apply for funding from the CSA;

5.2.4.1. groups must raise a profit from non-CSA sources equal to or greater than twenty-five (25%) of the operational and on-campus event expense.

5.2.4.1.1. This 25% margin may be collected from general group revenue and does not need to be raised from the event itself.

5.2.4.2. Groups must raise a profit from non-CSA sources equal to or greater than seventy-five (75%) of the total expense for off-campus events.

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- 5.2.4.2.1. This 75% margin may be collected from general club revenue and does not need to be raised from the event itself.
- 5.2.4.3. Failure to provide acceptable funding may result in limitation of available funding or removal of group status as determined by the Executive council
- 5.2.5. All groups must have the following Elected Executive positions as well as the volunteer group Faculty Advisor:
 - 5.2.5.1. President who will report to the CSA VP Finance;
 - 5.2.5.2. Treasurer or group VP Finance who will prepare and submit the group's budget to the CSA VP Finance and Finance Committee.
 - 5.2.5.3. Group Faculty Advisor who will:
 - 5.2.5.3.1. Advise the President and Treasurer of the group;
 - 5.2.5.3.2. Attend a minimum of one group meeting per semester.
 - 5.2.5.3.3. Apply yearly for approval from the CSA Executive Council
 - 5.2.5.4. With the exception of the founding president and founding VP finance all group executives must be elected following the procedures in the Clubs and Unions Policy.
 - 5.2.5.4.1. The group founder is, by default, the President of the group for the first term. In the case of disputes surrounding the founding of a group the CSA VP Finance retains authority to resolve them.
 - 5.2.5.4.2. In the event that the group has multiple founders, the founders will determine by majority vote who will be the group President.
 - 5.2.5.4.3. The first group President may appoint a VP Finance for their first term to design and implement the first group budget.
 - 5.2.5.5. The group President and Vice President of Finance, and any other current executives, may choose to have additional Executives fulfilling additional roles, subject to CSA VP Finance approval of the position.
 - 5.2.5.6. An additional executive position from the list below shall be created by a majority vote reflected in meeting minutes and can only be removed via unanimous approval of the entire group executive, including the individual currently

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holding the position.

- 5.2.5.6.1. There is a minimum of two (2) executive positions, with a maximum executive to member ratio of one (1) executive to three (3) members.
 - 5.2.5.6.1.1. Any 2019-2020 group executive ratios or numbers shall not be required to follow this ratio until the following fiscal year.
 - 5.2.5.6.1.2. Group executives shall be included in the total membership count for the purposes of this ratio.
- 5.2.5.6.2. A maximum of five (5) executive positions may exist in any single group at any time, including the required president and VP finance roles.
 - 5.2.5.6.2.1. A union may petition the CSA VP Finance to have additional executives with a compelling reason for requiring additional positions. The CSA VP Finance reserves discretionary power to grant or refuse this request.
- 5.2.5.7. Outgoing group executives should provide instruction to incoming executives on group operations and policies prior to the next elected term commencing.
- 5.2.6. A group may only be disbanded with the unanimous approval of all members and executives present at a special meeting, announced to all members of the group at least one (1) week in advance. If members and/or executives dissent with a disbanding vote then they vote is held to have failed and members and executives who voted for disbandment may resign their positions or ask to no longer be considered a member.
 - 5.2.6.1. The meeting time and date for disbanding a group must be approved by the CSA VP Finance to ensure equitable meeting time access.
 - 5.2.6.2. A group that does not have any executives elected for the following term shall be considered to be dormant and will not have its budget approved. Active CSA members may revive the dormant group by petitioning the CSA VP Finance to become the group President and appointing a VP Finance, continuing the groups activities and legacy.

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6.0 Events

6.1. Purpose

- 6.1.1. This policy is created with the intent to allow Clubs and Unions authority to operate events and limitations defined.

6.2. Policy

- 6.2.1. Clubs and Unions must ensure appropriate conduct when on and off campus;
 - 6.2.1.1. All events and demonstrations must be non-discriminatory and not offensive under compliance with both CSA and CUE policy
 - 6.2.1.2. All activism and demonstrations must be disclosed to CSA EC due to potential for conflicting advocacy priorities within the organization.
 - 6.2.1.3. Clubs may issue prizes only if the entire membership of the CSA has an equal opportunity to receive the prize.
 - 6.2.1.3.1. Club administrators are not eligible to receive prizes from their own Club.
 - 6.2.1.3.2. Unions may issue prizes only if, at a minimum, their entire Faculty has an equal opportunity to receive the prize.
 - 6.2.1.3.2.1. Union administrators are not eligible to receive prizes from their own Union.
- 6.2.2. Clubs and Unions will assign primary and secondary event organizers to each event.
 - 6.2.2.1. These organizers must be the contact person for the event, which will make them responsible for how the event is carried out.
 - 6.2.2.2. Event organizers are required to submit dates for on campus events and fundraisers a minimum of one month before the event for CSA VP Finance approval.
 - 6.2.2.3. For off campus events, the event organizers must request approval from the CSA VP Finance two months before the event date.
- 6.2.3. Unions may open event invitations and promotion within the faculty or open to entire CSA members.
- 6.2.4. Clubs are required to open event invitations and promotions to all CSA members regardless of their registration status.

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6.2.5. Events must adhere to Concordia University of Edmonton policies and procedures and CSA Bylaws, policies and Procedures.

6.2.5.1. Off-Campus Activities:

6.2.5.1.1. All off-campus activities must follow Concordia University of Edmonton [Off Campus Activities and Travel Policy](#), and related procedures including but not limited to:

- [Procedures Relating to the Off-Campus Activities and Travel Policy](#)
- [Risk Assessment Matrix for Off-Campus Activities and Travel Policy Involving Students](#)
- [Waiver for Off-Campus Activities and Travel Policy](#)

6.2.5.2. On-Campus Activities:

6.2.5.2.1. All On-campus activities must follow Concordia University of Edmonton [Alcohol Policy](#), [Campus Event And Speaker Policy](#), and related procedures including but not limited to:

6.2.5.2.1.1. [Event Involving Alcohol on Campus Procedures](#)

6.2.5.2.1.2. [Student Group Alcohol Event Procedures](#)

6.2.5.2.1.3. [Event with Alcohol Application Form](#)

6.2.5.2.1.4. [Campus Event and Speaker Enforcement Procedure](#)

6.2.5.2.1.5. [Campus Event and Speaker Application Form](#)

6.2.5.2.2. Tegler Student Center Event:

6.2.5.2.2.1. A Tegler Request Form must be filled out;

6.2.5.2.2.2. In the event that another activity is occurring on campus during the time the club/union requested, they may be denied and advised to select an alternative date or space on campus;

6.2.5.2.2.3. It must be signed by the CSA VP Finance and Conference Services no less than five (5) business days before the event is scheduled to occur.

6.2.5.2.3. If there is food being provided to membership, the

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Club or Union must inform the Cafeteria Manager no later than one (1) week before the event;

6.2.5.2.3.1. The Club must also inform the CSA VP Finance, ideally concurrently with the Cafeteria Manager and all applicable campus vendors or license holders affected, no later than one (1) week before the event.

6.2.5.2.3.2. Club or union events without proper permission from on-campus vendors and license holders will not be able to proceed with any aspects which could conflict these agreements.

7.0 Budget

7.1. Purpose

7.1.1. This policy is designed to help clubs form and utilize their budget in a responsible manner.

7.2. Policy

7.2.1. Deadlines for funding applications will be during the month of March, as announced by the Executive Council during the winter academic semester.

7.2.1.1. Budgets must be submitted using the applicable club and union budgeting formats.

7.2.2. Clubs and unions will submit their budget requests to the CSA VP Finance, providing a schedule of their planned activities and events supported by the estimated cost of each event.

7.2.3. For new clubs forming on campus throughout the fall and winter semesters, funding will be available via approval of their club budget submitted to the Executive Council, CSA VP Finance, and potentially General Council.

7.2.4. The CSA VP Finance, in consultation with the CSA President and Executive Director, reserves the right to amend the minimum budget percentage with special attention to the previous year's surpluses and the total CSA Budget.

7.2.5. The current year's funding will be guided by the previous year's actual expenditures and revenues.

7.2.5.1. Single line item expenditures exceeding \$1500 must be submitted with a detailed written report and presented to

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the Executive Council on the inherent value of the event for their members and Concordia as a whole.

- 7.2.5.2. Single line item expenditures exceeding \$3000 must be
 - 7.2.5.2.1. Submitted with a detailed written report and presented to Budget Steering Committee on the purpose and value of the event for their members and Concordia as a whole, and the financial or physical risk involved in the special event/project, and;
 - 7.2.5.2.2. Approved by the General Council.
- 7.2.5.3. Dispersing expenditures for a single event across multiple budget lines to avoid the reporting requirement and Executive or General Council approval shall require modification of the budget following the recommendations of the CSA VP Finance.
 - 7.2.5.3.1. The determination regarding the practice of dispersing expenditures for what should be a single budget line item shall be determined by the CSA VP Finance.
- 7.2.6. Clubs and Unions cannot budget expenses for Conferences and Travel.
- 7.2.7. Only the Club and Union members are permitted to fundraise for Conference and Travel unless directly confirmed by Executive council vote;
- 7.2.8. All other budgetary inquiries can be found in the CSA Finance Policy or will be advised, overseen, and defined by CSA Executive council.
- 7.2.9. Clubs and Unions may not charge membership fees or collect a fee that could be reasonably determined to be a membership fee by the CSA Executive Council.
- 7.2.10. To limit liability to the CSA and maintain the integrity of club or union activities the following items may not be reimbursed or paid for using club or union funds.
 - 7.2.10.1. Items or entertainment intended for the personal use of Club or Union Executives including but not limited too
 - 7.2.10.1.1. Clothing items,
 - 7.2.10.1.2. School supplies,
 - 7.2.10.1.3. Hobby items,
 - 7.2.10.1.4. Activity attendance costs.

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- 7.2.10.2. Events or other expenditures which do not directly further the objectives of the Club or union may not be reimbursed or funded in any way from CSA or club or union funds.
- 7.2.10.3. Executive compensation or benefits not granted directly as positional compensation in the CSA Bylaws are not permitted.
- 7.2.10.4. Items with a high degree of potential criminal usage may not be purchased or funded without CSA Executive council vote and CSA VP Finance control to ensure proper enforcement and oversight.
- 7.2.10.5. Restricted substances or items are not permitted, including but not limited too
 - 7.2.10.5.1. Alcoholic beverages, food items containing alcohol, or any products containing alcohol intended for consumption.
 - 7.2.10.5.2. Cannabis, Cannabis products, or products designed to consume Cannabis.
 - 7.2.10.5.3. Tobacco, Tobacco products, or products designed to consume Tobacco.
 - 7.2.10.5.3.1. This prohibition does not apply to traditional items directly gifted (pursuant to the Finance Policy)to respect cultural practice.
 - 7.2.10.5.3.2. In specific circumstances where unanimous CSA Executive Council vote permits exception, alcohol may be permitted in compliance with Alberta Gaming, Liquor, and Cannabis and CUE requirements and policies.
 - 7.2.10.5.4. Live or deceased wildlife or animals.
 - 7.2.10.5.4.1. Live animals may be allowed with the approval of the CSA Executive Council.
 - 7.2.10.5.5. Medication.
 - 7.2.10.5.6. Drug paraphernalia of any kind.
 - 7.2.10.5.7. Items intended primarily for use as weapons;
 - 7.2.10.5.8. Items used in practice for combat of any kind unless authorized uniquely and expressly by CSA Executive Council in writing and revocable upon Executive Council or General Council majority vote.

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- 7.2.10.5.9. Fireworks or explosives of any kind.
- 7.2.10.5.10. Intimate items or items intended to be used in an intimate manner.
- 7.2.11. Ignorance or lack of familiarity with the CSA Clubs and Union Policy is not an acceptable defense for an inappropriate expense claim or activity.

8.0 Spending

8.1. Purpose

- 8.1.1. The purpose of this policy is to outline information surrounding club and union spending procedures.

8.2. Policy

- 8.2.1. Neither Clubs nor Unions are allowed to maintain any bank accounts outside of the CSA.
- 8.2.2. Spending method:
 - 8.2.2.1. Small expenditures will be given through petty cash (under \$20) or reimbursement (\$20 to \$200), subject to CSA Reimbursement policy which can be found in the CSA Finance policy.
 - 8.2.2.2. A second Club or Union executive must approve the reimbursement claim before submission.
- 8.2.3. Large expenditures (over \$200), such as marketing supplies, inventory purchase, may be paid by CSA Credit/Debit card or advanced cheque upon request.
- 8.2.4. Expenses will only be given to budgeted events.
- 8.2.5. Clubs and unions should expect a minimum of ten (10) business days before the reimbursement is received.
- 8.2.6. The only executives empowered with signing authority for club expenses shall be the club:
 - 8.2.6.1. President
 - 8.2.6.2. VP Finance

9.0 Club Governance and Annual General Meetings

9.1. Purpose

- 9.1.1. The purpose of the Club Governance and Annual General Meeting policy is to ensure that club executives are able to regularly meet to run their club. It is also designed to allow club executives to obtain input on their budget and consult with their membership about the Club budget and event planning for the next fiscal year.

9.2. Policy

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- 9.2.1. The Club Executive Council will meet a minimum of 2 times a semester to discuss potential improvements for the club and membership. Meetings should follow the general principles of Robert's Rules, with an agenda distributed at least one (1) day prior to the meeting by the President, and written minutes should be kept by the applicable club executive.
 - 9.2.1.1. Matters of finance and budget will be discussed during these meetings and approved at the yearly AGM presentation to all club members prior to the budget being submitted.
- 9.2.2. In the event that the club President resigns or is unable to fulfil their duties the club VP Finance will perform the president's duties in addition to their own until a byelection is held.
- 9.2.3. In the event that the club VP Finance resigns or is unable to fulfil their duties the club President will perform the VP Finance's duties in addition to their own until a byelection is held.
- 9.2.4. If both required club executives resign concurrently, or in a close time span as determined by the CSA VP Finance, then club members or the remaining club executives will decide through a democratic vote, the club executive structure, with approval from the CSA Executive Council.
- 9.2.5. The Club members and club executives may also opt to disband the club through a unanimous vote from both groups. If this occurs all club activities are to immediately cease, in particular, financial activities, and the club finances are to be reconciled with the CSA VP Finance.
 - 9.2.5.1. If one (1) or more non-required club executives resign or are unable to fulfil their duties the remaining club executives will spread the duties of the resigned executives amongst themselves in a mutually agreeable fashion until a byelection is held.
 - 9.2.5.2. In the event that all club executives resign or are unable to fulfil their duties the club membership will organize a byelection with the CSA VP Finance.
- 9.2.6. If a club executive is temporarily unable to fulfill their duties (no more than one CUE semester) or takes a legally protected leave of absence the position will be held open for the individual originally holding that position's return and their duties covered by another club executive chosen by the club membership and/or club

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executive.

- 9.2.7. A club shall hold a yearly AGM concurrently or separately from their elections to present the club's budget to date for the current fiscal year and present a proposed budget for the next fiscal year.
 - 9.2.7.1. Club executives should seek club member feedback and input for the budget prior to, and during the AGM.
- 9.2.8. The AGM must be announced at least seven (7) days prior to the AGM date.
 - 9.2.8.1. This announcement must be posted on any club bulletin boards, social media accounts, and to individual members using the contact information members provided.
 - 9.2.8.2. The AGM date must be at least seven (7) days prior to any final course exams and must be between September 30th and December 1st, or between January 31st and April 1st. It shall also not occur during a time school is not in session.
 - 9.2.8.3. The AGM agenda must be approved by the club executive and circulated prior to the AGM to all members in attendance.
 - 9.2.8.3.1. A digital agenda may be used provided all members in attendance are able to clearly understand the entire agenda.
- 9.2.9. All AGM date requests must be approved by the CSA VP Finance prior to sending an AGM announcement.

10.0 Club Elections

10.1. Purpose

- 10.1.1. The purpose of the Club elections policy is to ensure that club executives are chosen in a democratic, transparent, and consistent manner. Clubs are accountable to the CSA Bylaws and Policies for all election related procedures. Union elections are not covered by this particular club election policy.

10.2. Policy

- 10.2.1. All club executives must be democratically chosen by the club membership and be a member of the club.
 - 10.2.1.1. Notwithstanding the previous clause, for a new club the club founder shall be the first president and must appoint a club VP Finance.
 - 10.2.1.1.1. In the event that there are multiple founders they

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- shall decide who will be the first president and club VP finance in a democratic majority vote, in a manner to the satisfaction of the CSA VP Finance.
- 10.2.1.1.2. The founding club president and founding VP finance are the only club executives that may be appointed. Their appointed terms shall run until the next club election for any executive position is held or end of the CSA fiscal year.
 - 10.2.1.1.3. The CSA VP Finance may ratify votes with less than majority when the majority cannot be reached due to participation rates in order to appoint positions in Clubs with over 15 members.
- 10.2.2. A full term for a club executive shall match the CSA fiscal year
- 10.2.2.1. A club executive shall be appointed or elected to serve in their position in either the current CSA fiscal year or the next CSA fiscal year.
 - 10.2.2.1.1. A club executive appointed or elected to serve in the current CSA fiscal year shall serve until the end of that fiscal year.
 - 10.2.2.1.1.1. This will be considered one term from the date of their appointment or election to the CSA fiscal year end for term counting purposes.
 - 10.2.2.1.1.2. If a club election is held within the last sixty (60) days of the fiscal year the club may, with the express written permission obtained through a majority CSA EC vote, hold concurrent elections for the current and upcoming fiscal year.
 - 10.2.2.1.2. A club executive appointed or elected to serve in the upcoming CSA fiscal year shall serve their full term from the beginning to the end of that specific CSA fiscal year.
 - 10.2.2.2. A club executive may resign by providing written or electronic notice, in writing, to the club president and CSA VP Finance.
 - 10.2.2.2.1. The resignation is effective as of the date the notice is sent.
- 10.2.3. Clubs shall hold elections a minimum of one (1) time per fiscal

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year, to choose executives for the current CSA fiscal year or the next CSA fiscal year.

- 10.2.3.1. A club must hold an election for the upcoming CSA fiscal year and make a reasonable effort to find interested candidates.
- 10.2.4. Club elections are to be open to all current club members as of the voting eligibility cutoff date. The timeline for a club election is as follows:
 - 10.2.4.1. 1. A club election date and voting eligibility cutoff date is decided upon by any current club executives and the CSA VP Finance and announced to the club membership.
 - 10.2.4.1.1. This announcement must be posted on any club bulletin boards, social media accounts, and to individual members using the contact information members provided.
 - 10.2.4.1.1.1. This announcement and the distribution must be pre approved by the CSA VP Finance.
 - 10.2.4.1.1.2. The announcement must include the date of the vote, voting times, voting locations, current candidate names, position names, and explain that only members on the voting eligibility cutoff date are eligible to participate.
 - 10.2.4.1.2. The election date must be at least fourteen (14) days after the notice is distributed on all the clubs available communication channels but must be no more than twenty one (21) days after the notice is distributed.
 - 10.2.4.1.2.1. The election date must be at least seven (7) days prior to any final course exams and must be between September 30th and December 1st, or between January 31st and April 1st. It shall also occur when school is in session.
 - 10.2.4.1.3. The voting eligibility cutoff date must be at least seven (7) days after the notice is distributed on all the clubs available communication channels but must be at least five (5) days prior to the election

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date.

10.2.4.1.3.1. The voting eligibility cutoff date must be at least seven (7) days prior to any final course exams and must be between September 25th and November 26th, or between January 26th and March 27th. It shall also occur when school is in session.

10.2.4.1.3.2.

10.2.4.2. 2. The voting eligibility cutoff date passes. All current club members will receive a second reminder through the same communication channels informing them of any new candidates or changes to the information in the original election notice.

10.2.4.2.1. Any candidates found to be running for a position for which they are the only candidate after the voting eligibility cutoff date passes shall be considered acclaimed and automatically elevated to that position. Their names and the name of that position shall not appear on the ballot but shall be announced by the returning officer as acclaimed candidates.

10.2.4.3. 3. Election day. The vote will use a secret ballot with the names of contested positions, the candidates for those positions, and an abstain option for each contested position. The vote will be administered under the authority of the CSA VP Finance's preferred returning officer, with any current club executives who are not running for reelection providing suggestions.

10.2.4.3.1. The CSA VP Finance may choose not to appoint the suggested returning officer and may instead choose their own returning officer.

10.2.4.3.2. The returning officer must be:

10.2.4.3.2.1. A neutral third party as determined by the CSA VP Finance

10.2.4.3.2.2. Not a member of the club.

10.2.4.3.3. The returning officer shall use the current club membership list to ensure that each club member votes a maximum of one (1) time.

10.2.4.3.3.1. To vote a current club member shall identify

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themselves to the returning officer, who shall issue one blank ballot and cross off the member's name on a printed version of the membership list.

10.2.4.3.3.2. The club member will be provided a private setting to mark their ballot and return it to the returning officer's ballot box in a manner that does not directly identify the voting choice of the club member but verifies only one ballot was deposited.

10.2.4.3.3.3. Ballots may be marked in any manner that makes clear the intention of the club member. Ballots with unclear intentions or additional writing, including the following, shall be disqualified:

10.2.4.3.3.3.1. Multiple candidates selected.

10.2.4.3.3.3.2. The name of the club member who voted is written or indicated on the ballot.

10.2.4.3.3.3.3. Obscene references.

10.2.4.3.3.4. Club ballots must be disqualified by the Returning Officer prior to the count completion to ensure targeted disqualification does not occur.

10.2.4.4. 4. Following the closing of the voting period the returning officer shall count the ballots, declaring immediately after the counting of the ballots to the CSA VP Finance;

10.2.4.4.1. The winners and acclaimed candidates for each position.

10.2.4.4.1.1. A candidate shall win by obtaining a simple majority of votes.

10.2.4.4.1.1.1. The number of spoiled or abstaining votes shall not affect the simple majority in any way other than changing the total number of votes possible to gain through the removal of all spoiled or abstaining ballots from the count of eligible ballots.

10.2.4.5. 5. The CSA VP Finance shall either accept the results, or in

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the event of irregularities, as determined by the CSA VP Finance, their designate, or the returning officer, require a byelection for any affected positions.

- 10.2.4.5.1. All printed voter lists and ballots must be returned to the CSA VP Finance as quickly as feasible after the vote and kept in a secure manner until the election dispute reporting deadline has passed, after which they shall be destroyed.
- 10.2.4.6. 6. The results are announced to the club members through the previously used communication channels or any effective means of club communication.
 - 10.2.4.6.1. Any posters announcing the election results must be removed within seven (7) days of the election.
- 10.2.5. Individuals may only campaign in a club election from the date the election is announced until one (1) day prior to the election date.
 - 10.2.5.1. Candidates found to have used information that was not publically available to campaign prior to the announcement of the election, campaigned outside the campaign period, or engaged in questionable campaigning may be disqualified by the CSA VP Finance.
 - 10.2.5.1.1. Determination of offences of this nature will be determined by the CSA EC and disputes will be resolved through the Judicial Board.
 - 10.2.5.2. Candidates may not spend any money on their campaign.
 - 10.2.5.2.1. Campaigning is limited to word of mouth and electronic communications
 - 10.2.5.2.1.1. Any form of electronic communications must be preapproved in distribution format and messaging by the returning officer and CSA VP finance.
 - 10.2.5.2.1.2. Candidates may elect to send one (1) electronic message to club members using the club's social media pages and/or contact information provided by the club members in the membership list during the campaign period.
 - 10.2.5.2.1.2.1. A similar message sent through a club's social media page or using the club members' contact information

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- shall be considered one (1) message.
- 10.2.5.2.1.2.2. This communication will be sent by the returning officer using the club's social media pages or other official communication channels. It will clearly identify the message as being election messaging on behalf of the candidate.
- 10.2.5.2.1.2.3. The message must be shorter than 150 words or communication platform word limit, whichever is smaller, including any text in images, and may include images, at a maximum size and number determined by the returning officer's discretion.
- 10.2.5.2.1.2.4. Messaging from multiple candidates may be combined in a single communication, if the communication platform permits it. Candidate messages will be posted alphabetically in order of last name in this case.
- 10.2.6. Club by-elections shall follow the same policies as conventional elections with the following exceptions:
- 10.2.6.1. Only vacant or new positions shall be announced as being open.
- 10.2.6.2. In the event of a disputed conventional election the CSA EC or ERO may choose not to reopen the club voting eligibility and may instead use the existing club membership list for the byelection.
- 10.2.6.2.1. Any candidates affected by a disputed election shall be allowed to campaign until one (1) day before the byelection, with the start of the campaign period determined by the CSA EC or ERO and announced to all candidates and club members via the club's communication channels.
- 10.2.6.2.2. The CSA EC or ERO may decide to allow candidates one (1) additional electronic

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- communication, as outlined in the election timeline.
- 10.2.6.3. Election disputes will be mediated by the CSA Executive Council. Their decision may be appealed to the Judicial Board.
 - 10.2.6.4. Election disputes must be reported to the CSA EC or ERO within seven (7) days of the election.

11.0 Disciplinary Policy

11.1. Purpose

- 11.1.1. The purpose of the clubs and unions disciplinary policy is to keep clubs and unions accountable to the CSA Bylaws and Policies and ensure proper use and controls for student resources.

11.2. Policy

- 11.2.1. Violation of any procedure outlined in the CSA By-Laws and/or policies will result in action taken by the CSA VP Finance, Executive Council or General Council, or the Judicial Board, which may result in the forced dissolution of the club or union, the freezing or loss of CSA funding, the seizure of any or all club/union assets, removal and re-election of officers and the privilege to meet and associate on campus as a club or union.
- 11.2.2. In the event that any violation of the CSA By-Laws and/or policies has been the result of the actions of a person or persons rather than the club or union itself, those individuals will be held accountable as determined by the CSA VP Finance, Executive or General Council, or the Judicial Board.
- 11.2.3. Any Club or Union Executive or Member or CSA Member may write a letter of complaint to the General Council Chair if they feel any member of their Club or Union has violated any CSA bylaws, policies or their own constitution or spirit of the CSA
 - 11.2.3.1. The CSA Executive Council will determine if the challenge should be brought forward to the General Council for additional discussion and potential enforcement action against the parties involved.
 - 11.2.3.2. The CSA Judicial Committee may also be petitioned to attend to these concerns if the CSA Executive Council Decision is disputed.
- 11.2.4. All Club or Union members must comply with the CSA Bylaws and policies through all Club and Union Activities

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- 11.2.5. If a Club executive is not fulfilling their duty as outlined in this document or other club policies they will be subject to escalating disciplinary action as follows:
 - 11.2.5.1. Verbal warning from club President;
 - 11.2.5.2. Written warning from club President;
 - 11.2.5.3. Issue taken to CSA VP Finance;
 - 11.2.5.4. Issue taken to the CSA EC
 - 11.2.5.5. Issue taken to the CSA Judicial Board
- 11.2.6. In the event of a dispute regarding club operations the club Executive will resolve to solve the dispute in the best interests of the club or union and fairness and equity to all members and the broader CSA membership.
 - 11.2.6.1. If disputes remain between club members, club executives, or any active CSA members involved in the club, the club executive decision may be appealed in writing to the CSA VP Finance who will present the dispute to the Executive Council for resolution within fourteen (14) business days.
 - 11.2.6.1.1. The Executive Council will resolve the dispute in the best interests of the club and fairness and equity to all members and the broader CSA membership.
 - 11.2.6.1.2. The Executive Council will propose and vote on a course of action for the club to follow with an absolute majority vote and report their decision to the club executive within seven (7) business days.
 - 11.2.6.2. Any individual involved in the dispute may choose to appeal the Executive Council decision to the Judicial Board within seven (7) business days of receiving the decision through the procedures outlined in the *CSA Bylaws* or applicable policies.
 - 11.2.6.2.1. To do so the Executive Council decision must not have been reached unanimously. At least one Executive Councilor must have dissented with the decision reached by the Executive Council.
 - 11.2.6.3. Any active CSA member in good standing acting in good faith may submit a confidential complaint regarding breaches of the *CSA Bylaws*, Policies, and or Club Policies or Bylaws that occurred by, with, and/or through a CSA club to the CSA President at CSAPresident@student.concordia.ab.ca. The identity of the

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complainant must be protected and not disclosed as outlined in the *Freedom of Information and Protection of Privacy*

- 11.2.6.3.1. The complaint must include, at a minimum, the following information.
 - 11.2.6.3.1.1. The date(s) of the potential breach in question.
 - 11.2.6.3.1.2. The names and role descriptions of the individuals involved in the potential breach.
 - 11.2.6.3.1.3. A brief description of the potential breach in question.
 - 11.2.6.3.1.3.1. The complainant may omit non-material details that would identify them as the complainant to anyone involved in the potential breach.
 - 11.2.6.3.1.4. The applicable *CSA Bylaws*, Policies, and or Club Policies or Bylaws pertaining to the potential breach.
 - 11.2.6.3.1.5. A means of contacting the complainant for further inquiries.
 - 11.2.6.3.1.5.1. This will be protected and not disclosed unless legally required.