

**CONESTOGA
STUDENTS INC.**

Policies 2019-2020



Introduction to the Policy Package

The policies contained herein have been created and adopted by the board.

Governance Process and Board-Management Delegation

These two (2) categories (Governance Process and Board-Management Delegation) are rules for the board's own performance and behavior. The board will regularly judge and evaluate its own performance against the above-noted two (2) categories.

Ends and Executive Limitations

These two (2) categories (Ends and Executive Limitations) are the board's instructions to the staff/organization, through the President. The board will judge and evaluate (over the course of a one year period) the President's performance against the above-noted two (2) categories of policies. The performance expectations in the Ends and Executive Limitations policies are equivalent to organizational performance.

Use of These Policies

All board members must have a fluent understanding of these policies as the board will usually need to refer to them periodically when working on any particular issue. It is crucial to good governance that all board members know and follow the policies laid out hereafter.



Conestoga Students Inc.
Governance Policies
Table of Contents

POLICY TITLE: ENDS.....	4
POLICY TITLE: PRESIDENT’S JOB DESCRIPTION	5
POLICY TITLE: UNITY OF CONTROL	7
POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT	8
POLICY TITLE: DELEGATION TO THE PRESIDENT	9
POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE	10
POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT	12
POLICY TITLE: TREATMENT OF MEMBERS	13
POLICY TITLE: TREATMENT OF STAFF	14
POLICY TITLE: COMPENSATION AND BENEFITS	15
POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES.....	16
POLICY TITLE: FINANCIAL PLANNING AND BUDGETING	17
POLICY TITLE: ASSET PROTECTION	18
POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD	19
POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION	20
POLICY TITLE: GLOBAL GOVERNANCE PROCESS	21
POLICY TITLE: GOVERNING STYLE	22
POLICY TITLE: BOARD JOB DESCRIPTION	24
POLICY TITLE: BOARD INCIDENTAL REPORTS.....	28
POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT	30
POLICY TITLE: BOARD MEMBER VISIBILITY AND BRANDING	32
POLICY TITLE: VICE PRESIDENT INTERNAL	33
POLICY TITLE: VICE PRESIDENT INTERNAL INCIDENTAL REPORT	36
POLICY TITLE: VICE PRESIDENT EXTERNAL.....	39
POLICY TITLE: VICE PRESIDENT EXTERNAL INCIDENTAL REPORT	42
POLICY TITLE: BOARD MEETING ATTENDANCE AND ETIQUETTE	44
POLICY TITLE: BOARD COMMITTEE PRINCIPLES	45
POLICY TITLE: BOARD COMMITTEE STRUCTURE	46
POLICY TITLE: ANNUAL GENERAL MEETING	47
POLICY TITLE: BOARD MEMBER AND PRESIDENT REMUNERATION.....	48
POLICY TITLE: IN CAMERA MEETINGS OF THE BOARD	50
POLICY TITLE: ELECTIONS.....	52
POLICY TITLE: ELECTIONS - BOARD OF DIRECTORS	55
POLICY TITLE: ELECTIONS - PRESIDENT SELECTION	61
POLICY TITLE: ELECTIONS - VICE PRESIDENT INTERNAL SELECTION	65
POLICY TITLE: ELECTIONS - VICE PRESIDENT EXTERNAL SELECTION	68
POLICY TITLE: CONFERENCE SELECTION	73
POLICY TITLE: CONFERENCE EXPENSING	75



POLICY TITLE: CONFERENCE REPORTING 76
POLICY TITLE: REFERENDA POLICY 77



POLICY TYPE: ENDS

ENDS #1

POLICY TITLE: ENDS

Date Adopted by Board: April 24, 2019

It is the mission of Conestoga Students Incorporated
To enhance student satisfaction and success by providing a variety of student services at a cost justified by the results.

Furthermore:

2.1 Students have services, support and resources

- Services that meet the demand of the membership
- Academic support, including appeals, code of conduct and academic concerns
- Resources that aid to academic success
- Health care at a reasonable cost

2.2 Students have the opportunity to participate in recreational activities, and have access to study spaces and student lounges on campus

- Recreational activities and events
- Places to study, relax and socialize

2.3 Students are heard and represented

- The student Board of Directors advocate on behalf of the membership
- Student issues are solicited, heard and brought to the College and the province
- Feedback is critical for growth within CSI and the College

2.4 Students have access to skills development

- Students have access to grow their personal and professional skills



POLICY TYPE: BOARD-MANAGEMENT DELEGATION

BMD#1

POLICY TITLE: PRESIDENT'S JOB DESCRIPTION

Date Adopted by Board: April 24, 2019

The board's sole official connection to the operational organization, the organization's achievements and conduct will be through a Chief Executive Officer, titled the President.

The President is the highest Officer of the Corporation and is looked to for leadership from the students and the entire College Community. Since the President is a member of the board, he/she is also subject to the Directors' Job Description and Directors' Code of Conduct.

The President:

1. Is the figurehead of the Corporation and must, therefore, conduct him/herself in the utmost professional manner at all times.
2. Is also the President of Conestoga Student Services Incorporated and is held to the policies and by-laws of that corporation.
3. Is charged with the assignment of speaking on behalf of the board and the organization. Ensuring the board speaks with one voice or not at all.
4. Is an externally-appointed Governor on the Conestoga College Board of Governors and therefore is responsible for attending all meetings.
5. Is responsible for lobbying government officials at all levels to ensure the voices of Conestoga College students are accurately represented.
6. Perform all duties with due diligence, and the highest degree of integrity and honesty.
7. Is Chairperson of the board meetings, and will achieve results while maintaining harmony and order during the meeting.
8. Has final authority alongside the General Manager and Assistant General Manager to make decisions or interpretations on policies created within the



- board. Is the direct supervisor of the General Manager, Vice-president (internal), and Vice-president (external).
9. Will be available to the student population during regular hours of operation, and will represent the students or appoint appropriate representation to various College committees as needed.
 10. Actively work towards priorities and timelines established each year by the Board of Directors, as per the bi-annual planning cycle and the strategic plan.
 11. Shall attend official Conestoga College functions and advocacy related meetings. If the President is unable to attend, or the board feels that another Director would be more knowledgeable to attend, the board shall request that designate to attend.
 12. Must review all program forum, College Council and the College Board of Governors meeting minutes.
 13. Will ensure that Directors have the information they require to perform their jobs.
 14. He/she shall attend all SA/College meetings or will ensure the attendance of another Director.
 15. Will be a signing authority for the Corporation.
 16. Shall inform the student body of changes in CSI policies that directly affects the student membership.
 17. Is a non-voting member of the Board of Directors.
 18. Shall complete monthly incidental and compliance reports and report them to the Board of Directors at monthly board meetings.
 19. Is the liaison between the GM/AGM and the Board of Directors.
 20. Is responsible for conducting an annual performance review for the General Manager.
 21. Will assist the Vice President External in the planning and implementing of various training retreats for the Board of Directors as required
 22. Create a Strategic Plan Document for the Corporation as a whole



POLICY TYPE: BOARD-MANAGEMENT DELEGATION

BMD#2a

POLICY TITLE: UNITY OF CONTROL

Date Adopted by Board: April 24, 2019

Only officially passed motions of the board are binding on the President.

1. Decisions or instructions of individual board members, Officers or committees are not binding on the President.
2. In the case of board members or committees requesting information or assistance without board authorization, the President can refuse such requests that require, in the President's opinion, a material amount of staff time or funds, or are disruptive.



POLICY TYPE: BOARD-MANAGEMENT DELEGATION

BMD#2b

POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT

Date Adopted by Board: April 24, 2019

The President is the board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the President.

1. The board will never give instructions to persons who report directly or indirectly to the President except where the president deems applicable.
2. The board will not evaluate, either formally or informally, any staff other than the President.
3. The board will view the President's performance as identical to organizational performance, so that organizational accomplishment of board-stated Ends and compliance with board-stated Executive Limitations will be viewed as successful President's performance.



POLICY TITLE: DELEGATION TO THE PRESIDENT

Date Adopted by Board: April 24, 2019

The board will instruct the President through written policies that:

- (a) Prescribe the organizational Ends to be achieved and
- (b) Describe organizational situations and actions to be avoided (Executive Limitations) allowing the President to use any reasonable interpretation of these policies.

1. **Ends Policies:** The board will develop policies instructing the President to achieve certain results, for certain customers, at a certain worth or cost. All issues that are not ends issues as defined here are means issues. Ends policies answer the following three (3) questions about what the organization will produce: “What Good? For Whom? And at What Cost?”
2. **Executive Limitations Policies:** The board will develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the board even if they were to be effective. Therefore, all means are considered pre-approved by the board unless explicitly prohibited in the Executive Limitations policies.
3. As long as the President uses *any* reasonable interpretation of the board's Ends and Executive Limitations Policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities. Such decisions of the President shall have full force and authority as if decided by the board.
4. The board may change its Ends and Executive Limitations Policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation (policy) is in place, the board and its members will respect and support the President's choices.



POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

Date Adopted by Board: April 24, 2019

1. Systematic and rigorous monitoring of the President's job performance will be solely measured against the following expected job products:
 - (a) Organizational accomplishment of the board's Ends policies, and
 - (b) Organizational operation within the boundaries established in board policies on Executive Limitations.
 - (c) Performance based on the President's Job Description, Directors' Job Description and Code of Conduct.

2. The board can acquire monitoring information by one or more of three methods:
 - (a) by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the board through compliance reports and incidental reports,
 - (b) by EXTERNAL REPORT: in which an external, independent third party selected by the board assesses compliance with the President's interpretation of board policies,
 - (c) by BOARD DIRECT INSPECTION: in which a designated board member or members of the board assess compliance with the President's interpretation of the appropriate policy criteria.

3. In every case, the board will judge:
 - (a) The reasonableness of the President's interpretation, and
 - (b) Whether data demonstrates accomplishment of the interpretation (regarding Ends) or compliance with the interpretation (regarding Executive Limitations).

4. The standard for compliance shall be any reasonable President interpretation of the board policy being monitored. The board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by board members or by the board as a whole. The board will judge this at every board meeting as needed during a board monitoring session and report their judgment.

5. The board can monitor organizational compliance with any policy at any time by any of the above three (3) methods.



6. The board will determine the frequency and method of monitoring the policies that instruct the President (Ends and Executive Limitations) and will normally use a routine schedule, as follows:

Reports	Annual Schedule
----------------	------------------------

Compliance Reports

EL #2d Financial Condition and Activities	Monthly
EL #2h Emergency Executive Succession	July
EL #2g Communication and Support to the Board	August
EL #2f Asset Protection	September
EL #2c Compensation and Benefits	November
EL #2b Treatment of Staff	January
EL #2a Treatment of Clients	February
EL #1 Global Executive Constraint	March
EL #2e Financial Planning and Budgeting	April

Reports	Monthly (At every Board Meeting)
----------------	---------------------------------------------

Incidental Reports

Updates and follow up from meeting action items	Yes
-------------------------------------------------	-----



POLICY TYPE: EXECUTIVE LIMITATIONS

EL #1

POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT

Date Adopted by Board: April 24, 2019

The President shall not cause or allow any organizational practice, activity, decision or circumstance, which is:

- (a) unlawful,
- (b) imprudent, or
- (c) in violation of commonly accepted business and professional ethics.



POLICY TYPE: EXECUTIVE LIMITATIONS

EL #2a

POLICY TITLE: TREATMENT OF MEMBERS

Date Adopted by Board: April 24, 2019

With respect to interactions with members, the President shall not cause or allow conditions, procedures, or decisions which are unsafe, untimely, disrespectful or unnecessarily intrusive.

The President will not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to the material.
3. Operate facilities without appropriate accessibility and privacy.
4. Allow members to be unaware of what may be expected and what may not be expected from the service offered.
5. Allow members to be unaware of this policy.
6. Disallow a way to be heard, for those members, who believe that they have not been accorded a reasonable interpretation of their rights under this policy.



POLICY TITLE: TREATMENT OF STAFF

Date Adopted by Board: April 24, 2019

With respect to treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, disorganized or unclear.

The President will not:

1. Operate without written personnel procedures that:
 - (a) Clarify rules for staff,
 - (b) Provide for effective handling of complaints and
 - (c) Protect against wrongful conditions (e.g. nepotism and grossly preferential treatment for personal reasons)
2. Retaliate against an employee for non-disruptive expression of dissent, or for reporting to management or to the Board of Directors (per the complaint procedure in the personnel manual) acts or omissions by staff, management or the Board of Directors that the employee believes, in good faith and based on credible information, constitutes a violation of Provincial or Federal law or a governing policy of the board. (Whistleblower policy)
3. Allow staff to be unprepared to deal with emergency situations.
4. Allow staff to be unfamiliar with the President's interpretations of their protections under this policy.



POLICY TITLE: COMPENSATION AND BENEFITS

Date Adopted by Board: April 24, 2019

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President may not cause or allow jeopardy to fiscal integrity or public image.

The President will not:

1. Change the President's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
3. Create obligations over a longer term than revenue can be reasonably projected.
4. Establish or change compensation and benefits so as to cause unpredictable or inequitable situations, including those that:
 - (a) incur unfunded liabilities.
 - (b) provide less than some basic level of benefits to all full-time employees.
 - (c) allow any employee to lose benefits already accrued from any foregoing plan.
 - (d) treat the President differently from all other employees.



POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

Date Adopted by Board: April 24, 2019

With respect to the actual, ongoing financial condition and activities, the President may not cause or allow the development of:

- (a) Fiscal jeopardy or
- (b) A material deviation of actual expenditures from board priorities established in Ends policies, the annual planning cycle and the strategic plan.

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the board's debt guideline (point #2 below) is met.
2. Borrow funds from the Corporation's investment GICs unless the amount can be expected to be repaid by the next payment from the College.
3. Allow payroll or debts to be handled in an untimely manner.
4. Allow tax payments or other Government-ordered payments or filings to be overdue or inaccurately filed.
5. Make a single purchase or commitment that has not been approved in the current budget.
6. Acquire, encumber, or dispose of real estate.



POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

Date Adopted by Board: April 24, 2019

The President shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to:

- (a) Deviate materially from board Ends priorities, the annual planning cycle, and the strategic plan.
- (b) Risk financial jeopardy or
- (c) Fail to be derived from a multi-year plan.

The President will not allow budgeting to:

1. Risk incurring those situations or conditions described as unacceptable in the Executive Limitations Policy entitled "Financial Condition and Activities".
2. Omit:
 - (a) Credible projection of revenues and expenses,
 - (b) Separation of capital and operational items,
 - (c) Cash flow analysis, and
 - (d) Disclosure of planning assumptions.
3. Provide less than what is prescribed for board prerogatives during the year than is set forth in the Governance Investment Policy.



POLICY TITLE: ASSET PROTECTION

Date Adopted by Board: April 24, 2019

The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

The President will not:

1. Allow the organization, board members, staff and volunteers to be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses.
2. Make any health plan contract changes.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board, or staff to claims of liability.
5. Receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
6. Make any purchase wherein normally prudent protection has not been given against conflict of interest or without appropriately comparing prices and quality.
7. Allow intellectual property, information or files to be exposed to loss, improper access or significant damage, or operate without maintaining records in accordance with a records retention schedule.
8. Invest or hold operating capital in anything other than low risk instruments and without being locked in for more than two months.
9. Endanger the organization's public image, credibility, or its ability to accomplish Ends.
10. Change the organization's name or substantially alter its identity in the community.
11. Enter into any contract without a prudent exit strategy.
12. Change any student or ancillary fees.
13. Sign any service contract that is over one (1) year in length without board approval.
14. Sign any student benefit contract without board approval.
15. Sign any contract for student health benefits that is more than one (1) year in length without board approval.



POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

Date Adopted by Board: April 24, 2019

The President may not permit the board to be uninformed or unsupported in its work.

The President will not:

1. Neglect to submit monitoring data required by the board according to its policy “Monitoring President Performance” in a timely, accurate and understandable fashion; directly addressing provisions of the board policies being monitored, and including the President’s interpretations consistent with the “Delegation to the President” policy, as well as relevant data.
2. Let the board be unaware of any significant incidental information including anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes.
3. Allow the board to be unaware that, in the President's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior, which is detrimental to the work relationship between the board and President.
4. Allow the board to be without information pertaining to decisions made by the president, or let the board be unaware of relevant trends regarding the organization.
5. Present information in unnecessarily complex or lengthy form.
6. Allow the board to be without a workable mechanism for official board, officer or committee communications.
7. Favour or privilege certain board members over others, except when:
 - (a) fulfilling individual requests for information or,
 - (b) responding to officers or committees duly charged by the board.
8. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy of the board regardless of the board’s monitoring schedule.



POLICY TYPE: EXECUTIVE LIMITATIONS

EL #2h

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

Date Adopted by Board: April 24, 2019

In order to protect the board from the sudden loss of Presidential services, the President shall not permit there to be fewer than three (3) executives (GM, AGM and VP) sufficiently familiar with board and Presidential issues and procedures to enable either to take over with reasonable proficiency as an interim successor.



POLICY TYPE: GOVERNANCE PROCESS

GP #1

POLICY TITLE: GLOBAL GOVERNANCE PROCESS

Date Adopted by Board: April 24, 2019

The purpose of the board is to:

1. Represent the interests of the moral ownership, defined as students of Conestoga College. The board will proactively pursue ownership input, not only waiting for input to be initiated by owners.
2. Determine the service, support and resources that the organization will provide, keeping a long term, strategic perspective (the Ends Policies, the Annual Planning Cycle, and the Strategic Plan).
3. Ensure that the operating organization accomplishes what it should (described in the Ends Policies, the Annual Planning Cycle, and the Strategic Plan) in ways that the board determines are acceptable (described in the Executive Limitations Policies).



POLICY TITLE: GOVERNING STYLE

Date Adopted by Board: April 24, 2019

The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on:

- (a) Outward vision rather than an internal preoccupation,
 - (b) Encouragement of diversity in viewpoints,
 - (c) Strategic leadership more than administrative detail,
 - (d) Clear distinction of board and chief executive roles,
 - (e) Collective rather than individual decisions,
 - (f) Speaking and acting as one board, one voice, or not at all,
 - (g) Future focus rather than past or present,
 - (h) Proactivity rather than reactivity.
1. The board will ensure that the principle priority of each board member who is a fee-paying student, is that of a fee-paying student.
 2. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will normally be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used to enhance the understanding of the board as a body.
 3. The board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term effects outside the staff organization, not on the administrative or programmatic means of attaining those effects.
 4. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, on and off campus behavior, and ensuring continuance of governance capability. Although the board can change its governance process policies at any time, it will scrupulously observe those currently in force.
 - a. Annually at the August Retreat, the Board will establish any disciplinary guidelines they deem necessary for the remainder of its term.
 5. Continual board development will include orientation of new members regarding the board's governance process and periodic board discussion of process improvement.



6. The board will monitor and discuss the board's progress and performance at each meeting. Board-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Management Delegation categories. To keep personal and personnel matters private (As outlined in the Freedom of Information and Protection of Privacy Act (FOIP)) this will happen only during an In-Camera session.
7. The board will allow no Officer, individual or committee of the board to hinder or be an excuse for not fulfilling group obligations.



POLICY TITLE: BOARD JOB DESCRIPTION

Date Adopted by Board: April 24, 2019

The job of the board is to represent the association fee-paying students in determining and demanding appropriate corporate performance, to provide long-term planning and direct the executive members for the current year. Moreover, the performance of a director is achieved with the support of the board, acting as a board. To this end, directors are required to meet the board's attendance requirements for all meetings. Working hours will take place from September 1st - April 30th of the fiscal year.

Working hours will be inclusive of office hours, events, and other engagements. These hours will not include board retreats, training, and orientation. Conferences that are approved by the board for attendance will mandate a reduction of the board member's weekly hours equal to the quotient of the working hours in a week divided by the number of working days in the week multiplied by the number of days the member spent attending the conference. The total hourly reduction will be rounded to the nearest half hour.

E.g. $8 \text{ weekly working hours} / 5 \text{ working days} = 1.6 \text{ hours per working day} * \# \text{ of days taken up by the conference.}$

To distinguish the board's own unique job from jobs of staff, the elected directors from the board will concentrate their efforts on the following job products or outputs:

- 1) Connecting between the corporation and the association's fee-paying students. This link shall be formed and maintained to recognize and deal with student expectations. Networking methods shall include, but not be limited, to the following:
 - (a) Attendance at events. Directors will be scheduled to attend a minimum of four (4) student events each semester. All event attendance will be centrally recorded in writing by an Executive or full-time staff member present to witness Director attendance.
 - (b) Visiting satellite campuses. Each Director will be scheduled to visit Doon, Cambridge, Waterloo, and Guelph campus at least once (1) per semester. Furthermore, the remaining satellite campuses will be visited by at least one (1) Director per term as scheduled. Ideally, this requirement should be met by attendance at student events. Each Director shall be required to attend these student events as a way of communicating and connecting with the members they represent.
 - (c) Co-ordinate a face-to-face meeting once a month with their assigned Campus Representative



- i. Report back to the Board with the feedback collected via the Campus Representative Feedback form at the Monthly in-person Campus Representative Feedback Roundtable
 - ii. Ensure the campus representative is equipped with any tools they feel necessary within reason to collect feedback (tablets, paper surveys, chargers, etc.)
 - iii. In the event that no applications are received from a campus, the Director assigned to that campus is to collect feedback themselves and report to the Board as usual
 - iv. The Director is responsible for training the Representative on the administering of surveys and feedback protocol (etiquette, language, etc.)
 - (d) Directors will be required for a minimum of 104 working hours per semester. The Vice Presidents, subject to each Director's availability, will schedule the hours. The Directors are responsible to complete one hundred and four (104) hours per semester based on thirteen (13) weeks, consisting of four (4) scheduled working hours, and four (4) flex hours per week.
 - i) Flex hours may be adapted to other weeks with the permission of the Vice-President Internal, provided that the total number of flex hours in a given month remains consistent.
 1. i.e. two (2) flex hours completed in week 1, six (6) flex hours completed week 2.
 - ii) If classes are not running for any reason, the Directors are not required to make up any hours missed as a result.
 - iii) These working hours will not consist of board meetings or round tables. Any hour missed will result in a 5% deduction of honorarium up to a maximum of 55%.
 1. Should a meeting exceed its scheduled time, additional time may be counted toward Board member's flex hours, rounded to the nearest half hour.
 - iv) These hours may be modified in the event of extreme circumstances (i.e. work stoppage, natural disaster, etc.)
 - v) No Director will be scheduled for greater than 50 working hours in one month unless they have consented.
 - (e) Attendance at all scheduled campus orientation for new students. This will include welcoming and encouraging new and returning students, and generally developing a relationship between CSI and the students.
- 2) Attend all and be prepared for all scheduled monthly board meetings and scheduled roundtable meetings.
- 3) Directors must maintain a program pass throughout their entire term with CSI.



- (a) Each Director must submit their grades to the President at the end of each semester.
- 4) The assurance of President Performance; the use and delegation of authority by the President shall be monitored to ensure its proper use as per the Executive Limitation Policies.
- 5) Attendance at all CSI training retreats (Spring, Summer, and Winter) and strategic planning weekends.
- 6) To know, understand and follow all the governing policies.
- 7) Amend governing policies when needed, which, at the broadest levels, address:
 - (a) **ENDS:** organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which needs at what cost?)
 - (b) **EXECUTIVE LIMITATIONS:** Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - (c) **GOVERNANCE PROCESS:** specification of how the board conceives carries out and monitors its own tasks.
 - (d) **BOARD-MANAGEMENT DELEGATION:** how authority is delegated and its proper use monitored; the President role, authority, and accountability.
- 8) Shall create a monthly incidental report and present to the Board of Directors at scheduled board meetings.
- 9) Directors will be required to participate on CSI, college and community committees that need student representation, as determined by the board. Each Director shall be responsible to participate in at least one (1) committee for the fall and winter semester.
- 10) College/Community change: to advocate on behalf of the students, and to achieve or influence change within the College community.
 - (a) This will include attending Key Performance Indicator (KPI) audit sessions. The number of sessions required will be determined each year by the current board.
- 11) Legislative change: to have achieved an influence in legislative change at the Local, Provincial and Federal levels.
 - (a) Perpetuation of a structured and evolving Student Forum created to affect legislative change at the local level in response to student expectations and recommendations.



POLICY TITLE: INVOLVEMENT IN ADVOCACY ORGANIZATIONS

Date Adopted by Board: May 1, 2019

Advocacy Organizational Representatives

The Board of Directors shall appoint one representative to serve as the key contact for each advocacy organization they are a member of. The responsibilities of these individuals are as follows:

1. Provide monthly updates to the Board of Directors on the activities and initiatives of the advocacy organization they represent in Board Meetings.
2. Be in regular contact with the advocacy organization they represent to stay apprised of the initiative and activities undertaken.
3. To forward and head implementation of initiatives from the advocacy organization as approved by the Board

Board Members serving in Advocacy Organizational Positions

Board members who are elected to positions within the advocacy organizations CSI holds membership in shall:

1. Prioritize the work of CSI above the work of the advocacy organization except where deemed applicable and allowed by the Board.
2. Assist the representative in giving updates to the board where requested by that representative.

Voting in Plenaries

When votes need to be cast in plenary meetings of the advocacy organizations, these votes shall be cast after consultation with the board by the most senior executive present at the meeting or, if no executive(s) are present, a Director as designated by the CSI President



POLICY TYPE: GOVERNANCE PROCESS

GP #2b-3

POLICY TITLE: BOARD INCIDENTAL REPORTS

Date Adopted by Board: April 24, 2019

Board of Directors – Incidental Report

Date of Report:

Name of Board Member:

Report Period:

An honorarium will not be processed prior to completion of the Incidental Report. Monthly Incidental Reports will be created by all board members and presented at a monthly Board/Round table meeting.

Incidental Criteria

Working Hours: The Directors are responsible to complete one hundred and four (104) hours per semester based on thirteen (13) weeks, consisting of four (4) scheduled working hours, and four (4) flex hours per week.

- (b) Flex hours may be adapted to other weeks with the permission of the Vice-President Internal, provided that the total number of flex hours in a given month remains consistent.
- (c) i.e. two (2) flex hours completed in week 1, six (6) flex hours completed week 2.

Working Hour Debrief:

Date	Task	Hours

Score out of a possible

/55



Board Meetings/Round Table Meetings: Attendance by all board members is imperative, and absenteeism will not be tolerated. There is one (1) scheduled board meeting a month, and three (3) scheduled round table meetings. Any missed meeting will result in an automatic 10% deduction in honorarium up to a maximum of 40%.

Score out of a possible /40

Monthly Incidental Reports: (To be submitted by E-mail.) Reports are to be completed five (5) business days prior to the scheduled Board/Roundtable meeting. Failure to submit a report on time will result in a 2% deduction in honorarium per day, to a maximum of 5%.

Score out of a possible /5

Total Amount Awarded:

Total Score $\frac{\quad}{100}$ = % of total Honorarium

President's Signature:

Vice President's Signature:

Directors Signature:

All three (3) signatures are required before the honorarium is processed. In the absence of the President or Vice president, the General Manager may act as an alternate signing authority.



POLICY TYPE: GOVERNANCE PROCESS

GP #2c

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

Date Adopted by Board: April 24, 2019

The board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Conduct applies to all business-related circumstances including board meetings, conferences, day-to-day activities, special events and non-business related circumstances.

1. Board members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
2. Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - (a) There must be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - (b) When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote, but also from the deliberation.
 - (c) Board members will not use their positions to obtain employment in the organization for themselves, family members or close associates. A board member who applies for employment must first resign from the board.
 - (d) Board members will not be employed by or volunteer for any other department in the College during their term as Director during the months of September 1st – April 30th.
3. Board members may not attempt to exercise individual authority over the organization.
 - (a) Board members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - (b) Board members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except explicitly stated board decisions.
 - (c) Except for participation in board deliberation about whether the President has achieved any reasonable interpretation of board policy,



board members will not express individual judgments of performance of employees or the President.

4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Directors must maintain a program pass throughout their entire term with CSI.
 - (a) Each Director must submit their grades to the President at the end of each semester.
6. Board members will be properly prepared for board deliberation.
7. Board members will support the legitimacy and authority of the final determination of the board on any matter, irrespective of the members' personal position on the issue. The board will speak with one voice or not at all.
8. Board members will avoid acting in a manner that could negatively reflect the Corporation while wearing official CSI uniforms and gear.
9. Board members are not eligible to accept prizes awarded by CSI, and CSI suppliers or vendors. This includes, prizes awarded by student clubs, student events, and prizes given away in The Venue or off campus sponsored activities. Unless otherwise stated. This does not include scholarships or bursaries offered by the College.
10. Board members will not actively participate in CSI services/programming that takes an open space away from a fee-paying student. This includes but is not limited to clubs, societies and the leadership ambassador program.



POLICY TYPE: GOVERNANCE PROCESS

GP #2d

POLICY TITLE: BOARD MEMBER VISIBILITY AND BRANDING

Date Adopted by Board: April 24, 2019

CSI provides board members with CSI approved BOD wear (CSI Shirts, Sweaters or Jackets, and Nametags) with the expectation that these items are utilized regularly. It is expected that board members who are present in a working hours capacity wear the materials provided by the corporation.

BOD wear is mandatory during the following times with the exception of time in the CSI Board Office:

1. Attendance at in person meetings of the board.
2. During scheduled working hours
3. Event attendance
4. Satellite visits
5. During all scheduled campus orientations
6. While collecting feedback



POLICY TYPE: GOVERNANCE PROCESS

GP # 2e

POLICY TITLE: VICE PRESIDENT INTERNAL

Date Adopted by Board: April 24, 2019

The Vice President Internal is a non-voting member of the board whose purpose is to ensure the integrity of the board's documents and internal structure. Therefore, the Vice President Internal has the responsibility to ensure that the board's documents accurately reflect the decisions of the board and are provided to the board in a timely manner.

The Vice-President Internal is responsible to complete one hundred and ninety-five (195) hours per semester (Fall and Winter) based on thirteen (13) weeks, consisting of 10 scheduled working hours, and 5 flex hours per week. Flex hours may be adapted to other weeks provided that the total number of flex hours in a given month remains consistent.

1. i.e. four (4) flex hours completed in week 1, six (6) flex hours completed week 2.
2. If classes are not running for any reason, the Vice-President Internal is not required to make up any hours missed as a result.
3. These hours may be modified by the Board of Directors in the event of extreme circumstances (i.e. work stoppage, natural disaster, etc.)

Conferences that are approved by the board for attendance will mandate a reduction of the board member's weekly hours equal to the quotient of the working hours in a week divided by the number of working days in the week multiplied by the number of days the member spent attending the conference. The total hourly reduction will be rounded to the nearest half hour.

E.g. $15 \text{ weekly working hours} / 5 \text{ working days} = 3 \text{ hours per working day} * \# \text{ of days taken up by the conference.}$

Any hour missed will result in a 5% deduction of honorarium up to a maximum of 20%.

1. The charged task of the Vice President Internal is to ensure that all board documents and filings are accurate and timely. The board's documents include:
 - (a) Letters of incorporation
 - (b) Bylaws/Constitution
 - (c) Board minutes
 - (d) Monitoring reports (including audit report and budget), and
 - (e) Board meeting attendance records



- i. Meetings
 - ii. Working Hours
 - iii. Campus Visits

2. Is responsible for creating and distributing the board meeting and round-table agendas.
 - (a) A call for agenda items will go out ten (10) days before the board meeting.
 - (b) The agenda and supporting documentation (if available) will be completed and sent out to the board members five (5) days before the scheduled board meeting.
 - (c) The agenda for round table meetings will be completed and sent out to the board members one (1) day before the scheduled round table.

3. Is responsible for recording, transcribing, distributing the board meeting minutes, and action item list to whom it concerns.
 - (a) Minutes will be recorded at all official board meetings.
 - (b) Proceedings will be taped and transcribed.
 - (c) Completed minutes will be sent to the entire board for review five (5) days before the scheduled board meeting.
 - (d) Approved minutes will be signed by the Vice President Internal and the President.
 - (e) Signed minutes will be placed in the official board file and available for the auditor's review.
 - (f) Signed minutes will be posted on the CSI website.
 - (g) Action item list will be sent out within five (5) days after the meeting.

4. Is responsible for taking notes and filling out a summary of the round table meetings.
5. The Vice President Internals' job is to work with the Directors to ensure they meet their Ends. This Includes:
 - (a) Completing action items as requested by the Board of Directors
 - (b) Schedule working hours, distribute, and post this schedule.

6. Shall create a monthly incidental report and present it to the Board of Directors.
7. Connection between the Corporation and the association's fee-paying students. This link shall be formed and maintained to recognize and deal with student expectations. Networking methods shall include, but not be limited, to the following.
 - (a) Attendance at awareness events. The Vice President Internal is expected to attend at least four (4) student events each semester.
 - (b) Visit every satellite campus at least once (1) per term in office. Ideally, this requirement should be met by attendance at student forums or connection events.



- (c) Attendance at scheduled campus orientation for new students. This will include welcoming and encouraging new and returning students, and generally developing a relationship between CSI and the students.
- 8. Must maintain a program pass throughout their entire term with CSI from September 1st – April 30th .
 - (a) Must submit their grades to the President at the end of each semester
- 9. Attendance at all CSI training retreats and strategic planning weekends.
- 10. To know, understand and follow all the governing policies.
- 11. The Vice President Internal will be required to participate on CSI, and college committees that need student representation, as determined by the board. The Vice President Internal shall be responsible to participate in at least one (1) committee for the fall and winter semester.
- 12. The Vice President Internal will act as the Chair of the Policy Committee.
- 13. Perform other duties as prescribed by the President and/or the board.

The board will ensure that it regularly reviews and clarifies its expectations (format, level of detail, timeliness, etc.) for the preparation of board documents (policies, minutes, etc.) and communicates this to the Vice President Internal.



POLICY TYPE: GOVERNANCE PROCESS

GP #2e-2

POLICY TITLE: VICE PRESIDENT INTERNAL INCIDENTAL REPORT

Date Adopted by Board: April 24, 2019

Vice President Internal – Incidental Report

Date of Report:

Name:

Report Period:

An honorarium will not be processed prior to completion of the Incidental Report. Monthly Incidental Reports will be created by all board members and presented at a monthly board meeting.

Incidental Criteria

Working Hours: The Vice-President Internal is responsible to complete one hundred and ninety-five (195) hours per semester (Fall and Winter) based on thirteen (13) weeks, consisting of 10 scheduled working hours, and 5 flex hours per week. Flex hours may be adapted to other weeks provided that the total number of flex hours in a given month remains consistent.

1. i.e. four (4) flex hours completed in week 1, six (6) flex hours completed week 2.
2. If classes are not running for any reason, the Vice-President Internal is not required to make up any hours missed as a result.
3. These hours may be modified by the Board of Directors in the event of extreme circumstances (i.e. work stoppage, natural disaster, etc.)
4. Any hour missed will result in a 5% deduction of honorarium up to a maximum of 20%.

Working Hour Debrief:

Date	Task	Hours



--	--	--

Score out of a possible /20

Completion of Meeting Agendas, Minutes, and Action item lists: The Vice President Internal is required to complete meeting agendas, minutes, and action item lists after each monthly board meeting and weekly round table on time according to the Vice President Internal job description. Any late agendas, minutes, or action item lists will result in a 5% deduction of honorarium per day up to a maximum of 35%.

Score out of a possible /35

Board Meetings/Roundtable Meetings: Attendance by all board members is imperative, and absenteeism will not be tolerated. There is one (1) scheduled board meeting a month, and three (3) scheduled roundtable meetings. Any missed meeting will result in an automatic 10% deduction in honorarium up to a maximum of 40%.

Score out of a possible /40

Monthly Incidental Reports: (To be submitted by E-mail.) Reports are to be completed five (5) business days prior to the scheduled Board/Roundtable meeting. Failure to submit a report on time will result in a 2% deduction in honorarium per day, to a maximum of 5%.

Score out of a possible /5

Total Amount Awarded:

$$\text{Total Score } \frac{\quad}{100} = \quad \% \text{ of total Honorarium}$$

President's Signature:

Vice President's Signature:

Director's Signature:



All three (3) signatures are required before the honorarium is processed. In the absence of the President or Vice President, the General Manager may act as an alternate signing authority.



POLICY TITLE: VICE PRESIDENT EXTERNAL

Date Adopted by Board: April 24, 2019

The Vice President External is a non-voting member Officer of the Board who works with the Directors to ensure they meet their Ends. The Vice President External is also responsible for running and coordinating the Student Rep Program. The Vice President External is the individual who will assume the presidency in the absence of the President.

The Vice-President External is responsible to complete one hundred and ninety-five (195) hours per semester (Fall and Winter) based on thirteen (13) weeks, consisting of 10 scheduled working hours, and 5 flex hours per week. Flex hours may be adapted to other weeks provided that the total number of flex hours in a given month remains consistent.

1. i.e. four (4) flex hours completed in week 1, six (6) flex hours completed week 2.
2. If classes are not running for any reason, the Vice-President External is not required to make up any hours missed as a result.
3. These hours may be modified by the Board of Directors in the event of extreme circumstances (i.e. work stoppage, natural disaster, etc.)

Conferences that are approved by the board for attendance will mandate a reduction of the board member's weekly hours equal to the quotient of the working hours in a week divided by the number of working days in the week multiplied by the number of days the member spent attending the conference. The total hourly reduction will be rounded to the nearest half hour.

E.g. $15 \text{ weekly working hours} / 5 \text{ working days} = 3 \text{ hours per working day} * \# \text{ of days taken up by the conference.}$

Any hour missed will result in a 5% deduction of honorarium up to a maximum of 20%.

1. The Vice President External's job is to work with the Directors to ensure they meet their Ends. This Includes:
 - (a) Completing action items as requested by the Board of Directors
 - (b) Plan and implement various training retreats for the Board of Directors with the assistance of the President as required.
 - (c) The Vice President External is responsible to oversee transition and orientation of the new board.



2. Is responsible for running and coordinating the Student Representative program. This includes:
 - (a) Advertising and marketing the program
 - (b) Connecting with and recruiting students
 - (c) Planning an annual program and schedule
 - (d) Schedule, chair and record minutes for monthly meetings
 - (e) Sharing information and feedback from meetings with the Board of Directors
 - (f) The agenda and minutes (from previous meeting) must be created and sent to Student Reps 5 days prior to their meeting.
3. Is responsible for coordinating the Campus Representative program for the Directors during the summer semester. This includes:
 - (a) Advertising and marketing the program in conjunction with the Communications Department
 - (b) Make the Directors aware of any necessary updates or decisions throughout the summer as it pertains to the campaign and planning of the Campus Representative program
4. The Vice-President External will serve as the Treasurer of CSSI and perform the duties associated with that position.
5. Connection between the Corporation and the association's fee-paying students. This link shall be formed and maintained to recognize and deal with student expectations. Networking methods shall include, but not be limited, to the following.
 - (a) Attendance at awareness events. The Vice President External is expected to attend at least four (4) student events each semester.
 - (b) Visit every satellite campus at least once (1) per term in office. Ideally, this requirement should be met by attendance at student forums or connection events.
 - (c) Attendance at scheduled campus orientation for new students. This will include welcoming and encouraging new and returning students, and generally developing a relationship between CSI and the students.
6. Attend and be prepared for all scheduled monthly Board meetings and scheduled weekly round table meetings.
7. Must maintain a program pass throughout their entire term with CSI from September 1st – April 30th.
 - (a) Must submit their grades to the President at the end of each semester
8. Attendance at all CSI training retreats and strategic planning weekends.
9. To know, understand and follow all the governing policies.



10. Shall create a monthly incidental report and present to the Board of Directors at scheduled board meetings.
 11. The Vice President External will be required to participate on CSI, college and community committees that need student representation, as determined by the board. The Vice President External shall be responsible to participate in at least one (1) committee for the fall and winter semester.
 12. The Vice President External will oversee the feedback process.
 13. College/Community change: to advocate on behalf of the students, and to achieve or influence change within the College community.
- Perform other duties as prescribed by the President and/or the Board.



POLICY TYPE: GOVERNANCE PROCESS

GP #2f-2

POLICY TITLE: VICE PRESIDENT EXTERNAL INCIDENTAL REPORT

Date Adopted by Board: April 24, 2019

Vice President External – Incidental Report

Date of Report:

Name:

Report Period:

An honorarium will not be processed prior to completion of the Incidental Report. Monthly Incidental Reports will be created by all board members and presented at a monthly Board meeting.

Incidental Criteria

Working Hours: The Vice-President External is responsible to complete one hundred and ninety-five (195) hours per semester (Fall and Winter) based on thirteen (13) weeks, consisting of 10 scheduled working hours, and 5 flex hours per week. Flex hours may be adapted to other weeks provided that the total number of flex hours in a given month remains consistent.

1. i.e. four (4) flex hours completed in week 1, six (6) flex hours completed week 2.
2. If classes are not running for any reason, the Vice-President External is not required to make up any hours missed as a result.
3. These hours may be modified by the Board of Directors in the event of extreme circumstances (i.e. work stoppage, natural disaster, etc.)
4. Any hour missed will result in a 5% deduction of honorarium up to a maximum of 20%.

Working Hour Debrief:

Date	Task	Hours

Score out of a possible

/20



Completion of Meeting Agenda's, Minutes and Attendance: The Vice President External is required to complete meeting agenda's and minutes after each monthly Student Representative meeting according to the Vice President External job description. Any incomplete agenda's, meeting minutes, or failure to attend a meeting will result in a 35% deduction of honorarium.

Score out of a possible /35

Board Meetings Round Table Meetings: Attendance by all board members is imperative, and absenteeism will not be tolerated. There is one (1) scheduled board meeting a month, and three (3) scheduled round table meetings. Any missed meeting will result in an automatic 10% deduction in honorarium up to a maximum of 40%.

Score out of a possible /40

Monthly Incidental Reports: (To be submitted by E-mail.) Reports are to be completed five (5) business days prior to the scheduled Board/Round table meeting. Failure to submit a report on time will result in a 2% deduction in honorarium per day, to a maximum of 5%.

Score out of a possible /5

Total Amount Awarded:

$$\text{Total Score} \frac{\quad}{100} = \quad \% \text{ of total Honorarium}$$

President's Signature:

Vice Presidents Signature:

Directors Signature:

All three (3) signatures are required before the honorarium is processed. In the absence of the President or Vice President, the General Manager may act as an alternate signing authority.



POLICY TITLE: BOARD MEETING ATTENDANCE AND ETIQUETTE

Date Adopted by Board: April 24, 2019

Directors are responsible for attending all scheduled monthly board meetings and scheduled weekly round table meetings.

A board member is considered to have resigned if he/she is absent from three (3) consecutive meetings or four (4) meetings in a year. Meetings include both round tables and board meetings. A filled out, submitted and executive approved Proxy form is the same as being present. Proxy forms are only to be used in the case of an emergency situation (a serious, unexpected, and often dangerous situation requiring immediate action).

Attendance for meetings is described below:

1. Official Board Meetings:

- (a) Virtual attendance is mandatory from May to August unless otherwise stated.
- (b) Physical attendance is mandatory from September to April unless otherwise stated.

2. Roundtable Meetings:

- (a) Virtual attendance is mandatory unless otherwise stated.

Directors must adhere to the following meeting etiquette at all meetings of the board. Board members shall:

- (a) Be 10 minutes early and prepared for all meetings
- (b) Be in BOD-wear during meetings attended in person
- (c) Use their CSI provided equipment and tools during the meeting
- (d) Be orderly and respectful of other directors, and ask questions in an organized manor
- (e) Follow Roberts Rules of Order when asking a question or commenting on a topic
- (f) Stick to the allotted time of the agenda item in discussion
- (g) Use professional language

Board members shall not:

- (a) Use their cell phones during the meetings held in person aside from emergency purposes.



POLICY TYPE: GOVERNANCE PROCESS GP #2h

POLICY TITLE: BOARD COMMITTEE PRINCIPLES

Date Adopted by Board: April 24, 2019

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is completed. Timely reporting to the board shall be a submission of a verbal or written report at a monthly meeting of the Board of Directors.

1. Board committees, when used, will be assigned to help the board do its job, to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to President.
2. Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
3. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
4. Board committees cannot exercise authority over staff. The President works for the full board, and will therefore not be required to obtain approval of a board committee before an Executive action.
5. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee, which has helped the create policy on some topic, will not be used to monitor organizational performance on that same subject. The board retains responsibility and authority to monitor organizational performance on the same subject.
6. No committee that will be forwarding motion(s) to the Board of Directors shall have enough voting members of the Board of Directors to constitute quorum in and of itself.
7. Committees will be used sparingly and ordinarily in an ad hoc capacity.
8. This policy applies to any group that is formed by board action whether or not it is called a committee and regardless of whether the group includes board members.



POLICY TYPE: GOVERNANCE PROCESS

GP #2i

POLICY TITLE: BOARD COMMITTEE STRUCTURE

Date Adopted by Board: April 24, 2019

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete. Timely reporting to the board shall be by submission of a written report, following each meeting, with appropriate verbal comment by the Committee Chair.

Example Template

1. *Name of Committee:*

A. Purpose:

B. Composition:

- i) Membership size
- ii) Member roles

C. Meeting Schedule:

D. Duties:



POLICY TYPE: GOVERNANCE PROCESS

GP #2j

POLICY TITLE: ANNUAL GENERAL MEETING

Date Adopted by Board: April 24, 2019

The Board of Directors is responsible for hosting an annual general meeting each year. This meeting will be for the membership of the corporation to inform them of updates, bylaw amendments, financial audit, and any other materials deemed appropriate by the board.

The annual general meeting must be held within 6 months after the end of the previous fiscal year. For the annual general meeting to be held, the following must occur:

1. Members must be given at least 21 days' notice
2. All meeting materials must be available at least 21 days prior to the meeting
3. Quorum must be met; 2.5% of member population
 - (a) Can be attained through proxy submission and/or in-person attendance
 - (b) The Board of Directors will make every reasonable effort exceed the quorum and maximize attendance at the Annual General Meeting
4. Must be held in the Region of Waterloo

The annual general meeting materials must include:

- (a) The approval of the current year's agenda
- (b) The approval of the previous year's minutes
- (c) The approval of the audited financials
- (d) The approval of the financial auditor
- (e) The approval of any other materials deemed appropriate by the board.



POLICY TYPE: GOVERNANCE PROCESS

GP #21

POLICY TITLE: BOARD MEMBER AND PRESIDENT REMUNERATION

Date Adopted by Board: April 24, 2019

No members of the Board of Conestoga Students Inc. shall receive direct remuneration for their board duties, but are entitled to:

- (a) Free services including faxing, binding, laminating, printing and photocopying, and
- (b) Discounted graduation photos, based on the service provider's rates.

If these privileges are abused they can be taken away at any time as seen fit during board monitoring

Compensation amounts should be reviewed at least bi-annually.

Elected Directors:

Since elected Directors assume the role at the risk of employment earnings, they therefore will receive the following reimbursement:

The time commitment of the elected directors is a minimum of one hundred and four (104) hours per semester from September 1st – April 30th of their elected term, excluding meetings. Meetings may occur in the evening and during the summer months. In order to meet the mandatory time commitment no director will work a co-op term during the months of September 1st to April 30th. Directors traveling on board business shall be entitled to a reimbursement of travel expenses incurred at the current rate as set out by the GM.

The compensation of the elected directors will be an honorarium of \$800 per month. Directors will be paid bi-weekly.

- (a) Pending completed Monthly Incidental Report.



The elected board members can change the honorarium for board members and executives to be in effect the following school year; but never for themselves.

Vice Presidents:

The compensation of the Vice-Presidents will be \$1500 per month from September 1st – April 30th and \$800.00 per week from May 1 – August 31st less applicable deductions.

President:

Since the President is the Chief Executive Officer of the Corporation, they receive a remuneration package as follows:

The time commitment of the President will be thirty-five (35) hours per week (including ½ hour lunches) and it is required that 30 of these hours must be on campus during regular office hours. Meetings may take place after office hours and some of these hours will be worked after the 44-hour threshold.

The compensation of a first-year President will be \$50,000 per annum with a cost of living increase if re-elected in the following year and thereafter. The President is a full-time staff member and is subject to staff benefits as per the Human Resource policy.

POLICY TITLE: IN CAMERA MEETINGS OF THE BOARD

Date Adopted by Board: April 24, 2019

In Camera meetings will be conducted for the purpose of keeping out the general public or staff, not the Executive Directors. As outlined in the Freedom of Information and Protection of Privacy Act (FOIP), you may choose to go *in camera* only to discuss security, legal matters, personal matters, or labour relations.

In-camera sessions are for confidential matters of the organization. All matters discussed in-camera are confidential. This includes the topic of the discussion itself and always includes everything that every person said in the room. Topics may include: personnel matters, legal proceedings, and sensitive subject matter and consequently, a more limited audience is required. Matters that are taken in-camera must be information that is not already public.

1. To go in-camera to discuss a matter, the Chair must ask for and secure a motion and second for the motion to go in-camera. 50%+1 of the voting members must vote in favour to move in-camera.
2. The chair must state the time that the meeting went in-camera and document in the minutes for the meeting.
3. During an in-camera meeting:
 - a. Minutes must be taken. The in-camera minutes will be recorded separately from the public minutes.
 - b. Motions may be made in-camera, but the motion itself will be made public and published with the public minutes to ensure transparency in the organization.
 - c. To move out-of-camera, the Chair must ask for a motion and second for the motion. 50% +1 of voting members must vote in favour to move out-of-camera.
4. In-camera minutes are only accessible to those that participated in the board meeting and privy to the in-camera session as well as all current members of the CSI Board in perpetuity.
5. In-camera sessions should be used sparingly and should not be the default setting for group discussions.
6. Any individual that participates in the in-camera meeting is bound to confidentiality and any breach will result in disciplinary action based on the severity of the breach.
7. Only the Board of Directors and guests that have been invited by the Board of Directors are allowed in the in-camera meeting.



When you are ready to return to a public forum:

1. Ask for a motion and second, then vote to go out of the in-camera session.
2. State for the minutes the time that the board returned to a public forum.

NOTE

- (a) The discussion of an in-camera session must remain confidential, even after an individual no longer serves on the Board. It is often a good idea to remind Trustees of the confidential nature of an in-camera session.
- (b) Denying members of the public access to your meetings could be seen as holding an in-camera session. Unless you are legally in camera you must refrain from meeting in private.
- (c) Be sure you do not abuse the use of in camera by resorting to a private discussion simply because a decision is difficult or uncomfortable.



POLICY TITLE: ELECTIONS

Date Adopted by Board: April 24, 2019

Annually, CSI will hold elections to fill seven (7) student elected, Board of Directors positions, one (1) President Position, two (2) Vice Presidents.

- (a) The Board of Directors are elected through a student wide election
- (b) The Vice Presidents are elected from within the current members of the board at the Executive Selection Meeting held in February.
- (c) The President is elected by the current members of the board at the Executive Selection Meeting held in February.

The board will run a fair and impartial election process annually as per this policy. This policy and all other elections policies are compliant with the by-laws of Conestoga Students Inc (CSI).

Board's Role:

1. The board's involvement in the election will be to hire a Primary Electoral Officer (PEO) that will become a part-time staff member who will assist in running the elections. *The board's responsibilities are:*
 - (a) To appoint a person to act as Primary Electoral Officer of the Corporation.
 - (b) To remove and replace the PEO with a two-thirds (2/3) vote if the PEO fails to execute the duties contained within the elections process policy.
 - (c) To not publicly endorse or denounce any potential Director either collectively or as individuals.
 - (d) To be a voting member in the President's and Vice Presidents' selection process.
 - (e) To take part in the director's candidate interview process if the board member meets the requirements laid out in the ELECTIONS – BOARD OF DIRECTORS section 3.
 - (f) To ratify the elected Directors, Vice Presidents and the President into power by the last board meeting in April.



Primary Electoral Officers Role:

2. The Primary Electoral Officer is responsible for assisting the GM/AGM execute and monitor the board election process and reporting to the board on a regular basis.

The PEO's responsibilities are:

- (a) To become familiar with this policy and the relevant areas of the CSI constitution.
- (b) To act as the CSI spokesperson regarding all election activity.
- (c) To make all disqualification decisions after they investigate and collect any and all evidence regarding infractions or irregularities to this policy.
 - i. All disqualification decisions will be copied to the board immediately (csibod@conestogac.on.ca).
- (d) To assist in all necessary staffing and planning arrangements to run the election at all campuses. This includes recruitment and promotional marketing of elections.
- (e) To coordinate a means in which all candidates can contact and reach the students.
- (f) To host at least one all candidates meeting for each election.
- (g) To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3).
 - i. All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.
 - ii. The PEO may appoint the GM/AGM to accept the nomination packages in the PEO's absence.
- (h) To inform the board of any decisions and/or circumstances that the PEO resides over through a regular report on the elections process at every board meeting.
 - i. Reporting shall commence with the first meeting after the person is appointed as PEO until the board dissolves the role and all organizational obligations are pardoned.
- (i) To be compensated for all reasonable campaign incurred expenses and receives an hourly rate of \$15.00 per hour with a minimum of \$200 upon the completion of the Director elections at all Conestoga College campuses.



(j) To be provided with a budget of up to \$1,000 to successfully complete elections at all Conestoga College campuses.

(k) The PEO will prepare a candidate's package for each position which will include:

Directors' Package:

- Election Schedule
- Board of Directors' Elections Policy
- Board of Directors' Code of Conduct
- Job Description
- Campaign Rules
- Student Achievement Record
- Student Signature Pages
- Mandatory Dates Agreement
- College Release Form

Vice Presidents' Package:

- Election Schedule
- Vice Presidents Elections Policy
- Job Description
- Student Achievement Record
- Mandatory Dates Agreement
- College Release Form

President's Package:

- Election Schedule
- Presidents Elections Policy
- Job Description
- Student Achievement Record
- Mandatory Dates Agreement
- College Release Form

(l) Once the elections close the PEO will inform the candidates, the Board of Directors and the student members of who the successful Directors, Vice Presidents, and President are.



POLICY TYPE: GOVERNANCE PROCESS

GP #2n-2

POLICY TITLE: ELECTIONS - BOARD OF DIRECTORS

Date Adopted by Board: April 24, 2019

Conestoga Students Inc. will hold Directors elections every year to fill seven (7) Director's positions. These positions are filled by a student wide vote across all Conestoga College campuses.

Candidates Role

1. In order to run in the election as a candidate for a Director position, a member of the Corporation must meet specific criteria.

The candidate's responsibilities are:

- (a) To be a fee-paying member at Conestoga College that does not have any scheduled Co-op terms during their entire Director term;
 - i) The PEO may allow a member to qualify to be a candidate if they have a Co-op term scheduled for the summer academic term as long as they attend the mandatory dates outlined in the Director's Job Description.
- (b) To be eighteen (18) or more years of age and have the power to contract;
- (c) To maintain a 70% average in the prior semester, unless this is the student's first semester in which grades will be submitted at the end of the current semester.
- (d) If a current director is rerunning, they require a program pass.
- (e) Must be willing to meet the time requirements and mandatory dates set out in the Director's Job Description.
- (f) Must be a member in good standing.
- (g) Must have a clean College Code of Conduct record and a clean CSI Code of Conduct record.
- (h) Must attend a meeting with the PEO prior to the start of the campaigning period. Ideally this meeting will be an all-candidates meeting. The member is responsible for being fully aware of the PEO's interpretation of the elections process policy and other announcements, which occur at this meeting.



- (i) To adhere to the Directors' Code of Conduct Policy and not publicly endorse or denounce any returning or potential Director.

Nominations

2. The nomination process will open the ninth week of the Winter semester and close five (5) business days later at two (2) pm.
 - (a) Nomination packages will be made available at this time at all campuses.
 - (b) Prior to the closing of the nomination process, candidates must submit all forms contained within the Directors Nomination Package:
 - i. Nomination forms printed and signed with student numbers from ten (10) fee-paying member students of the Corporation
 - ii. Two faculty signatures
 - iii. Minimum 500-word application
 - a. Identifies who the candidate is, why they want to run, and why they would make a good student leader
 - iv. Most recent Student Achievement Record
 - v. Personal Information and Contact Form
 - vi. Signed mandatory dates agreement
 - vii. Signed College Release Forms
 - viii. Unedited picture of themselves
 - ix. Brief Platform/Biography for online use
 - (c) The PEO and the GM/AGM will verify that all candidates meet the specified qualifications before the candidates are contacted to confirm their eligibility.

Selection Process

3. Each candidate will be contacted by the PEO to schedule an interview to be conducted by:
 - (a) Current Directors not seeking re-election as a Director
 - (b) Current President and Vice Presidents
 - (c) The PEO
 - (d) If there are no current non-returning Directors, the GM or AGM may fill the fifth interviewer seat.
4. The interviews will be held the week following the nomination period.
5. The interviews will be a maximum of twenty (20) minutes in length.
6. If a candidate fails to attend an interview during this week, they will be disqualified.



7. The PEO will contact the candidates who will move to the general election process by the Monday following the week of interviews.

General Election:

8. In the Director election, the CSI Corporation will actively seek to fill seven (7) Director positions'.

In the event that:

- (a) Seven (7) or fewer qualified candidates move on from the selection process, they will be acclaimed and the board will recruit any vacant positions using a standardized hiring process.
- (b) More than seven (7) qualified candidates move on from the selection process, the board will execute the remainder of this election process policy.

Campaign Period:

9. The campaign period along with the opening and closing of such will be decided on by the PEO and will start during the month of March.
 - (a) The all candidates meetings will be held before the campaign period starts.
 - (b) The candidates will be allowed ten (10) business days, not including study week or statutory holidays, to campaign at any or all of the Conestoga campuses.
 - (c) Candidates seeking election must uphold and respect the College Human Rights Policy and abide by the Student Code of Conduct. Failure to do so will result in immediate disqualifications.
 - (d) Candidates must campaign independently and not collude to create a group campaign.

Candidates Campaign Materials

10. Candidates are fully responsible for the operation and organizational products of their campaign, including creation of their posters.
11. Conestoga Students Incorporated will provide candidates with 50 flyers during the election campaign period. Candidates are not allowed to subsidize more printing or purchase any additional campaign materials.
12. Candidates who do not follow elections procedures or break policy in the Board of Director's Code of Conduct will be given a demerit point up to a total of three (3). Once a candidate receives three (3) demerit points they will be automatically disqualified from the elections.



(a) The number of demerit points issued per infraction is at the discretion of the PEO.

13. Candidates are allowed to use the following means of advertising for their campaigns. If it is not listed it cannot be used during the campaign period.

(a) Posters

1. Posting material and regulations will be monitored by the PEO.

- i) All candidate posters will be hung up by CSI staff members in the designated locations around campus only.
- ii) Posting materials must be submitted to the PEO for approval and printing within two (2) business days of the posting deadline.
- iii) CSI will post 20 posters for each candidate, on the Doon and Cambridge campus and 10 at the Waterloo and Guelph campuses.
- iv) The PEO will have the discretion on how they will advertise all candidates equally in the following CSI areas; the Venue, The Den, The Cave and any CSI Service Hubs.

(b) Flyers

- i) Flyer content must be approved by the PEO prior to printing.
- ii) All flyers must be handed out by the actual candidate.

(c) Hallway Booths

- i) Candidates are encouraged to set up a booth in the hallway and talk with students.
- ii) The PEO will book tables in the hallways for candidates upon request. The PEO will book these through Facilities Management. Five (5) days' notice is required and table locations and are subject to availability.

PEO's Campaign Materials

14. The PEO is responsible for ensure that all candidates receive equal campaign coverage on the following CSI media outlets.

(a) Elections Tab on the conestogastudents.com website will have the following:

- i) Headshot
- ii) Biography
- iii) Video blog
- iv) Contact information for student inquiries



(b) Social Media

- i) Candidates must provide all social media information to the PEO prior to launch of the campaign.

(c) Candidate Video Blog

- i) Video Blogs will be filmed and edited by the CSI videographers.
- ii) If a CSI videographer chooses to run for a Director position their video will be filmed and edited by another current CSI videographer.

(d) CSI Service areas

- i) Poster and banners will be created by the CSI graphic designers and posted in these areas.

(e) All elections material for CSI social media outlets will be uploaded by the CSI Communications Coordinator with instruction from the PEO.

Election Period:

15. The election period, along with the opening and closing of the voting will be decided on by the PEO and will close before the second week in April.

Accordingly, the PEO shall:

- (a) Notify each member of the Corporation, using an updated mailing list from the Registrar's office, of relevant voting information including:
 - i) The dates, times and means to vote
 - ii) Names of the candidates seeking election, listed in alphabetical order of surname starting with "A" through "Z".
- (b) Will be in charge of executing and monitoring the voting.
- (c) Shall certify the final results of the election. Upon certification, the PEO shall announce the successful Directors to the members of the Corporation

Appeal Procedure:

16. The Director Election Process cannot be appealed.

Election Completion:



17. The PEO shall announce to the board, upon the completion of elections. At such time, the role of the PEO is dissolved and any organizational obligations are pardoned.



POLICY TITLE: ELECTIONS - PRESIDENT SELECTION

Date Adopted by Board: April 24, 2019

The currently elected/selected members of the board are tasked on behalf of the members to select the next President who personifies the Student Association. This President will serve on the board from May 1st to April 30th with a possible extension for transition and training purposes to a maximum of 2 weeks.

The board will run a fair and impartial President Selection Process annually as per this policy. This policy is compliant with the Constitution of Conestoga Students Inc. (CSI).

Board's Role:

1. The board's involvement in this process is to enable the President Selection Process to happen according to this policy and to hold itself to the highest degree of professionalism.

The board's responsibilities are:

- (a) To not publicly endorse or denounce any potential Presidential candidate either collectively or as individuals.
- (b) To be a voting member in the Presidents Selection Process.
- (c) To ratify the selected President into power at the last board meeting in April.

PEO's Role:

2. The PEO will be responsible for executing and monitoring the Executive Selection Process policy. The CSI GM/AGM will assist the PEO in this process.

The PEO's responsibilities are:

- (a) To become familiar with this policy and the relevant areas of the CSI By-laws.
- (b) To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3).



- (c) To use and have final interpretation rights for this particular policy.
- (d) To effectively run the Presidential Selection Meeting in a fair and impartial manner.
- (e) To oversee the secret ballot administration and ensure the counting of such was done fairly and without mistake.
- (f) To announce the results of the voting to the board
- (g) The PEO will not take part in the voting process.

President Selection:

Qualifications

3. In order to run in the election as a Presidential candidate, they must meet specific criteria.

The candidate's responsibilities are:

- (a) To be a current elected/selected member of the board
- (b) To be able and willing to serve a one-year term of full-time employment.
- (c) To maintain a 70% average in the prior semester
- (d) To have a clean Conestoga College Code of Conduct record and a clean CSI Code of Conduct record.

Nomination Period

4. The nomination process will open the first business day of February and close ten (10) business days later at 2 pm. Within three business days following the close, the candidates will be announced to the board.
 - (a) Nomination packages are available only from the PEO
 - (b) In the event the PEO is away the GM/AGM will have access to the nomination packages
 - (c) Prior to the closing of the nomination process, Presidential candidates must submit all forms contained within the nomination package in complete to the PEO.
 - (d) All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.

In the event that:



- i) One qualified Presidential candidate completes the nomination package, that person will need to obtain a 70% majority vote of confidence at the Presidential Selection Meeting.
- ii) More than one qualified Presidential candidate completes the nomination package; the board will execute the remainder of this Election Policy.

President Selection Meeting

- 5. A Presidential Selection Meeting (PSM) must be held prior to the end of February annually.
 - (a) Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.
 - i. Candidates will not be present for other candidates' speeches.
 - (b) A maximum of 45 minutes each for a question and answer period will follow the candidate's speeches.
 - (c) Voting will take place after the question and answer period after the candidates have left the voting room.
 - (d) Voting members will include the Directors, the current President, current Vice-Presidents, the General Manager, and the Assistant General Manager.
 - (e) Candidates will not be eligible to vote at the Presidential Selection Meeting.
 - (f) No campaigning or lobbying between rounds of voting is permitted.
 - (g) A defeated candidate will not be permitted to join the voting rounds.
 - (h) A secret ballot will take place until there is a clear majority towards one candidate. (50% + 1) Candidates receiving the lowest vote total will be removed from the ballot until one candidate remains.
 - (i) If voting results becomes redundantly the same, the PEO reserve the right to establish a new voting method during the selection meeting. All voters and candidates will be advised of the new voting method.
 - (j) PEO will announce the results to the Board of Directors at the end of the Presidential Selection Meeting.
 - (k) The PEO will announce the incoming President to the members of the Corporation after all elections conclude.



Appeal Procedure:

6. The Executive Selection Process cannot be appealed.



POLICY TYPE: GOVERNANCE PROCESS

GP #2n-4

POLICY TITLE: ELECTIONS - VICE PRESIDENT INTERNAL SELECTION

Date Adopted by Board: April 24, 2019

The currently elected/selected Members of the board is tasked on behalf of the members to select the next Vice President Internal who personifies the Student Association. The Vice President Internal will serve the board full time from May 1st to August 31st and part time from September 1st to April 30th.

The board will run a fair and impartial Vice President Selection Process annually as per this policy. This policy is compliant with the Constitution of Conestoga Students Incorporated. (CSI).

Board's Role:

1. The board's involvement in this process is to enable the Vice President Selection Process to happen according to this policy and to hold itself to the highest degree of professionalism.

The board's responsibilities are:

- (a) To not publicly endorse or denounce any potential Vice President Internal candidate either collectively or as individuals.
- (b) To be a voting member in the Vice President Selection Process.
- (c) To ratify the selected Vice President Internal into power at the last board meeting in April.

PEO's Role:

2. The PEO will be responsible for executing and monitoring the Executive Selection Process policy. The CSI GM/AGM will assist the PEO in this process.

The PEO's responsibilities are:

- (d) To become familiar with this policy and the relevant areas of the CSI By-laws.
- (e) To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3).
- (f) To use and have final interpretation rights for this particular policy.



- (g) To effectively run the Vice President Selection Meeting in a fair and impartial manner.
- (h) To oversee the secret ballot administration and ensure the counting of such was done fairly and without mistake.
- (i) To announce the results of the voting to the board

Vice President Internal Selection:

Qualifications

3. In order to run in the election as a Vice President Internal candidate, they must meet specific criteria.

The candidate's responsibilities are:

- (a) To be a current elected/selected Member of the board.
- (b) To be able and willing to serve a one-year term of full-time employment during the summer semester and part time during the fall and winter semesters.
- (c) To maintain a 70% average in the prior semester
- (d) To have a clean Conestoga College Code of Conduct Record and a clean CSI Code of Conduct record.

Nomination Period

4. The nomination process will open the first business day of February and close ten (10) business days later at 2 pm. Within three (3) business days following the close, the candidates will be announced to the board.
 - (a) Nomination packages are available only from the PEO
 - i. In the event the PEO is away the GM/AGM will have access to the nomination packages
 - (b) Prior to the closing of the nomination process, Vice PresidentInternal candidates must submit all forms contained within the nomination package in complete to the PEO.
 - (c) All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.

In the event that:

- (a) One qualified Vice President Internal candidate completes the nomination package, they will need to obtain a 70% majority vote of confidence at the Vice Presidents' Selection Meeting.



- (b) More than one qualified Vice President Internal candidate completes the nomination package; the board will execute the remainder of this election policy.

Vice President Selection Meeting

- 5. A Vice President Selection Meeting (VPSM) must be held prior to the end of February annually.
 - (c) Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.
 - i. Candidates will not be present for other candidates' speeches.
 - (d) A maximum of 45 minutes each for a question and answer period will follow the candidate's speeches.
 - (e) Voting will take place after the question and answer period after the candidates have left the voting room.
 - (f) Voting members will include the Directors, the current President, current Vice-Presidents, the General Manager, and the Assistant General Manager.
 - (g) Candidates will not be eligible to vote at the VPSM.
 - (h) No campaigning or lobbying between rounds of voting is permitted.
 - (i) A defeated candidate will not be permitted to join the voting rounds.
 - (j) A secret ballot will take place until there is a clear majority towards one candidate. (50% + 1) Candidates receiving the lowest vote total will be removed from the ballot until one candidate remains.
 - (k) If voting results becomes redundantly the same, the PEO reserve the right to establish a new voting method during the selection meeting. All voters and candidates will be advised of the new voting method.
 - (l) PEO will announce the results to the Board of Directors at the end of the VPSM.
 - (m) The PEO will announce the incoming Vice President Internal to the members of the Corporation after all elections conclude.

Appeal Procedure:

- 6. The Executive Selection Process cannot be appealed.



POLICY TITLE: ELECTIONS - VICE PRESIDENT EXTERNAL SELECTION

Date Adopted by Board: April 24, 2019

The currently elected/selected Members of the board is tasked on behalf of the members to select the next Vice President External who personifies the Student Association. The Vice President External will serve the board full time from May 1st to August 31st and part time from September 1st to April 30th.

The board will run a fair and impartial Vice President Selection Process annually as per this policy. This policy is compliant with the Constitution of Conestoga Students Incorporated. (CSI).

Board's Role:

1. The board's involvement in this process is to enable the Vice President Selection Process to happen according to this policy and to hold itself to the highest degree of professionalism.

The board's responsibilities are:

- (j) To not publicly endorse or denounce any potential Vice President External candidate either collectively or as individuals.
- (k) To be a voting member in the Vice President Selection Process.
- (l) To ratify the selected Vice President External into power at the last board meeting in April.

PEO's Role:

2. The PEO will be responsible for executing and monitoring the Executive Selection Process policy. The CSI GM/AGM will assist the PEO in this process.

The PEO's responsibilities are:

- (m) To become familiar with this policy and the relevant areas of the CSI By-laws.
- (n) To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3).
- (o) To use and have final interpretation rights for this particular policy.
- (p) To effectively run the Vice President Selection Meeting in a fair and impartial manner.



- (q) To oversee the secret ballot administration and ensure the counting of such was done fairly and without mistake.
- (r) To announce the results of the voting to the board

Vice President External Selection:

Qualifications

3. In order to run in the election as a Vice President External candidate, they must meet specific criteria.

The candidate's responsibilities are:

- (e) To be a current elected/selected Member of the board.
- (f) To be able and willing to serve a one-year term of full-time employment during the summer semester and part time during the fall and winter semesters.
- (g) To maintain a 70% average in the prior semester.
- (h) To have a clean Conestoga College Code of Conduct Record and a clean CSI Code of Conduct record.

Nomination Period

4. The nomination process will open the first business day of February and close ten (10) business days later at 2 pm. Within three (3) business days following the close, the candidates will be announced to the board.

- (d) Nomination packages are available only from the PEO
 - i. In the event the PEO is away the GM/AGM will have access to the nomination packages
- (e) Prior to the closing of the nomination process, Vice President External candidates must submit all forms contained within the nomination package in complete to the PEO.
- (f) All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.

In the event that:

- (n) One qualified Vice President External candidate completes the nomination package, they will need to obtain a 70% majority vote of confidence at the Vice Presidents' Selection Meeting.
- (o) More than one qualified Vice President External candidate completes the nomination package; the board will execute the remainder of this election policy.



Vice President Selection Meeting

5. A Vice President Selection Meeting (VPSM) must be held prior to the end of February annually.
 - (p) Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.
 - i. Candidates will not be present for other candidates' speeches.
 - (q) A maximum of 45 minutes each for a question and answer period will follow the candidate's speeches.
 - (r) Voting will take place after the question and answer period after the candidates have left the voting room.
 - (s) Voting members will include the Directors, the current President, current Vice-Presidents, the General Manager, and the Assistant General Manager.
 - (t) Candidates will not be eligible to vote at the VPSM.
 - (u) No campaigning or lobbying between rounds of voting is permitted.
 - (v) A defeated candidate will not be permitted to join the voting rounds.
 - (w) A secret ballot will take place until there is a clear majority towards one candidate. (50% + 1) Candidates receiving the lowest vote total will be removed from the ballot until one candidate remains.
 - (x) If voting results becomes redundantly the same, the PEO reserve the right to establish a new voting method during the selection meeting. All voters and candidates will be advised of the new voting method.
 - (y) PEO will announce the results to the Board of Directors at the end of the VPSM.
 - (z) The PEO will announce the incoming Vice President External to the members of the Corporation after all elections conclude.

Appeal Procedure:

6. The Executive Selection Process cannot be appealed.

POLICY TITLE: ELECTIONS – BY-ELECTIONS PROCESS

Date Adopted by Board: May 1, 2019

- A by-election shall be called as the board sees fit to fill one or more vacancies on the Board of Directors
- Upon calling a by-election, the board shall appoint a PEO according to the process outlined in By-laws 4.6, 4.7 and 4.8. The PEO shall adapt election content and create an elections schedule. They shall bring them forward to the board within a reasonable period of time as determined by the PEO with Board consultation as needed.
- Upon the elections schedule being set, the PEO will undertake to effectively advertise the by-election to the members and encourage nominations.
- The nomination period will follow the same format as outlined in Elections – Board of Directors (GP #2n-2) with the exception that the timeline shall be as determined in the aforementioned by-election schedule and shall be five (5) business days in length.
- Candidate eligibility requirements will follow the same format as outlined in Elections – Board of Directors (GP #2n-2).
- After the ending of the nomination period, the PEO shall inform the board of all eligible candidates and make their biographies and pictures available for the board to review.
- Under no circumstances will any candidate provide incentives for the directors to vote for them either in terms of gifts or other favours
- A meeting shall then occur in the following format:

Candidate Meetings

The board shall convene in an official board meeting, in which each of the eligible candidates shall have an opportunity to give a speech to the board followed by a question period. These shall be a set length as determined by the PEO with Board consultation as needed.

No candidate shall be present for the speech or question period of any other candidate.

If there is only one eligible candidate, refer to Board Confidence procedure.

Election Process

After all candidates have had an opportunity to speak to the Board, the board shall move into an in-camera session during which they will discuss each of the candidates and evaluate the candidates together.



Voting members of the board for this decision will include

- All sitting Directors
 - The President and Vice-Presidents
 - The GM and AGM
 - If the PEO also occupies one of the positions listed above, they shall abstain from voting in order to maintain an unbiased elections procedure.
-
- A secret ballot will then take place in which each voting member of the board will cast the same number of votes as positions to be filled. Candidates receiving the lowest vote total will be removed from the ballot until the number of candidates remaining is equal to the number of positions to be filled and each of those candidates have received the vote of 50% + 1 of the voting members as outlined above.
 - If voting results becomes redundant, the PEO reserves the right to establish a new voting method during the election meeting. All voters will be advised of the new voting method.
 - PEO will announce the results to the Board of Directors at the end of the election process.

Board Confidence

- In the case that the number of eligible candidates is equal to the number of positions to be filled, they shall be subject to a confidence vote to deem whether they have the confidence of 70% of the voting members. This will be a secret ballot.

Ratification

- The Board shall then exit in-camera and the successful candidates will be ratified for the minutes. At this time, they shall become directors of the corporation, subject to all the rights, roles and responsibilities as prescribed in these policies

The PEO will then inform the candidates of the election results and encourage unsuccessful candidates to run in the general election in the subsequent spring. Successful candidates will be contacted and trained by the Vice-President External who will also gather all necessary documentation and legal documentation for their legal appointment as directors of the corporation.

After the elections process has completed, the PEO will destroy all candidate materials of unsuccessful candidates. After all of the duties outlined above have been completed, the PEO's position shall be dissolved.



POLICY TITLE: CONFERENCE SELECTION

Date Adopted by Board: April 24, 2019

Conestoga Students Inc. is committed to developing the Board of Directors leadership skills, to ensure better representation for the student membership. Directors have the opportunity to attend different conferences related to student advocacy and leadership. The main conferences include College Student Alliance (CSA) and Canadian Alliance of Student Association (CASA) conferences. Other conferences may be attended throughout the year by board members if approval from the board has been obtained and funds are available.

1. Only Directors who fulfill 80% or more of their working hours from September 1st until the time of conference will be eligible to attend.
2. Board members who attend conferences but missed sessions are required to give a donation to the food bank equal to the cost of the session.
3. Accommodations, meals and travel will be covered by the organization.

CSA Conferences

CSA has 3 conferences annually which are attended by various members of the board. Seven (7) people will be designated as attendees for these conferences throughout the year. Of these seven (7) people, a maximum of two (2) can be Executive positions and a maximum of six (6) can be Directors.

Attendance

- MayCon will be attended by up to all seven (7) designates.
- Advocacy Workshop will be attended by up to a maximum of three (3) designates. Of these three (3) designates, a maximum of two (2) can be Executives and a maximum of two (2) can be Directors.
- FebCon will be attended by up to a maximum of four (4) designates. Of these four (4) designates, a maximum of two (2) can be Executives and a maximum of three (3) can be Directors.
- Preference for attendees to conference will be given to those who have attended the least number of conferences prior.



CASA Conferences

CASA has 4 conferences annually which are attended by various members of the board. Three (3) people will be designated as attendees for these conferences throughout the year. Of these three (3) people, a maximum of two (2) can be Executive positions and a maximum of two (2) can be Directors.

Attendance

- Foundations Conference (May) will be attended by up to all three (3) designates.
- Policy and Strat Conference (July) will be attended by up to a maximum of two (2) designates. Of these two (2) designates, a maximum of two (2) can be Executives and a maximum of one (1) can be Directors.
- Advocacy Conference (November) will be attended by up to all three (3) designates.
- The Annual General Meeting (March) will be attended by up to a maximum of two (2) designates. Of these two (2) designates, a maximum of two (2) can be Executives and a maximum of one (1) can be Directors.
- Preference for attendees to conference will be given to those who have attended the least number of conferences prior.

Board members may not be a designate for both CSA and CASA, they may only be a designate for one. If this policy does not cover a specific situation that arises in the year, it will be left to the current board to decide the outcome.



POLICY TYPE: GOVERNANCE PROCESS

GP #2o-2

POLICY TITLE: CONFERENCE EXPENSING

Date Adopted by Board: April 24, 2019

Directors who attend conferences will be entitled to the following reimbursements;

- (a) Meals not included in the conference to a maximum of \$50 per day
- (b) Travel between the airport/bus station/train station, and the conference; travel between hotel and conference (if at a different location)
- (c) Business related phone calls
- (d) Business related vehicle parking

Conference delegates will not be reimbursed for the following, under any circumstances;

- (a) Alcohol
- (b) In-room movies
- (c) Souvenirs or gifts
- (d) Non-business related taxi's
- (e) Expenses for which no receipts are presented

Each conference delegate must submit an expense sheet and receipts to the President within five days of the delegates return.



POLICY TITLE: CONFERENCE REPORTING

Date Adopted by Board: April 24, 2019

All delegates that attend a conference must create a conference report, to be handed in to the Vice President, who must then make a summarized version and post it online.

Procedure:

1. All conference reports must contain the following sections;
 - (a) Conference title, date, and place attended
 - (b) Purpose of the conference
 - (c) Lectures/sessions/presentations attended, with a written summary of 5 sessions
 - (d) Contacts established
 - (e) Benefits of the conference
 - (f) Negative aspects of the conference
 - (g) Overall benefit with specific reference to the CSI
 - (h) Any recommendations
2. The reports must be submitted to the Vice President Internal no later than ten (10) business days after attending the conference, unless otherwise stated by the President.
3. The reports should be concise and informative. Discretion and professional judgment should be used when writing these reports.



POLICY TITLE: REFERENDA POLICY

Date Adopted by Board: April 24, 2019

- 1) Association referenda may be called by a simple majority vote at a Board of Directors' meeting with at least 75% of the voting board members present, or upon a petition bearing the signatures and names and student numbers of 15% of the ordinary members.
- 2) Association referenda are binding, unless stipulated and communicated to the membership that the question is a simple survey.
- 3) The President and Vice Presidents shall be responsible for the conduct and process of the referendum.
- 4) Two (2) weeks' notice must be given to the student body before the referendum date.
- 5) The Association referendum voting poll shall be open for a duration of at least three (3) full business days.
- 6) Members in good standing with Conestoga Students Incorporated are eligible to cast a ballot.
- 7) If a referendum question is accepted or defeated, a rewording of the same question, or a similar question directly pertaining to the original referendum question, may not be readdressed again by referendum for twelve (12) months after the original referendum.
- 8) In order for a referendum to be considered valid, 10% of the student population must vote. If this quorum is not met the Board of Directors will make the decision of the referendum on behalf of the students. A referendum shall pass with a simple majority (50% plus one) of votes in favour of the question.