



# **CSI Board Policy Manual**

**2023-2024**





## **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.



CSI Board of Directors Policies

Table of Contents

<b>0.1.0 Policy Formatting.....</b>	<b>5</b>
<b>1.1.0 Ends.....</b>	<b>8</b>
<b>2.1.0 Board As Owner-Representatives .....</b>	<b>10</b>
<b>2.2.0 Presidents Job Description.....</b>	<b>11</b>
<b>2.3.0 Unity of Control .....</b>	<b>14</b>
<b>2.4.0 Accountability of the President.....</b>	<b>15</b>
<b>2.5.0 Delegation to the President .....</b>	<b>16</b>
<b>2.6.0 Monitoring Executive Performance .....</b>	<b>17</b>
<b>3.1.0 Global Executive Constraints .....</b>	<b>20</b>
<b>3.2.0 Treatment of Members.....</b>	<b>21</b>
<b>3.3.0 Equity, Diversity, &amp; Inclusion .....</b>	<b>22</b>
<b>3.4.0 Treatment of Staff.....</b>	<b>24</b>
<b>3.5.0 Compensation &amp; Benefits.....</b>	<b>25</b>
<b>3.6.0 Financial Conditions &amp; Activities.....</b>	<b>26</b>
<b>3.7.0 Financial Planning &amp; Budgeting .....</b>	<b>27</b>
<b>3.8.0 Asset Protection.....</b>	<b>28</b>
<b>3.9.0 Communication &amp; Support to the Board .....</b>	<b>30</b>
<b>3.10.0 Emergency Executive Succession .....</b>	<b>32</b>
<b>4.1.0 Global Governance Process .....</b>	<b>34</b>
<b>4.2.0 Governing Style.....</b>	<b>35</b>
<b>4.3.0 Board Job Products .....</b>	<b>37</b>
<b>4.4.0 Intra-Board Positions .....</b>	<b>39</b>
<b>4.5.0 Involvement in Advocacy Organizations .....</b>	<b>42</b>
<b>4.6.0 Board Members Code of Conduct.....</b>	<b>43</b>

<b>4.7.0 Board Member Visibility and Branding.....</b>	<b>45</b>
<b>4.8.0 Vice President.....</b>	<b>46</b>
<b>4.9.0 Board Meeting Attendance and Etiquette .....</b>	<b>49</b>
<b>4.10.0 Board Committee Principals.....</b>	<b>51</b>
<b>4.11.0 Board Committee Structure.....</b>	<b>53</b>
<b>4.12.0 Annual General Meeting .....</b>	<b>55</b>
<b>4.13.0 Board Member and President Remuneration.....</b>	<b>56</b>
<b>4.14.0 In Camera Meetings of the Board .....</b>	<b>58</b>
<b>4.15.0 Elections .....</b>	<b>60</b>
<b>4.16.0 Elections: Board of Directors.....</b>	<b>64</b>
<b>4.17.0 Elections: President Selection .....</b>	<b>69</b>
<b>4.18.0 Elections: Vice President Selection.....</b>	<b>72</b>
<b>4.19.0 Elections: By-Elections Process .....</b>	<b>75</b>
<b>4.20.0 Elections: Extraordinary Circumstances .....</b>	<b>78</b>
<b>4.21.0 Conference Selection.....</b>	<b>80</b>
<b>4.22.0 Conference Expensing .....</b>	<b>82</b>
<b>4.23.0 Conference Reporting.....</b>	<b>83</b>
<b>4.24.0 Referenda Policy .....</b>	<b>84</b>

# **0.0 POLICY FORMATTING & RECORD KEEPING**

## 0.1.0 Policy Formatting

---

**Adopted By:** Board of Directors

**Effective Date:** April 1, 2021

---

### 1.0 INTENT

- 1.1 The intent of this policy is to create policy format standard that describes the procedure and format to be followed in the development and preparation of policies written hereafter Definitions

### 2.0 DEFINITIONS

- 2.1 Policy: Represent CSI's position with respect to specific issues and duties
- 2.2 Shall: Mandatory without deviation.

### 3.0 PROCEDURES

- 3.1 Policy Title: Numbering System (*Using Policy 1.1.0 as an example*)

1. = Group/Department
1. = Policy Number
- 0 = Revision Number

- 3.2 Internal: Numbering System (*Using 3.2 as an example*)

3. = Section Title Number
2. = Subsection/Paragraph

- 3.2.1 Subsequent sub sections would be followed by another period and number.

- 3.3 **Information Panel:** Contain CSI logo on left side. Policy number to the right of logo. The following three lines will have a border line at the top of the first line and the bottom of the third, and third and will contain: who the policy was adopted by; and effective date; in that order.

- 3.4 **Intent:** The first section of every policy shall be the intent section. It will provide the overarching philosophy and intention of the policy. If gray areas exist, they will provide guidance and flexibility to adapt to unforeseen circumstances.

- 3.5 **Definitions:** The second section of every policy shall be the definitions section, if required. It will provide the definitions to relevant words pertaining to that specific policy.

- 3.6 **Reference Sources:** The last section of each policy shall be the reference sources policy section. It will list any relevant or referenced policies that pertain to the current policy. The list will not be numbered.

### 4.0 FORMATTING

- 4.1 Font: Times New Roman
- 4.2 Title Size: 18 Bold
- 4.3 Body Size: 12
- 4.4 Section titles are underlined and written in all capitals.
- 4.5 Each paragraph and/or subsection shall be given a subsection number in accordance with 3.2 of this policy.
- 4.6 All policies shall be written within a table that will be borderless unless otherwise specified within this policy.
- 4.7 Spacing between sections shall be a minimum of one empty table row. May be altered for aesthetic purposes. (i.e.. keeping sections on one same page)

## 5.0 REFERNCE SOURCES

**1.0 ENDS**



## 1.1.0 Ends

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 To clearly define the mission of CSI and identify specific ways it intends to achieve its mission.

### 2.0 MISSION STATEMENT

- 2.1 It is the mission of Conestoga Students Incorporated:
  - 2.1.1 **To enhance student satisfaction and success by providing a variety of student services at a cost justified by the results.**
- 2.2 Students have services, support, and resources
  - 2.2.1 Services that meet the demand of the membership
  - 2.2.2 Academic support, including appeals, code of conduct and academic concerns
  - 2.2.3 Resources that aid to academic success
  - 2.2.4 Health care at a reasonable cost
  - 2.2.5 Housing Services that support safe, affordable, and accessible accommodation for all students
- 2.3 Students have the opportunity to participate in recreational activities, and have access to study spaces and student lounges on campus
  - 2.3.1 Recreational activities and events
  - 2.3.2 Places to study, relax and socialize
- 2.4 Students are heard and represented
  - 2.4.1 The student board of directors advocate on behalf of the membership
  - 2.4.2 Student issues are solicited, heard, and brought to the College and Government.
  - 2.4.3 Feedback is critical for growth within CSI and the College
- 2.5 Students have access to skills development
  - 2.5.1 Students have access to grow their personal and professional skills.

## **2.0 BOARD MANAGEMENT DELEGATION**

## 2.1.0 Board As Owner- Representatives

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 To clearly define the mission of CSI and identify specific ways it intends to achieve its mission.

### 2.0 COMMITTEE PRINCIPLES

- 2.1 The board, as a group, represents the ownership interests of CSI
- 2.2 Board members' ethical obligation is to represent the entire ownership, not specifically the home organizations from which they are selected.
  - 2.2.1 Appropriate broad-based input from the moral ownership must be sought and assimilated
  - 2.2.2 The full range of the views of the moral ownership as to purpose and cost of the organization must be incorporated into board deliberations, not just those points of view held personally by board members.
- 2.3 Although board members are drawn from member organizations which are customers of the organization as well as its owners, board members must distinguish and serve those interests that are incident to the role of owners, not that of customers.
  - 2.3.1 Members as customers are of direct relevance to governance only in that the board must (1) decide what benefits are to be provided to members, and (2) ascertain that members receive those benefits. Both actions are done on behalf of members-as-owners.

### 3.0 REFERENCE SOURCES

## 2.2.0 Presidents Job Description

---

**Adopted By:** Board of Directors

**Effective Date:** January 15, 2021

---

### 1.0 INTENT

- 1.1 To define the job of the President of CSI

### 2.0 OVERVIEW

- 2.1 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' products and Directors' Code of Conduct.
- 2.2 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.
- 2.3 The President:
  - 2.3.1 Is the figurehead of the Corporation and must, therefore, conduct him/herself in the utmost professional manner at all times.
  - 2.3.2 Is also the President of Conestoga Student Services Incorporated and is held to the policies and by-laws of that corporation.
  - 2.3.3 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.
  - 2.3.4 Is an externally appointed Governor on the Conestoga College Board of Governors and therefore is responsible for attending all meetings.
  - 2.3.5 Is responsible for lobbying government officials at all levels to ensure the voices of Conestoga College students are accurately represented.
  - 2.3.6 Perform all duties with due diligence, and the highest degree of integrity and honesty.
  - 2.3.7 Has final authority alongside the Executive Director and Assistant Executive Director to make decisions or interpretations on policies created within the board. Is the direct supervisor of the Executive Director, Vice President, and Associate Vice Presidents

- 2.3.8 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.
- 2.3.9 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.
- 2.3.10 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.
- 2.3.11 Must review all program forum, College Council, and the College Board of Governors meeting minutes.
- 2.3.12 Will ensure that Directors have the information they require to perform their jobs.
- 2.3.13 He/she shall attend all SA/College meetings or will ensure the attendance of another Director.
- 2.3.14 Will be a signing authority for the Corporation.
- 2.3.15 Shall inform the student body of changes in CSI policies that directly affects the student membership.
- 2.3.16 Is a non-voting member of the board of directors.
- 2.3.17 Shall complete monthly incidental and compliance reports and report them to the board of directors at monthly board meetings.
- 2.3.18 Is the liaison between the ED/AED and the board of directors. The link to the organizational accomplishments and achievements of the President should be to the Executive Director
- 2.3.19 Is responsible for conducting an annual performance review for the Executive Director.
- 2.3.20 Will assist the Executive Assistant in the planning and implementing of various training retreats for the board of directors as required
- 2.3.21 Create a Strategic Plan Document for the Corporation as a whole

### 3.0 REFERENCE SOURCES

[4.3.0 Board Job Products](#)

[4.6.0 Board Members Code of Conduct](#)



## 2.3.0 Unity of Control

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Outlines what instructions, decisions, and requests the President must comply with as it pertains to members of the board.

### 2.0 POLICY

- 2.1 Only officially passed motions of the board are binding on the President.
  - 2.1.1 Decisions or instructions of individual board members, Officers or committees are not binding on the President.
  - 2.1.2 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.

### 3.0 REFERENCE SOURCES

## 2.4.0 Accountability of the President

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Establishes the connection and limitations of the boards control of the operations side of CSI. Ensures that the board remains focused on its core objective; to create and determine the long term and broad objectives of CSI.

### 2.0 POLICY

- 2.1 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.
  - 2.1.1 The board will never give instructions to persons who report directly or indirectly to the President except where the president deems applicable.
  - 2.1.2 The board will not evaluate, either formally or informally, any staff other than the President.
  - 2.1.3 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.

### 3.0 REFERENCE SOURCES



## 2.5.0 Delegation to the President

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Establish the means to which the board will instruct the President.

### 2.0 POLICY

- 2.1 The board will instruct the President through written policies that; Prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided (Executive Limitations) allowing the President to use any reasonable interpretation of these policies.
  - 2.1.1 **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?”
  - 2.1.2 **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.
  - 2.1.3 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.
  - 2.1.4 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.

### 3.0 REFERENCE SOURCES

## 2.6.0 Monitoring Executive Performance

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Establish the ways in which the board fulfills their duty to monitor the Presidents performance.

### 2.0 POLICY

- 2.1 Systematic and rigorous monitoring of the President's job performance will be solely measured against the following expected job products:
  - 2.1.1 Organizational accomplishment of the board's Ends policies, and
  - 2.1.2 Organizational operation within the boundaries established in board policies on Executive Limitations.
  - 2.1.3 Performance based on the President's Job Description, Directors' Products and Code of Conduct.
- 2.2 The board can acquire monitoring information by one or more of three methods:
  - 2.2.1 by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the board through compliance reports and incidental reports,
  - 2.2.2 by EXTERNAL REPORT: in which an external, independent third party selected by the board assesses compliance with the President's interpretation of board policies,
  - 2.2.3 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.
- 2.3 In every case, the board will judge:
  - 2.3.1 The reasonableness of the President's interpretation, and
  - 2.3.2 Whether data demonstrates accomplishment of the interpretation (regarding Ends) or compliance with the interpretation (regarding Executive Limitations).
- 2.4 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.

- 2.5 The board can monitor organizational compliance with any policy at any time by any of the above three (3) methods.
- 2.6 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:

<b>Reports</b>	<b>Annual Schedule</b>
<b>Compliance Report</b>	
3.6 Financial Condition and Activities	Monthly
3.3 Equity, Diversity, and Inclusion	June
3.10 Emergency Executive Succession	July
3.9 Communication and Support to the Board	August
3.8 Asset Protection	September
3.5 Compensation and Benefits	November
3.4 Treatment of Staff	January
3.2 Treatment of Members	February
3.1 Global Executive Constraint	March
3.7 Financial Planning and Budgeting	April
	<b>Monthly</b>
<b>Reports</b>	<b>(At every Board Meeting)</b>
<b>Incidental Reports</b>	
Updates and follow up from meeting action items	Yes

### 3.0 REFERENCE SOURCES

## **3.0 EXECUTIVE LIMITATIONS**

## 3.1.0 Global Executive Constraints

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

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

2.1.1 unlawful,

2.1.2 imprudent, or

2.1.3 in violation of commonly accepted business and professional ethics

### 3.0 REFERENCE SOURCES

## 3.2.0 Treatment of Members

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 Outlines the limitations of the President's interactions with members.

### 2.0 DEFINITIONS

2.1 Members: Fee paying students

### 3.0 POLICY

3.1 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.

3.2 The President will not:

3.2.1 Elicit information for which there is no clear necessity.

3.2.2 Use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to the material.

3.2.3 Operate facilities without appropriate accessibility and privacy.

3.2.4 Allow members to be unaware of what may be expected and what may not be expected from the service offered.

3.2.5 Allow members to not have access to board policy, board meeting minutes in a timely manner

3.2.6 Allow members to be unaware of this policy or a way to be heard for persons who believe that they have not been accorded a reasonable interpretation of their rights under this policy.

### 4.0 REFERENCE SOURCES

## 3.3.0 Equity, Diversity, & Inclusion

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2021

---

### 1.0 INTENT

1.1 Outlines the limitations of the President with regards to hiring practices.

### 2.0 POLICY

2.1 With respect to treatment of paid and volunteer staff, the President shall not cause or allow conditions of hiring, employment, or treatment which are inequitable or discriminatory based on any of the following:

2.1.1 Race

2.1.2 Ancestry

2.1.3 Place of origin

2.1.4 Colour,

2.1.5 Ethnic origin

2.1.6 Citizenship,

2.1.7 Creed

2.1.8 Sex (including pregnancy and breastfeeding)

2.1.9 Sexual orientation

2.1.10 Gender identity

2.1.11 Gender expression

2.1.12 Age

2.1.13 Record of offences

2.1.14 Marital status (including single status)

2.1.15 Family status

2.1.16 Disability

2.1.17 Socioeconomic Status

2.2 The President will not operate without written personnel procedures that:

2.2.1 Ensure equitable and diverse hiring practices,

2.2.2 Foster and celebrate a diverse workplace and work culture,

2.2.3 Ensure equal treatment and opportunities for all paid and volunteer staff,  
and

2.2.4 Lay out organizational goals relating to equity and diversity.

3.0 REFERENCE SOURCES



## 3.4.0 Treatment of Staff

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Outlines the limitations of the President's interactions with staff

### 2.0 POLICY

- 2.1 With respect to treatment of paid and volunteer staff, the President shall not cause or allow conditions, which are unfair, undignified, disorganized, or unclear.
- 2.2 The President will not:
  - 2.2.1 Operate without written personnel procedures that:
    - 2.2.1.1 Clarify rules for staff,
    - 2.2.1.2 Provide for effective handling of complaints and
    - 2.2.1.3 Protect against wrongful conditions (e.g., nepotism and grossly preferential treatment for personal reasons)
  - 2.2.2 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)
  - 2.2.3 Allow staff to be unprepared to deal with emergency situations.
  - 2.2.4 Allow staff to be unfamiliar with the President's interpretations of their protections under this policy.

### 3.0 REFERENCE SOURCES

## 3.5.0 Compensation & Benefits

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

- 1.1 Outlines the limitations of how the President compensates employees, consultants, contract workers and volunteers.

### 2.0 POLICY

- 2.1 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.
- 2.2 The President will not:
  - 2.2.1 Change the President's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
  - 2.2.2 Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
  - 2.2.3 Create obligations over a longer term than revenue can be reasonably projected.
  - 2.2.4 Establish or change compensation and benefits to cause unpredictable or inequitable situations, including those that:
    - 2.2.4.1 incur unfunded liabilities.
    - 2.2.4.2 provide less than some basic level of benefits to all full-time employees.
    - 2.2.4.3 allow any employee to lose benefits already accrued from any foregoing plan.
    - 2.2.4.4 treat the President differently from all other employees.

### 3.0 REFERENCE SOURCES

## 3.6.0 Financial Conditions & Activities

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

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

2.1.1 Fiscal jeopardy or

2.1.2 A material deviation of actual expenditures from board priorities established in End's policies, the annual planning cycle, and the strategic plan.

2.2 The President will not:

2.2.1 Expend more funds than have been received in the fiscal year to date unless the board's debt guideline (point #2 below) is met.

2.2.2 Borrow funds from the Corporation's investment GICs unless the amount can be expected to be repaid by the next payment from the College.

2.2.3 Allow payroll or debts to be handled in an untimely manner.

2.2.4 Allow tax payments or other Government-ordered payments or filings to be overdue or inaccurately filed.

2.2.5 Make a single purchase or commitment that has not been approved in the current budget.

2.2.6 Acquire, encumber, or dispose of real estate.

### 3.0 REFERENCE SOURCES

## 3.7.0 Financial Planning & Budgeting

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

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

2.1.1 Deviate materially from board Ends priorities, the annual planning cycle, and the strategic plan.

2.1.2 Risk financial jeopardy or

2.1.3 Fail to be derived from a multi-year plan.

2.2 The President will not allow budgeting to:

2.2.1 Risk incurring those situations or conditions described as unacceptable in the Executive Limitations Policy entitled “Financial Condition and Activities.”

2.2.2 Omit:

2.2.2.1 Credible projection of revenues and expenses,

2.2.2.2 Separation of capital and operational items,

2.2.2.3 Cash flow analysis, and

2.2.2.4 Disclosure of planning assumptions.

2.2.3 Provide less than what is prescribed for the board prerogatives during the year.

### 3.0 REFERENCE SOURCES

## 3.8.0 Asset Protection

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.
- 2.2 The President will not:
  - 2.2.1 Risk incurring those situations or conditions described as unacceptable in the Executive Limitations Policy entitled “Financial Condition and Activities.”
  - 2.2.2 Omit:
    - 2.2.2.1 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.
    - 2.2.2.2 Make any health plan contract changes.
    - 2.2.2.3 Subject facilities and equipment to improper wear and tear or insufficient maintenance.
    - 2.2.2.4 Unnecessarily expose the organization, its board, or staff to claims of liability.
    - 2.2.2.5 Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor’s standards.
    - 2.2.2.6 Make any purchase wherein normally prudent protection has not been given against conflict of interest or without appropriately comparing prices and quality.
    - 2.2.2.7 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.
    - 2.2.2.8 Invest or hold operating capital in anything other than low risk instruments and without being locked in for more than two months.

- 2.2.2.9 Endanger the organization's public image, credibility, or its ability to accomplish Ends.
- 2.2.2.10 Change the organization's name or substantially alter its identity in the community.
- 2.2.2.11 Enter into any contract without a prudent exit strategy.
- 2.2.2.12 Change any student or ancillary fees.
- 2.2.2.13 Sign any service contract that is over one (1) year in length without board approval.
- 2.2.2.14 Sign any student benefit contract without board approval.
- 2.2.2.15 Sign any contract for student health benefits that is more than one (1) year in length without board approval.

### 3.0 REFERENCE SOURCES

## 3.9.0 Communication & Support to the Board

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

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

2.2 The President will not:

2.2.1 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.

2.2.2 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.

2.2.3 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.

2.2.4 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.

2.2.5 Present information in unnecessarily complex or lengthy form.

2.2.6 Allow the board to be without a workable mechanism for official board, officer, or committee communications.

2.2.7 Favour or privilege certain board members over others, except when:

2.2.7.1 fulfilling individual requests for information or,

2.2.7.2 responding to officers or committees duly charged by the board.

- 2.2.8 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.

### 3.0 REFERENCE SOURCES



## 3.10.0 Emergency Executive Succession

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

2.1 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 (ED, AED, and VP) sufficiently familiar with board and Presidential issues and procedures to enable either to take over with reasonable proficiency as an interim successor.

### 3.0 REFERENCE SOURCES

## **4.0 GOVERNANCE PROCESS**

## 4.1.0 Global Governance Process

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 Outlines the role of the board of CSI

### 2.0 POLICY

2.1 The purpose of the board is to:

- 2.1.1 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.
- 2.1.2 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).
- 2.1.3 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).

### 3.0 REFERENCE SOURCES

## 4.2.0 Governing Style

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 N/A

### 2.0 POLICY

- 2.1 The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on:
- 2.1.1 Outward vision rather than an internal preoccupation
  - 2.1.2 Encouragement of diversity in viewpoints,
  - 2.1.3 Strategic leadership more than administrative detail,
  - 2.1.4 Clear distinction of board and chief executive roles,
  - 2.1.5 Collective rather than individual decisions,
  - 2.1.6 Speaking and acting as one board, one voice, or not at all,
  - 2.1.7 Future focus rather than past or present,
  - 2.1.8 Proactivity rather than reactivity.
- 2.2 The board will ensure that the principal priority of each board member who is a fee-paying student, is that of a fee-paying student.
- 2.3 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.
- 2.4 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.
- 2.5 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.

- 2.5.1 Annually at the August Retreat, the Board will establish any disciplinary guidelines they deem necessary for the remainder of its term.
- 2.6 Continual board development will include orientation of new members regarding the board's governance process and periodic board discussion of process improvement.
- 2.7 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.
- 2.8 The board will allow no Officer, individual or committee of the board to hinder or be an excuse for not fulfilling group obligations.

### 3.0 REFERENCE SOURCES

#### [4.1 Global Governance Process](#)

## 4.3.0 Board Job Products

---

**Adopted By:** Board of Directors

**Effective Date:** January 15, 2021

---

### 1.0 INTENT

- 1.1 To outline the expectations and duties of the Director

### 2.0 POSITION OVERVIEW

- 2.1 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.

### 3.0 PRODUCTS

- 3.1 The following job products of the board are intended to ultimately ensure appropriate organizational performance. Accordingly, the board will produce:
  - 3.1.1 **On-going communication** with the students-as-owners of CSI.
  - 3.1.2 **Written governing policies** that realistically address the broadest level of all organizational decisions and situations.
    - 3.1.2.1 **Ends Priorities:** Organizational impacts, products, effects, benefits, outcomes, recipients, beneficiaries, impacted groups, and their relative worth in cost or priority.
    - 3.1.2.2 **Executive Limits:** Limits on executive (CEO) to mitigate operational risk.
    - 3.1.2.3 **Governance Process:** Specification of how the board conceives, carries out and monitors its own task.
    - 3.1.2.4 **Board-Management Delegation:** How power is delegated, and its proper use monitored; the CEO role, authority, and accountability.
  - 3.1.3 **Assurance of successful organizational performance**, via monitoring, against Ends Priorities and Executive Limit policies to ensure organizational performance.
    - 3.1.3.1 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 Limitations.

#### 4.0 OTHER EXPECTATIONS

- 4.1 Create an overarching plan for operational teams to advocate on behalf of students, and to achieve or influence change within the College community.
  - 4.1.1 This will include attending Key Performing Indicators KPI audit sessions. The number of sessions required will be determined by the board each year.
- 4.2 Create an overarching plan for operational teams for Legislative change: to influence and achieve a legislative change at the local, provincial, and federal levels.
  - 4.2.1 Perpetuation of structured and evolving student forums created to affect legislative change at the local level in response to student expectations and recommendations.
- 4.3 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 and feedback methods shall include, but not be limited, to the following:
  - 4.3.1 Attendance at CSI and Conestoga College events, board members will maintain a high visibility as a director of the corporation among the student population.
  - 4.3.2 Visiting satellite campuses. Each Director will be required to visit Doon, Cambridge, Waterloo, DTK, Brantford 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 required. Ideally, this requirement should be met by attendance at student events.
  - 4.3.3 Attendance at all campus orientation for new students. This will include welcoming and encouraging new, returning students, and developing a relationship between CSI and the students.

#### 5.0 REFERENCE SOURCES

None.

## 4.4.0 Intra-Board Positions

---

**Adopted By:** Board of Directors

**Effective Date:** March 14, 2023

---

### 1.0 INTENT

1.1 To establish the roles and responsibilities of positions within the board

### 2.0 CHAIR

2.1 The expected outcome of the board chair's job is that the board behaves consistently with its own rules and those legitimately imposed upon from outside the organization.

#### 2.2 **Role of Chair**

2.2.1 Ensure board meeting content clearly belong to the board to decide or to monitor.

2.2.2 Ensure deliberations are open, fair, thorough, timely, orderly, and on topic

2.2.3 Set the agenda by bringing forth items for discussion.

2.2.4 Ensure board maintains a focus on CSI's Ends and strategic plan.

2.2.5 Work closely with the President to:

2.2.5.1 Preparing agenda items that require board approval

2.2.5.2 Creation of board requested committees and appointment of their members

#### 2.3 **Authority**

2.3.1 The board chair is empowered to chair board meetings with all the commonly accepted power of that position (ruling, recognizing, etc.).

2.3.2 The Board Chair has no authority to supervise or direct the President.

2.3.3 The Chair may delegate their authority but will remain accountable for its use.

#### 2.4 **Qualifications**



2.4.1 The chairperson should possess all of the following qualifications:

2.4.1.1 Strong understanding of CSI board policies

2.4.1.2 Past board member

2.4.1.3 Strong understanding of CSI's strategic plan and its progress

2.4.1.4 Adhere by the Board of Directors Code of Conduct policies.

## 2.5 Compensation

2.5.1 The chair is entitled to a compensation of \$250.00 per month for regularly scheduled board meetings, less applicable deductions. This would include the time they would require reviewing the meeting materials, work on the agenda and post meeting coordination. They would also be paid mileage as per company policy for attending in-person meetings.

2.5.2 In the event an unscheduled board meeting is called, the chair would be entitled to additional compensation of \$100 per unscheduled board meeting.

## 2.6 Selection

2.6.1 The chairperson for the following board shall be selected through a vote by the current board.

2.6.1.1 Voting members will include the Directors, the current President, current Vice President, the Executive Director, and the Associate Executive Director.

2.6.2 The schedule for the selection of chairperson is as follows:

2.6.2.1 March: Notice of Intent to Run

2.6.2.2 April: Board selection

2.6.3 Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.

2.6.4 Candidates will not be eligible to vote.

2.6.5 No campaigning or lobbying between rounds of voting is permitted.

2.6.6 A defeated candidate will not be permitted to join the voting rounds.

2.6.7 A secret ballot will take place until there is a clear majority towards one candidate. Candidates receiving the lowest vote total will be removed from the ballot until one candidate remains.

2.6.8 In the event that no current board member is interested or voted to the position of chair then the board may request to call on past board members to be considered for the position.

2.6.8.1 If no candidate is selected, then a sitting Director will be selected as Chair

## 2.7 **Removal**

2.7.1 The board may, at any time, vote to eliminate the chair for not fulfilling their duties as outlined within this policy.

2.7.1.1 **Interim Chair:** Upon the removal of the Chair a sitting Director will be selected to assume the role as the interim Chair until a new Chair is selected.

## 3.0 SECRETARY

3.1 The board secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents. The board will ensure that it regularly reviews and clarifies its expectations for the preparation of board documents and communicates this to the Secretary.

### 3.2 **Role of Secretary**

The board secretary will work closely with the Chair of the Board and the President in the planning of board meetings. The secretary shall ensure:

3.2.1 Creation and distribution of agenda for board meetings

3.2.2 Accurate recording and distribution of board meeting minutes

3.2.3 Creation and maintenance of up-to-date board calendar outlining matters to be on the board's agenda over the course of their term.

3.2.4 Record attendance at board meetings

3.3 The authority of the Secretary is access to, and control over, board documents.

### 3.4 **Selection**

3.4.1 At orientation, a secretary must be selected among the directors

## 4.0 REFERENCE SOURCES

## 4.5.0 Involvement in Advocacy Organizations

---

**Adopted By:** Board of Directors

**Effective Date:** May 1, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 ADVOCACY ORGANIZATIONAL REPRESENTATIVES

2.1 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:

- 2.1.1 Provide monthly updates to the board of directors on the activities and initiatives of the advocacy organization they represent in Board Meetings.
- 2.1.2 Be in regular contact with the advocacy organization they represent to stay apprised of the initiative and activities undertaken.
- 2.1.3 To forward and head implementation of initiatives from the advocacy organization as approved by the board

### 3.0 BOARD MEMBERS SERVICE IN ADVOCACY ORGANIZATIONAL POSITIONS

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

- 3.1.1 Prioritize the work of CSI above the work of the advocacy organization except where deemed applicable and allowed by the board.
- 3.1.2 Assist the representative in giving updates to the board were requested by that representative.

### 4.0 VOTING IN PLENARIES

4.1 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

### 5.0 REFERENCE SOURCES

## 4.6.0 Board Members Code of Conduct

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 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.
- 2.2 Board members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
- 2.3 Board members must avoid conflict of interest with respect to their fiduciary responsibility.
  - 2.3.1 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.
  - 2.3.2 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.
  - 2.3.3 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.
  - 2.3.4 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 May 1st – April 30th.
- 2.4 Board members may not attempt to exercise individual authority over the organization.

- 2.4.1 Board members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
- 2.4.2 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.
- 2.4.3 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.
- 2.5 Board members will respect the confidentiality appropriate to issues of a sensitive nature.
- 2.6 Directors must maintain a program pass throughout their entire term with CSI.
  - 2.6.1 Each Director must submit their grades to the President at the end of each semester.
- 2.7 Board members will be properly prepared for board deliberation.
- 2.8 Each Director shall attend and be prepared for all board meetings, and all orientation events.
- 2.9 Attendance is mandatory at all CSI training retreats and strategic planning meetings.
- 2.10 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.
- 2.11 Board members will avoid acting in a manner that could negatively reflect the Corporation while wearing official CSI uniforms and gear.
- 2.12 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.
- 2.13 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.

### 3.0 REFERENCE SOURCES

## 4.7.0 Board Member Visibility and Branding

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 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 representation capacity wear the materials provided by the corporation.
- 2.2 BOD wear is mandatory during the following times with the exception of time in the CSI Board Office:
  - 2.2.1 Event attendance
  - 2.2.2 During all scheduled campus orientations
  - 2.2.3 Attendance at in person meetings of the board.

### 3.0 REFERENCE SOURCES

## 4.8.0 Vice President

---

**Adopted By:** Board of Directors

**Effective Date:** June 23, 2021

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

2.1 The Vice President is:

2.1.1 A non-voting member Officer of the Board who works with the Directors to ensure they meet their Ends

2.1.2 The individual who will assume the presidency in the absence of the President.

2.1.3 The Vice President is responsible to complete 15 hours of work per week with a total of 5 hours to be completed in office. The Vice President will be determined by the Board in February Board meeting based on the presentation by the HR on Salary forecast dependant market data. Pay will be bi-weekly, upon completion of all duties & submission of an incidental report to the Board. For any hours worked over 15 hours per week, the Vice President will be entitled to overtime under CSI's Operational Overtime Policy

2.1.4 If the Vice President assumes the role of President, the Vice President will receive compensation equal to that of the President for the duration of the assumed Presidency.

2.2 The Vice-President must be accessible in the CSI office for a minimum of 5 hours per week during the Fall and Winter semesters to be available for:

2.2.1 Answering board member questions

2.2.2 Communication between the VP and the executive team

2.2.3 Aiding in the answering of students concerns

2.3 The Vice President is subject to performance evaluations pertaining to their attendance at events deemed mandatory by the BOD and the executive team, and their moral obligations to act in the best interest of students. Each year performance evaluation will be done for the Vice President twice a year. The first will be in November and the second will be in March. The board will establish a Performance evaluation committee comprising of maximum 3 Directors, President, Executive Director, Associate ED &

HR to conduct the same. Furthermore, The Vice President will also be evaluated on their ability to uphold their commitment to:

- 2.3.1 Complete duties assigned to the best of their abilities, without jeopardizing their academic standing.
  - 2.3.2 To act in a professional manner when representing CSI, and as a student of Conestoga College holding the title of Vice President.
  - 2.3.3 Provide clear and timely information to the BOD and executive team in the case they are, unable to complete any of their duties, due to what can reasonably be deemed as unforeseen circumstances.
  - 2.3.4 To at a minimum take personal responsibility for the actions, and never resort to the blaming of third parties.
  - 2.3.5 Be in attendance at awareness events. The Vice President is expected to attend at least four (4) student events each semester.
  - 2.3.6 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.
  - 2.3.7 Be in attendance at scheduled campus orientation for new students.
- 2.4 If a Vice President is found acting in a manner not in line with any area subject to performance evaluation, they may be subject to disciplinary action including but not limited to:
- 2.4.1 Deductions of honorariums,
  - 2.4.2 loss of executive privileges,
  - 2.4.3 withdrawal of attendance to future conferences.
- 2.5 The severity of disciplinary action will be determined by the BOD and the executive team during the (Fall and Winter semesters). During the summer term, disciplinary action may be determined by the executive team exclusively ensuring all issues are communicated in a timely manner to the board of directors.

### 3.0 DUTIES & RESPONSIBILITIES

- 3.1 Work with the Directors to ensure they meet their Ends. This Includes:
  - 3.1.1 Completing action items from BOD or Roundtable meeting as requested by the board of directors
  - 3.1.2 Providing mentorship and the access to all necessary tools and resources
- 3.2 Serve as the Treasurer of CSI and perform the duties associated with that position.



- 3.3 Serve as the 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:
  - 3.3.1 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.
  - 3.3.2 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.
  - 3.3.3 Attendance at awareness events. The Vice President is expected to attend at least four (4) student events each semester.
- 3.4 Attend and be prepared for all scheduled monthly board meetings and scheduled weekly round table meetings.
- 3.5 Attend all CSI training retreats and strategic planning weekends.
- 3.6 Know, understand, and follow all the governing policies.
- 3.7 4.7 Create a monthly incidental report and present to the Board of Directors at scheduled board meetings.
- 3.8 Participate on CSI, college and community committees that need student representation, as determined by the board. The Vice President shall be responsible to participate in at least one (1) committee for the fall and winter semester.
- 3.9 College/Community change: Advocate on behalf of the students and achieve or influence change within the College community.
- 3.10 Perform other duties as prescribed by the President and/or the board.

#### 4.0 QUALIFICATIONS

- 4.1 Must maintain a program pass throughout the entire term with CSI from September 1st – April 30th.
- 4.2 Must submit their grades to the President at the end of each semester

#### 5.0 REFERENCE SOURCES

## 4.9.0 Board Meeting Attendance and Etiquette

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 Directors are responsible for attending all scheduled monthly board meetings and scheduled round table meetings.
- 2.2 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).
- 2.3 Attendance for meetings is described below:
  - 2.3.1 Official Board Meetings:
    - 2.3.1.1 Virtual attendance is mandatory from May to August unless otherwise stated.
    - 2.3.1.2 Physical attendance is mandatory from September to April unless otherwise stated.
  - 2.3.2 Roundtable Meetings:
    - 2.3.2.1 Virtual attendance is mandatory unless otherwise stated.
- 2.4 Directors must adhere to the following meeting etiquette at all meetings of the board. Board members shall:
  - 2.4.1 Be 10 minutes early and prepared for all meetings
  - 2.4.2 Be in BOD-wear during meetings attended in person
  - 2.4.3 Use their CSI provided equipment and tools during the meeting
  - 2.4.4 Be orderly and respectful of other directors, and ask questions in an organized manner.

2.4.5 Follow Roberts Rules of Order when asking a question or commenting on a topic

2.4.6 Stick to the allotted time of the agenda item in discussion

2.4.7 Use professional language

2.5 Board members shall not use their cell phones during the meetings held in person aside from emergency purposes.

### 3.0 REFERENCE SOURCES

## 4.10.0 Board Committee Principals

---

**Adopted By:** Board of Directors

**Effective Date:** April 1, 2021

---

### 1.0 INTENT

- 1.1 To establish the purpose and limitations of board committees.

### 2.0 COMMITTEE PRINCIPLES

- 2.1 The purpose of the board committees is to help the board achieve its ends, not to help or advise staff.
- 2.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes.

Board committees cannot exercise authority over staff, including the President.

- 2.2.1 The President works for the full board and will therefore not be required to obtain approval of a board committee before making a delegated operational decision.

Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.

In keeping with the board's broader focus, board committees will normally not have direct dealing with current staff operations.

- 2.3 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).
- 2.4 The purpose of board committees is to save the board time so that it can fully discuss and consider the options at a board meeting. Therefore, committees should assist the board by preparing options (and consequences for each option) for full board discussion.

Committees will be used sparingly and ordinarily in an ad hoc capacity (not including standing committees). Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee or if the group is formally

labeled a committee. This is separate from committees formed under the authority of the President.

### REFERENCE SOURCES

## 4.11.0 Board Committee Structure

---

**Adopted By:** Board of Directors

**Effective Date:** April 1, 2021

---

### 1.0 INTENT

1.1 To establish the role and composition of permanent board committees.

### 2.0 PREAMBLE

2.1 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.

### 3.0 POLICY COMMITTEE

3.1 **Chair:** Director

3.2 **Secretary:** Staff Member

3.3 **Committee Composition:**

3.3.1 At least three (3) seats for Directors

3.3.2 Operational Staff Member

3.3.3 Vice President

3.4 **Committee Goals:**

3.4.1 To ensure that Conestoga Students Inc Policies remain up to date.

3.4.2 To ensure that board organizational structure is operating in an efficient and timely manner, through the creation and upkeep of forward-thinking policies

3.4.3 To help provide Conestoga's Students Inc Board on clarity and understanding of existing policies

3.4.4 To maintain proper and timely documentation regarding changes to Conestoga Students Inc's policies

3.4.5 Creation of agendas and minutes for each committee meeting

### 4.0 PRESIDENT PERFORMANCE REVIEW COMMITTEE

## 5.0 REFERENCE SOURCES

## 4.12.0 Annual General Meeting

---

**Adopted By:** Board of Directors

**Effective Date:** April 24, 2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

2.1 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.

2.2 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:

2.2.1 Members must be given at least 21 days' notice

2.2.2 All meeting materials must be available at least 21 days prior to the meeting

2.2.3 Quorum must be a ratio of 1 per member 1000 of member population

2.2.3.1 Can be attained through proxy submission and/or in-person attendance

2.2.3.2 The Board of Directors will make every reasonable effort exceed the quorum and maximize attendance at the Annual General Meeting

2.2.4 Must be held in the Region of Waterloo

2.3 The annual general meeting materials must include:



- 2.3.1 The approval of the current year's agenda
- 2.3.2 The approval of the previous year's minutes
- 2.3.3 The approval of the audited financials
- 2.3.4 The approval of the financial auditor
- 2.3.5 The approval of any other materials deemed appropriate by the board.
- 2.3.6 Remuneration of the President, VP & Directors to be disclosed with the rationale for any increases to ensure accountability and transparency.

### 3.0 REFERENCE SOURCES

## 4.13.0 Board Member and President Remuneration

---

**Adopted By:** Board of Directors

**Effective Date:** 4/13/2022

---

### 1.0 INTENT

1.1 ...

### 2.0 DEFINITIONS

2.1 ...

### 3.0 ALL BOARD MEMBERS

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

3.1.1 Free services including faxing, binding, laminating, printing, and photocopying, and

3.1.2 Discounted graduation photos, based on the service provider's rates.

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

### 4.0 ELECTED DIRECTORS

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

- 4.1.1 The time commitment of the elected directors is a minimum of thirty-two (32) hours per semester from May 1st – April 30th of their elected term, excluding meetings. Meetings may occur in the evening and during the summer months. Directors traveling on board business shall be entitled to a reimbursement of travel expenses incurred at the current rate as set out by the ED.
- 4.1.2 The compensation of the elected directors will be an honorarium determined by the Board in February Board meeting; based on the presentation by the HR on salary forecast dependent market data. Directors will be paid bi-weekly.
- 4.1.3 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.

## 5.0 PRESIDENT

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

- 5.1.1 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.
- 5.1.2 The compensation of a first-year President will be determined by the Board in February Board meeting; based on the presentation by the HR on salary forecast dependent market data. There will be 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.
- 5.1.3 Each year performance evaluation will be done for the President in the month of February prior to executive selection meeting. The board will establish a Performance evaluation committee comprising of maximum 3 Directors, Executive Director, AVP & HR to conduct the same

## 6.0 REFERENCE SOURCES

6.1 None

## 4.14.0 In Camera Meetings of the Board

---

**Adopted By:** Board of Directors

**Effective Date:** 4/24/2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 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.
- 2.2 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.
- 2.2.1 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.
- 2.2.2 The chair must state the time that the meeting went in-camera and document in the minutes for the meeting.
- 2.2.3 During an in-camera meeting:
- 2.2.3.1 Minutes must be taken. The in-camera minutes will be recorded separately from the public minutes.
- 2.2.3.2 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.
- 2.2.3.3 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.
- 2.2.4 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.

- 2.2.5 In-camera sessions should be used sparingly and should not be the default setting for group discussions.
- 2.2.6 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.
- 2.2.7 Only the board of directors and guests that have been invited by the board of directors are allowed in the in-camera meeting.

2.3 When you are ready to return to a public forum:

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

3.0 NOTES:

- 3.1 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.
- 3.2 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.
- 3.3 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.

4.0 REFERENCES

- 4.1 N/A

## 4.15.0 Elections

---

**Adopted By:** Board of Directors

**Effective Date:** 4/11/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 OUTLINE

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

2.1.1 The board of directors are elected through a student wide election

2.1.2 The Vice President is elected from within the current members of the board at the Executive Selection Meeting held in February.

2.1.3 The President is elected by the current members of the board at the Executive Selection Meeting held in February.

2.2 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).

### 3.0 BOARD'S ROLE

3.1 The Primary Electoral Officer (PEO) will be the Executive Assistant unless decided otherwise by the board. The PEO will assist the board in running the elections. The board's responsibilities are:

3.1.1 To appoint a person to act as Primary Electoral Officer of the Corporation.

3.1.2 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.

3.1.3 To not publicly endorse or denounce any potential Director either collectively or as individuals.

3.1.4 To be a voting member in the President's and Vice President's selection process.

3.1.5 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.

- 3.1.6 To ratify the elected Directors, the Vice President, and the President into power by the last board meeting in April.

#### 4.0 PRIMARY ELECTORAL OFFICERS ROLE

- 4.1 The Primary Electoral Officer is responsible for assisting the ED/AED execute and monitor the board election process and reporting to the board on a regular basis.
- 4.2 The PEO's responsibilities are:
  - 4.2.1 To become familiar with this policy and the relevant areas of the CSI constitution.
  - 4.2.2 To act as the CSI spokesperson regarding all election activity.
  - 4.2.3 To make all disqualification decisions after they investigate and collect any and all evidence regarding infractions or irregularities to this policy.
    - 4.2.3.1 All disqualification decisions will be copied to the board immediately (csibod@conestogac.on.ca).
  - 4.2.4 To assist in all necessary staffing and planning arrangements to run the election at all campuses. This includes recruitment and promotional marketing of elections.
  - 4.2.5 To coordinate a means in which all candidates can contact and reach the students.
  - 4.2.6 To host at least one all candidates meeting for each election.
  - 4.2.7 To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3).
    - 4.2.7.1 All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.
    - 4.2.7.2 The PEO may appoint the ED/AED to accept the nomination packages in the PEO's absence.
  - 4.2.8 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.
    - 4.2.8.1 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.

- 4.2.9 To work with the Executive team to create a reasonable budget to successfully complete elections at all Conestoga College campuses.

## 5.0 CANDIDATES PACKAGES

- 5.1 The PEO will prepare a candidate's package for each position which will include:

### 5.2 Director's Package

- 5.2.1 Election Schedule
- 5.2.2 Board of Directors' Elections Policy
- 5.2.3 Board of Directors' Code of Conduct
- 5.2.4 Job Products
- 5.2.5 Campaign Rules
- 5.2.6 Student Achievement Record
- 5.2.7 Student Signature Pages
- 5.2.8 Mandatory Dates Agreement
- 5.2.9 College Release Form

### 5.3 Vice President's Package

- 5.3.1 Election Schedule
- 5.3.2 Vice Presidents Elections Policy
- 5.3.3 Job Description
- 5.3.4 Student Achievement Record
- 5.3.5 Mandatory Dates Agreement
- 5.3.6 College Release Form

### 5.4 President's Package

- 5.4.1 Election Schedule
- 5.4.2 Presidents Elections Policy
- 5.4.3 Job Description
- 5.4.4 Student Achievement Record
- 5.4.5 Mandatory Dates Agreement

#### 5.4.6 College Release Form

5.5 Once the elections close the PEO will inform the candidates, the board of directors and the student members of who the successful Directors, Vice President, and President are.

### 6.0 REFERENCE SOURCES

6.1 N/A



## 4.16.0 Elections: Board of Directors

---

**Adopted By:** Board of Directors

**Effective Date:** 4/11/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 OUTLINE

2.1 Conestoga Students Inc. will hold Director's elections every year to fill seven (7) Director's positions and one (1) Indigenous Director Position. These positions are filled by a student wide vote across all Conestoga College campuses.

### 3.0 CANDIDATES ROLES AND RESPONSIBILITIES

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

3.2 The candidate's responsibilities are:

3.2.1 To be a fee-paying member at Conestoga College that does not have any scheduled Co-op terms during their entire Director term.

3.2.1.1 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 Board Job Products.

3.2.2 To be eighteen (18) or more years of age and have the power to contract.

3.2.3 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.

3.2.4 If a current director is rerunning, they require a program pass.

3.2.5 Must be willing to meet the time requirements and mandatory dates set out in the Board Job Products.

3.2.6 Must be a member in good standing.

3.2.7 Must have a clean College Code of Conduct record and a clean CSI Code of Conduct record.

- 3.2.8 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.
- 3.2.9 To adhere to the Members' Code of Conduct Policy and not publicly endorse or denounce any returning or potential Director.

#### 4.0 NOMINATIONS

- 4.1 4.1 The nomination process will open in February and close twenty eight (28) days later at noon
  - 4.1.1 Nomination packages will be made available at this time at all campuses.
  - 4.1.2 Prior to the closing of the nomination process, candidates must submit all forms contained within the Directors Nomination Package:
    - 4.1.2.1 Nomination forms printed and signed with student numbers from ten (10) fee-paying member students of the Corporation
    - 4.1.2.2 Two faculty signatures
    - 4.1.2.3 Minimum 500-word application that identifies who the candidate is, why they want to run, and why they would make a good student leader
    - 4.1.2.4 Most recent Student Achievement Record
    - 4.1.2.5 Personal Information and Contact Form
    - 4.1.2.6 Signed mandatory dates agreement
    - 4.1.2.7 Signed College Release Forms
    - 4.1.2.8 Unedited picture of themselves
    - 4.1.2.9 Brief Platform/Biography for online use
  - 4.1.3 The PEO and the ED/AED will verify that all candidates meet the specified qualifications before the candidates are contacted to confirm their eligibility.

#### 5.0 GENERAL ELECTION:

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

- 5.2 In the event that 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.
- 5.3 In the event that more than seven (7) qualified candidates move on from the selection process, the board will execute the remainder of this election process policy.

## 6.0 CAMPAIGN PERIOD

- 6.1 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.
  - 6.1.1 The all-candidates meetings will be held before the campaign period starts.
  - 6.1.2 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.
  - 6.1.3 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.
  - 6.1.4 Candidates must campaign independently and not collude to create a group campaign.

## 7.0 CANDIDATES CAMPAIGN MATERIALS

- 7.1 Candidates are fully responsible for the operation and organizational products of their campaign, including creation of their posters.
- 7.2 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.
- 7.3 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.
  - 7.3.1 The number of demerit points issued per infraction is at the discretion of the PEO.
- 7.4 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.
  - 7.4.1 Posters

- 7.4.1.1 All candidate posters will be hung up by CSI staff members in the designated locations around campus only.
- 7.4.1.2 Posting materials must be submitted to the PEO for approval and printing within two (2) business days of the posting deadline.
- 7.4.1.3 CSI will post campaign ads to each candidate through out the various campuses.
- 7.4.1.4 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.

#### 7.4.2 Flyers

- 7.4.2.1 Flyer content must be approved by the PEO prior to printing.
- 7.4.2.2 All flyers must be handed out by the actual candidate.

#### 7.4.3 Hallways Booths

- 7.4.3.1 Candidates are encouraged to set up a booth in the hallway and talk with students.
- 7.4.3.2 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.

### 8.0 PEO'S CAMPAIGN MATERIALS

- 8.1 The election period, along with the opening and closing of the voting will be decided on by the PEO.
- 8.2 Accordingly, the PEO shall:
  - 8.2.1 Notify each member of the Corporation, using an updated mailing list from the Registrar's office, of relevant voting information including:
    - 8.2.1.1 The dates, times and means to vote
    - 8.2.1.2 Names of the candidates seeking election, listed in alphabetical order of surname starting with "A" through "Z."
- 8.3 Will be in charge of executing and monitoring the voting.
- 8.4 Shall certify the final results of the election. Upon certification, the PEO shall announce the successful Directors to the members of the Corporation

### 9.0 APPEAL PROCEDURE

9.1 The Director Election Process cannot be appealed

#### 10.0 ELECTION COMPLETION

10.1 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.

#### 11.0 RELEVANT SOURCES

## 4.17.0 Elections: President Selection

---

**Adopted By:** Board of Directors

**Effective Date:** 4/11/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 OUTLINE

- 2.1 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.
- 2.2 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).

### 3.0 BOARD'S ROLE

- 3.1 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.
- 3.2 The board's responsibilities are:
  - 3.2.1 To not publicly endorse or denounce any potential Presidential candidate either collectively or as individuals.
  - 3.2.2 To be a voting member in the Presidents Selection Process.
  - 3.2.3 To ratify the selected President into power at the last board meeting in April.

### 4.0 PEO'S ROLE

- 4.1 The PEO will be responsible for executing and monitoring the Executive Selection Process policy. The CSI ED/AED will assist the PEO in this process.
- 4.2 The PEO's responsibilities are:
  - 4.2.1 To become familiar with this policy and the relevant areas of the CSI By-laws.
  - 4.2.2 To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section 6.1.
  - 4.2.3 To use and have final interpretation rights for this particular policy.

- 4.2.4 To effectively run the Presidential Selection Meeting in a fair and impartial manner.
- 4.2.5 To oversee the secret ballot administration and ensure the counting of such was done fairly and without mistake.
- 4.2.6 To announce the results of the voting to the board
- 4.2.7 The PEO will not take part in the voting process.

## 5.0 PRESIDENT SELECTION

### **5.1 Qualifications:**

- 5.1.1 In order to run in the election as a Presidential candidate, they must meet specific criteria.
  - 5.1.1.1 To be a current elected/selected member of the board
  - 5.1.1.2 To be able and willing to serve a one-year term of full-time employment.
  - 5.1.1.3 To maintain a 70% average in the prior semester
  - 5.1.1.4 To have a clean Conestoga College Code of Conduct record and a clean CSI Code of Conduct record.

### **5.2 Nomination Period**

- 5.2.1 The nomination process will open in February and close five (5) business days later at noon. Within three (3) business days following the close, the candidates will be announced to the board.
- 5.2.2 Nomination packages are available only from the PEO
  - 5.2.2.1 In the event the PEO is away the ED/AED will have access to the nomination packages
- 5.2.3 Prior to the closing of the nomination process, Presidential candidates must submit all forms contained within the nomination package in complete to the PEO.
- 5.2.4 All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.
- 5.2.5 In the event that:
  - 5.2.5.1 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.

- 5.2.5.2 More than one qualified Presidential candidate completes the nomination package; the board will execute the remainder of this Election Policy.

### 5.3 President Selection Meeting

- 5.3.1 A Presidential Selection Meeting (PSM) must be held prior to the end of February annually.
- 5.3.2 Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.
  - 5.3.2.1 Candidates will not be present for other candidates' speeches.
- 5.3.3 A maximum of 45 minutes each for a question-and-answer period will follow the candidate's speeches.
- 5.3.4 Voting will take place after the question-and-answer period after the candidates have left the voting room.
- 5.3.5 Voting members will include the Directors, the current President, current Vice President, the Executive Director, and the Assistant, Executive Director.
- 5.3.6 Candidates will not be eligible to vote at the Presidential Selection Meeting.
- 5.3.7 No campaigning or lobbying between rounds of voting is permitted.
- 5.3.8 A defeated candidate will not be permitted to join the voting rounds.
- 5.3.9 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.
- 5.3.10 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.
- 5.3.11 PEO will announce the results to the board of directors at the end of the Presidential Selection Meeting.
- 5.3.12 The PEO will announce the incoming President to the members of the Corporation after all elections conclude.

### 5.4 Appeal Procedure

- 5.4.1 The Executive Selection Process cannot be appealed

## 6.0 RELEVANT SOURCES



## 4.18.0 Elections: Vice President Selection

---

**Adopted By:** Board of Directors

**Effective Date:** 4/11/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 OUTLINE

- 2.1 The currently elected/selected Members of the board is tasked on behalf of the members to select the next Vice President who personifies the Student Association. The Vice President will serve the board full time from May 1st to August 31st and part time from September 1st to April 30th.
- 2.2 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).

### 3.0 BOARD'S ROLE

- 3.1 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.
- 3.2 The board's responsibilities are:
  - 3.2.1 To not publicly endorse or denounce any potential Vice President candidate either collectively or as individuals.
  - 3.2.2 To be a voting member in the Vice President Selection Process.
  - 3.2.3 To ratify the selected Vice President into power at the last board meeting in April.

### 4.0 PEO'S ROLE

- 4.1 The PEO will be responsible for executing and monitoring the Executive Selection Process policy. The CSI ED/AED will assist the PEO in this process.
- 4.2 The PEO's responsibilities are:
  - 4.2.1 To become familiar with this policy and the relevant areas of the CSI By-laws.
  - 4.2.2 To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section 6.1.

- 4.2.3 To use and have final interpretation rights for this particular policy.
- 4.2.4 To effectively run the Vice President Selection Meeting in a fair and impartial manner.
- 4.2.5 To oversee the secret ballot administration and ensure the counting of such was done fairly and without mistake.
- 4.2.6 To announce the results of the voting to the board
- 4.2.7 The PEO will not take part in the voting process.

## 5.0 VICE PRESIDENT SELECTION

### 5.1 **Qualifications:**

- 5.1.1 In order to run in the election as a Vice Presidential candidate, they must meet specific criteria.
  - 5.1.1.1 To be a current elected/selected member of the board
  - 5.1.1.2 To be able and willing to serve a one-year term of full-time employment.
  - 5.1.1.3 To maintain a 70% average in the prior semester
  - 5.1.1.4 To have a clean Conestoga College Code of Conduct record and a clean CSI Code of Conduct record.

### 5.2 **Nomination Period**

- 5.2.1 The nomination process will open in February and close five (5) business days later at noon. Within three (3) business days following the close, the candidates will be announced to the board.
- 5.2.2 Nomination packages are available only from the PEO
  - 5.2.2.1 In the event the PEO is away the ED/AED will have access to the nomination packages
- 5.2.3 Prior to the closing of the nomination process, Presidential candidates must submit all forms contained within the nomination package in complete to the PEO.
- 5.2.4 All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.
- 5.2.5 In the event that:

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

### **5.3 Vice President Selection Meeting**

- 5.3.1 A Vice President Selection Meeting (VPSM) must be held prior to the end of February annually.
- 5.3.2 Candidates will have a maximum of 15 minutes to present their platform/speech to the voting members of the board.
  - 5.3.2.1 Candidates will not be present for other candidates' speeches.
- 5.3.3 A maximum of 45 minutes each for a question-and-answer period will follow the candidate's speeches.
- 5.3.4 Voting will take place after the question-and-answer period after the candidates have left the voting room.
- 5.3.5 Voting members will include the Directors, the current President, current Vice President, the Executive Director, and the Assistant, Executive Director.
- 5.3.6 Candidates will not be eligible to vote at the VPSM.
- 5.3.7 No campaigning or lobbying between rounds of voting is permitted.
- 5.3.8 A defeated candidate will not be permitted to join the voting rounds.
- 5.3.9 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.
- 5.3.10 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.
- 5.3.11 PEO will announce the results to the board of directors at the end of the VPSM.
- 5.3.12 The PEO will announce the incoming Vice President to the members of the Corporation after all elections conclude.

### **5.4 Appeal Procedure**

5.4.1 The Executive Selection Process cannot be appealed

## 6.0 RELEVANT SOURCES

# 4.19.0 Elections: By-Elections Process

---

**Adopted By:** Board of Directors

**Effective Date:** 4/24/2019

---

## 1.0 INTENT

1.1 ...

## 2.0 OUTLINE

- 2.1 A by-election shall be called as the board sees fit to fill one or more vacancies on the board of directors.
- 2.2 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.
- 2.3 Upon the elections schedule being set, the PEO will undertake to effectively advertise the by-election to the members and encourage nominations.
- 2.4 The nomination period will follow the same format as outlined in Elections – Board of Directors (Policy 4.16) 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.
- 2.5 Candidate eligibility requirements will follow the same format as outlined in Elections – Board of Directors (Policy 4.16).
- 2.6 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.
- 2.7 Under no circumstances will any candidate provide incentives for the directors to vote for them either in terms of gifts or other favours
- 2.8 A meeting shall then occur in the following format:

2.8.1 Candidate meetings

2.8.2 Election process

2.8.3 Board confidence

2.8.4 Ratification

2.9 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 who will also gather all necessary documentation and legal documentation for their legal appointment as directors of the corporation.

2.10 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.

### 3.0 CANDIDATES MEETINGS

3.1 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.

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

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

### 4.0 ELECTION PROCESS

4.1 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.

4.2 Voting members of the board for this decision will include

4.2.1 All sitting Directors

4.2.2 The President and Vice President

4.2.3 The ED and AED

4.2.4 If the PEO also occupies one of the positions listed above, they shall abstain from voting in order to maintain an unbiased elections procedure.

4.3 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.

- 4.4 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.
- 4.5 PEO will announce the results to the board of directors at the end of the election process.

#### 5.0 BOARD CONFIDENCE

- 5.1 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.

#### 6.0 RATIFICATION

- 6.1 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

#### 7.0 RELEVANT SOURCES

## 4.20.0 Elections: Extraordinary Circumstances

---

**Adopted By:** Board of Directors

**Effective Date:** 4/24/2019

---

### 1.0 INTENT

- 1.1 To provide the general framework for elections in the event that the process outlined in the Elections Policy cannot be implemented.

### 2.0 DEFINITIONS

- 2.1 **Extraordinary Circumstance:** An event that results in the significant disruption to the regular functions of CSI's election policy.
- 2.2 **Membership:** Fee paying students.

### 3.0 POLICY

- 3.1 In the event of an extraordinary circumstance the board can, at its discretion, modify the elections policy in any way it sees fit to ensure that an open and fair election is conducted.

- 3.1.1 The board must vote to enact this policy for it to supersede the Election Policy
    - 3.1.1.1 The election must be held within 90 days of its enactment
  - 3.1.2 This policy shall only be enacted when the board deems that there are extraordinary circumstances and must provide the membership rationale for enacting this policy as well as justification for all changes that deviate from the standard election process. This rationale and justification will be provided through all reasonable means to communication.
  - 3.1.3 If this policy is enacted candidates must be provided an outline of the new election process no later than 30 days after its enactment.
    - 3.1.3.1 Any changes that are made after this point must be presented to the candidates in a timely manner and in such a way as to not give any candidate, or candidates, an advantage.
  - 3.1.4 The CSI will make every effort to ensure that all the candidates have access to the resources needed to campaign.
  - 3.1.5 The board may delegate the duties of this policy to the President and may reclaim control of the policy at any point.
- 3.2 Once the election is concluded this policy is superseded by the Elections Policy and must be re-enacted by the board.

#### 4.0 REFERENCE SOURCES

- 4.1 None



## 4.21.0 Conference Selection

---

**Adopted By:** Board of Directors

**Effective Date:** 3/14/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 PROCEDURE

2.1 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 Canadian Alliance of Student Association (CASA) and Ontario Student Voices (OSV) conferences. Other conferences may be attended throughout the year by board members if approval from the board has been obtained and funds are available.

2.1.1 Only Directors who fulfill 80% or more of their job products until the time of conference will be eligible to attend.

2.1.2 A designated Indigenous Representative, either Director or AVP Indigenous Students based on availability will be attending all of CASA's conferences for National Indigenous Advocacy Committee (NIAC) within CASA.

2.1.3 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.

2.1.4 Accommodations, meals, and travel will be covered by the organization.

### 3.0 CASA CONFERENCES

3.1 CASA has 4 conferences annually which are attended by various members of the board. The number of directors and executives being sent to a CASA conference will be determined by the availability of funds in CSI's conference and retreat budget.

3.2 Attendance:

3.2.1 Foundations Conference (May).

3.2.2 Policy and Strat Conference (July).

3.2.3 Advocacy Conference (November).

3.2.4 The Annual General Meeting (March).

3.3 Preference for attendees of conferences will be given to those who have attended the least number of conferences prior.

#### 4.0 RELEVANT SOURCES

4.1 None

## 4.22.0 Conference Expensing

---

**Adopted By:** Board of Directors

**Effective Date:** 3/14/2023

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

2.1 Directors who attend conferences will be entitled to the following reimbursements.

2.1.1 Meals not included in the conference to a maximum of \$75 per day

2.1.2 Travel between the airport/bus station/train station, and the conference;  
travel between hotel and conference (if at a different location)

2.1.3 Business related phone calls

2.1.4 Business related vehicle parking

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

2.2.1 Alcohol

2.2.2 In-room movies

2.2.3 Souvenirs or gifts

2.2.4 Non-business-related taxi's

2.2.5 Expenses for which no receipts are presented

2.3 For reimbursements apart from the per diem, each conference delegate must submit an expense sheet and receipts to the President within five (5) days of the delegate's return.

### 3.0 RELEVANT SOURCES

3.1 None

## 4.23.0 Conference Reporting

---

**Adopted By:** Board of Directors

**Effective Date:** 4/24/2019

---

### 1.0 INTENT

1.1 ...

### 2.0 OUTLINE

2.1 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.

### 3.0 PROCEDURE

3.1 All conference reports must contain the following sections.

3.1.1 Conference title, date, and place attended

3.1.2 Purpose of the conference

3.1.3 Lectures/sessions/presentations attended, with a written summary of five (5) sessions

3.1.4 Contacts established

3.1.5 Benefits of the conference

3.1.6 Negative aspects of the conference

3.1.7 Overall benefit with specific reference to the CSI

3.1.8 Any recommendations

3.2 The reports should be concise and informative. Discretion and professional judgment should be used when writing these reports.

### 4.0 RELEVANT SOURCES

4.1 N/A

## 4.24.0 Referenda Policy

---

**Adopted By:** Board of Directors

**Effective Date:** 4/24/2019

---

### 1.0 INTENT

1.1 ...

### 2.0 POLICY

- 2.1 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.
- 2.2 Association referenda are binding, unless stipulated and communicated to the membership that the question is a simple survey.
- 2.3 The President and Vice President shall be responsible for the conduct and process of the referendum with help of the AED/ED.
- 2.4 Two (2) weeks' notice must be given to the student body before the referendum date.
- 2.5 The Association referendum voting poll shall be open for a duration of at least three (3) full business days.
- 2.6 Members in good standing with Conestoga Students Incorporated are eligible to cast a ballot.
- 2.7 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.
- 2.8 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.

### 3.0 RELEVANT SOURCES