



Concordia University of Edmonton

Students' Association

GENERAL COUNCILLOR POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2020-2021

Policy: CSA General Councillor Policy

Category: Human Resources

Date Approved: 3/19/2021 Date Reviewed:

Date Rescinded:

Author: Brad Agnew

Index

1.0 General Provisions

2.0 Governing Authority

3.0 Vice General Council Chair

4.0 Eligibility

5.0 Expectations

6.0 Faculty Representatives

7.0 Athletics Ambassador Representative

8.0 Special Student Group Representative

1.0 General Provisions

1.1. Definitions

- 1.1.1. **Athletics Representative** is an elected, voting member of the General Council that represents Athletics participants at Concordia.
- 1.1.2. **CSA** is the Concordia Students' Association
- 1.1.3. **CUE** is Concordia University of Edmonton
- 1.1.4. **Executive Councillor** is a specific position within the Executive Council that administers the day-to-day operations assigned in their portfolio while also holding a voting position on the general council.
- 1.1.5. **Executive Council** is the elected representatives that administer the CSA's day-to-day tasks.
- 1.1.6. **Ex Officio** is a member of either Executive or General Council who has speaking privileges but cannot vote.
- 1.1.7. **General Council** is highest governing body of the CSA.
- 1.1.8. **General Councillor** is an elected member of the General Council.
- 1.1.9. **Faculty Representative** is an elected member of the General Council who represents the Faculty they reside in.
- 1.1.10. **Special Student Group** is a group of students that are defined in the CUE Recognized Student Group Policy.
- 1.1.11. **Union** is distinctive in that they represent specific faculties/after-degree programs at Concordia.

1.2. Applicable Legislation & Bylaws

- 1.2.1. All policies and procedures of Concordia Students' Association (CSA) are subject to the provisions of Alberta's *Societies Act* (as amended), 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 Objects or CSA Bylaws, then the provisions of the *Societies Act* or CSA Objects or CSA Bylaws shall prevail.

2.0 Governing Authority

2.1. General Council

- 2.1.1. Is responsible for ensuring all policies and bylaws are followed.
- 2.1.2. Is responsible for ensuring that each Council member is following their positional duties.
- 2.1.3. Is constituted of a maximum of 21 total members including the executives and special student representatives. Proportional reduction through scaling will be conducted at any point the volume of councillors may exceed this limit

2.2. Executive Council

- 2.2.1. Is responsible for reviewing policies and budgets affecting the General Council and proposing changes that may be required or needed to enhance the General Council;
 - 2.2.1.1. Policy review can also be done through a Policy & Governance Committee.
 - 2.2.1.2. Are Mandatory Members of the General Council

2.3. General Council Chair

- 2.3.1. Is the current CSA President
 - 2.3.1.1. The elected Chair will also chair Judicial Board meetings;
 - 2.3.1.2. The elected Chair will serve as Chair through the entire term in office, unless the Chair is removed or resigns.
 - 2.3.1.2.1. In the case of the chair being unable to attend to their duties, the vice chair will be responsible to maintain the duties of the chair.
 - 2.3.1.2.2. The Vice chair will be a member of the Executive Council named by the chair at the beginning of the term
- 2.3.2. Is responsible for ensuring that Robert's Rules of Order are followed in every meeting.
- 2.3.3. Is responsible for ensuring the agenda and supporting documentation are sent out ahead of the meeting.
 - 2.3.3.1. Meeting agendas must be provided 3 business days in advance.
 - 2.3.3.1.1. A General council replacement meeting can be called with a non issues agenda provided for approval at the beginning of the meeting.

3.0 Vice General Council Chair

- 3.1. The Vice General Council chair must be an Executive Member selected by the president at the beginning of the term and will fulfill the role of General Council chair should the chair be unable to perform their role.
 - 3.1.1. The vice chair will fulfill the requirements of the chair if conflicts of interest occur for the chair.
 - 3.1.2. The Chair may reselect a vice chair one time per term or if the vice chair is unable to serve.
 - 3.1.3. If no Executives are able to serve, the Chair or Vice Chair may select a Temporary chair to hold an Emergency General Council Meeting to select an ERO and discuss or assign necessary responses.

4.0 Eligibility

4.1. Purpose

- 4.1.1. These are the eligibility requirements in order to hold a position on General Council, which includes Special Student Group Representatives.

4.2. Policy

- 4.2.1. Be a CSA Member.
- 4.2.2. Be a student throughout the entire academic year in office.
- 4.2.3. Qualify under all requirements as defined in the Elections Policy.
 - 4.2.3.1. A student may only submit one nominated for only one (1) office position in each election;
 - 4.2.3.1.1. Students who have been nominated for a Faculty Representative position can run for a Union Executive position should they choose.
 - 4.2.3.1.2. CSA Members seeking an Executive role in the Election cannot run for a Union Executive position or General Council role.
 - 4.2.3.1.3. Positions for Union Executive are determined by their Union Bylaws under the CSA Elections and referendum policy.
- 4.2.4. Faculty Representatives are determined by the faculty they reside in academically and are voted on by the CSA members that reside in their faculty.

General Council Policy

- 4.2.5. Elections for Faculty Representatives shall be decided only through participation in the General Election;
- 4.2.6. Athletics Representative is elected through the General Election with voting eligibility including only current athletics participants.
- 4.2.7. Special Student Group Representatives, as outlined in Bylaw 9.5, must apply to the General Council.

5.0 Expectations

5.1. Purpose

- 5.1.1. All Representatives are expected to follow and meet the expectations laid out in this policy once they begin their term.

5.2. Policy

- 5.2.1. All representatives are required to meet the following expectations:
 - 5.2.1.1. Will enhance their understanding of their roles and responsibilities, and will obtain knowledge and skills necessary to meet them;
 - 5.2.1.2. Will review all material included in agenda packages and provide any applicable feedback prior to all meetings;
 - 5.2.1.3. Will attend all General Council meetings. 3 regularly scheduled General Council meetings may be missed per elected term with reasonable excuse as determined by executive council vote.
 - 5.2.1.3.1. In the event any General Councillor fails to meet this requirement, the Councillor will be automatically and immediately removed from office;
 - 5.2.1.3.2. A Councillor can be reinstated if a motion is made at the next regularly scheduled General Council meeting to reinstate the removed Councillor, and 75% (seventy five percent) of all Councillors vote in favor of the motion;
 - 5.2.1.3.3. In exceptional, unforeseeable circumstances, regrets may be sent to the Chair or Executive Director after the agenda package is circulated. Reasoning for regrets must be provided to the Chair or Executive Director, but a limit on further distribution for the sake of privacy can be requested. These instances

Concordia Students' Association

General Council Policy

include, but are not limited to:

- Death in the family,
- Medical emergencies;

- 5.2.1.3.4. Absences with written regrets, when given for those reasons, may with Executive council approval, not count toward allowable absences.
- 5.2.1.4. Will have speaking and voting privileges in meetings of the General Council according to Robert's Rules of Order;
- 5.2.1.4.1. Speaking privileges are given to Ex Officio's but not voting privileges in General Council meetings according to Robert's Rules of Order;
- 5.2.1.4.2. Representatives shall declare a conflict of interest when a decision is to be made that directly affects them, significant others, partners, or a family member.
- 5.2.1.5. Will communicate and consult with other General Councillors, Executives, and Concordia Students' Association Executive Director as necessary to facilitate the operations of the General Council.
- 5.2.1.6. Will adhere to the Bylaws and Policies of the Association at all times.
- 5.2.1.7. Will perform additional tasks as assigned by the General Council.
- 5.2.1.8. Will complete Self and Peer evaluations;
- 5.2.1.8.1. Evaluations to be completed by the end of October 31 and the end of February 15 in the elected term;
- 5.2.1.8.1.1. These evaluations will be provided to councillors within 15 days of completion.
- 5.2.1.8.2. The Chair of the General Council shall meet with all General Councillors about their evaluations. The Chair will meet with one of the other General Councillors to go over their evaluation. That General Councillor will compile all of the evaluation sheets on the Chair.

General Council Policy

- 5.2.1.9. Will complete two (2) office hours per week in-person during business hours from September-April per General Councilor; which are open to students to ask questions. Executive councilor member requirements are stated on the executive councilor policy.
- 5.2.2. If a General Councilor elects to be a Chair for a CSA committee (on-going committee or ad-hoc), that committee must meet a minimum of once per semester.
- 5.2.3. Remuneration for Representatives is laid out in the CSA Human Resources Policy and CSA Remuneration Policy.

6.0 Faculty Representative

6.1. Purpose

- 6.1.1. This policy is designed to be the job description of all Faculty Representatives;
 - 6.1.1.1. This includes After-degree program Representatives.

6.2. Policy

- 6.2.1. Serve as a voting member of the General Council.
- 6.2.2. Serve on their Faculty Union according to the Faculty Union Bylaws;
 - 6.2.2.1. The General Council Faculty Representative is a liaison between General Council and their Faculty Union;
 - 6.2.2.2. The General Council Faculty Representative can run for a Faculty Union Executive position should they choose, but is not required to.
- 6.2.3. Provide up-to-date verbal reports to the General Council on their areas of responsibility.
- 6.2.4. Provide up-to-date written reports to the General Council on their areas of responsibilities.
- 6.2.5. Advocate on behalf of students in their faculty.
- 6.2.6. Be available to meet with students about their concerns.
- 6.2.7. Fulfill additional duties as assigned by Executive and/or General Council.

7.0 Athletics Representative

7.1. Purpose

- 7.1.1. This policy is designed to be the job description of the Athletic Representative.

7.2. Policy

- 7.2.1. Attend all General Council meetings as a voting member.
- 7.2.2. Serve as Chair of the Athletics (Thunder) Captains Council.
- 7.2.3. Provide up-to-date verbal reports to the General Council on their areas of responsibility.
- 7.2.4. Provide up-to-date written reports to the General Council on their areas of responsibilities.
- 7.2.5. Maintain open communications with the VP Finance and with Thunder Athletics team representatives.
- 7.2.6. Serve as Thunderwear Friday Host alongside VP Student Life.
- 7.2.7. Create and facilitate Pep Rallies, for all sports teams, under direction and assistance from the VP Student Life.
- 7.2.8. Promote Thunder Athletics Games with assistance of CSA Marketing, and attend where possible.
- 7.2.9. Advocate on behalf of the Athletes and their teams.
- 7.2.10. Write two (2) Bolt articles, one per semester, to be published in the Sports columns;
 - 7.2.10.1.1. Articles are to be fact checked and submitted to The Bolt News for editing;
 - 7.2.10.1.2. Updated pictures taken from games can be included.
- 7.2.11. Fulfill additional duties as assigned by Executive and/or General Council.

8.0 Special Student Group Representative

8.1. Purpose

- 8.1.1. This policy is designed to allow for Special Student Groups to apply for a Representative and the duties of that representative for the

General Council Policy

course of the year.

8.2. Policy

- 8.2.1. The Special Student Group Representative is selected through an application process;
 - 8.2.1.1. The Executive Council will receive and review the application at the next available Executive Council meeting and make a recommendation to the General Council;
 - 8.2.1.2. The General Council will then review and either approve or deny the application with a $\frac{2}{3}$ (two thirds) required approval vote;
 - 8.2.1.2.1. The General Council Chair must then send an email to the applicant stating whether they have been approved or denied;
 - 8.2.1.2.2. The decision of the General Council is final.
 - 8.2.1.3. The Representative will then be elected by all members of the student group they represent and will be an official General Council member at the next General Council meeting following completion of the election process and approvals.
- 8.2.2. The Special Student Group Representative will only be in office from the time their application has been approved until April 30th.
- 8.2.3. Special Student Groups must apply every year to have a representative on the General Council.
- 8.2.4. Only one (1) representative per Special Student Group.
- 8.2.5. Representatives that are already on General Council, either in an Elected position or as a Special Student Group Representative, cannot apply for another Special Student Group Representative position.
- 8.2.6. A Special Student Group Representative does not have to be part of a CSA Club.
- 8.2.7. Serve as a voting member of the General Council.
- 8.2.8. Provide up-to-date verbal reports to the General Council on their areas of responsibility.
- 8.2.9. Provide up-to-date written reports to the General Council on their areas of responsibilities.
- 8.2.10. Advocate on behalf of students from their Student Group.

Concordia Students' Association

General Council Policy

- 8.2.11. Fulfill additional duties as assigned by the Executive and/or General Council.
- 8.2.12. The special student representative must apply successfully for 3 consecutive years prior to applying for permanent representative status on the General Council
- 8.2.13. Only one special student group representative may be approved per year, once a selection has been completed, no further representatives can be added.