

CARLETON ACADEMIC STUDENT GOVERNMENT



Representative Handbook



Carleton Academic Student Government

Representative Handbook
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Carleton Academic Student Government

What is CASG?

The Carleton Academic Student Government (CASG) has operated on Carleton University's campus as the undergraduate academic student governance since 1969. The organization was created out of a desire for student's input in the curriculum. The objective of CASG is to function as an impartial organization, a median between students, faculty, and administration, to work collaboratively for the interest of Carleton academics.

The Carleton Academic Student Government is recognized as the student wing of the administration. CASG's power is granted by the University Senate; Carleton's highest decision-making academic governance body. Under the Senate of Carleton, CASG is given the responsibility of recruiting student academic representation in all departments across campus for their respective departmental boards.

In the case that there is a strong academic society (I.e. CSES or Sprott (SBSS)), CASG forms a partnership for the society to fill these seats on behalf of CASG. The academic governance had undergone several reforms throughout the years; In 1969, CASG was known as NUG (New University Government), then changed to CSG (Carleton Student Government) in 2007, and finally changed to CASG to be more in line with our composition (students) and the re-writing of the Senate document that empowers the organization.

What does CASG do?

CASG organizes and facilitates undergraduate academic student representation on Departmental Councils, Faculty Boards, and the University Senate. The representatives are selected from every academic department stream on campus. Being a CASG representative enables you to have your voice heard on Departmental Board and Faculty Board meetings. That is, as a CASG rep it is your right and main responsibility to attend meetings held by your respective departmental chair and faculty board meetings where you granted the chance to cast your vote, to contribute to faculty discussions, to participate (i.e. add items to the agenda), and to speak on behalf of your Carleton classmates. CASG provides its student representatives the opportunity to raise their voices and network with professors, chairs, associate deans, deans, and ultimately, Carleton administration.

What do I do as a CASG representative?

The main role is that you are the student representative to the department and faculty board. Your job is to understand the student issues that go on within your department and to bring them forward when going to a departmental meeting. Remember to maintain professionalism and confidentiality wherever applicable. When handling a student's issue, concern, complaint, or suggestion, it is important that they are able to trust that you will keep their information confidential. Your goal is to bring the situation to the attention of the appropriate parties while also keeping your role as confidant to your fellow students.

Where is the CASG office located?

The CASG office is located at 325 UC (across the hall from OPIRG). To get to the office walk past the CUSA office (Fourth floor UC) towards the Foot Patrol office, there will be a set of brown double doors on your right hand side, walk down the staircase and make a left, the office will be on your right. Check out the YouTube link: http://www.youtube.com/watch?v=2ECnaWL8zU0&feature=player_embedded – Thank you to James Splinter, Matthew Dick, Dean Tester, and Ben Guthrie for making this awesome video! ©



Carleton Academic Student Government

Contact: CSG_President@carleton.ca

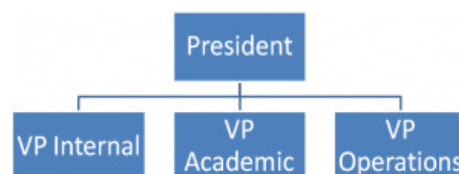
About the Office of the President:

The CASG President acts as the Student Governance Coordinator of Carleton University. It is the President's responsibility, as Student Governance Coordinator, to report to Senate on the academic student governance representatives (ASG Representatives), those who sit on departmental boards and school councils.

The CASG President is also responsible for attending meetings with the Administration (i.e. President of the University, Associate VP Student Support Services, etc). Apart from managing all other executives, the President is specifically responsible for ensuring that the constitution is upheld and deals with external student organizations. The President is to be well informed on academic matters regarding the University, CASG constitution, by-laws, and policies. Additionally, it is the responsibility of the President to participate in and oversee the creation of new policies, by-laws, and constitutional changes whenever deemed necessary.

The President represents the CASG organization within the undergraduate population, CASG Council, and the Carleton University Senate. Within the CASG structure, the President is the first among equals within the executive committee. It is the President's responsibility to ensure that the executive meetings are held on a bi-weekly basis (from September to April), and that CASG general meetings are held throughout the year. Should the executives be in any need of assistance, it is the duty of the President to aid the VPs with their responsibilities. The President is a signing authority and is entrusted with the finances of CASG. Finally, the President of CASG is to promote accountability, transparency, and fair practices in matters including, but not limited to; elections, hiring, volunteers, meetings, policies, finances, record keeping, etc.

Flow Chart of Positions under the President:





Carleton Academic Student Government

Contact: CSG_VPI@carleton.ca

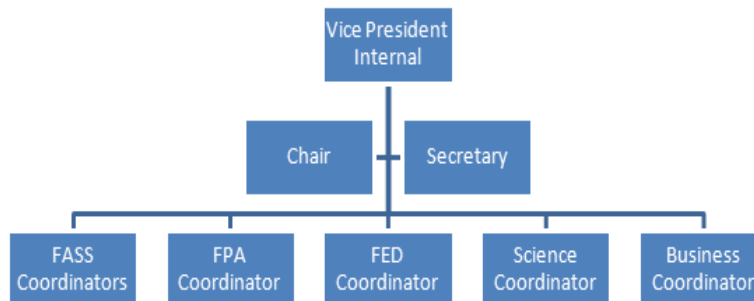
About the Office of Vice President Internal:

The Vice President Internal (VPI) is responsible for the inner workings of the Carleton Academic Student Government. The VPI is mandated to ensure that all CASG representatives are fulfilling their responsibilities as outlined by the CASG By-Laws. The VPI is second to the Presidency, acting in Presidential office if the CASG President is incapable of fulfilling their duties or were to resign. Additionally, the VPI acts as a signing authority and is thereby entrusted with the CASG finances.

The VPI is responsible for the CASG Council (this includes CASG Elections). That is, the VP Internal is responsible for coordinating all academic student representation at Carleton and on the Student Senate. It is the VPI's responsibility to recruit, train and manage all CASG Reps and their respective Coordinators (FASS, FPA, FED, Science, and Business) by maintaining regular contact with the members that make up Council (i.e. Faculty coordinators and their respective representatives).

The VPI ensures that the proper meeting process is maintained throughout Student Senate and CASG General meetings. The VPI is responsible for calling to order, facilitating, and arranging the CASG General meetings. That is, the VPI formulates and provides CASG Council with the agenda, books the senate board room, orders food/refreshments, keeps track of attendances, ensures the recording of minutes, and hires the chair of Student Senate and the secretary. Lastly, the VP Internal ensures that all CASG committees are actively filled and that they meet as required.

Flow Chart of Positions under the VP Internal:





Carleton Academic Student Government

Contact: CSG_VPA@carleton.ca

About the office of the Vice President Academic:

The Vice President Academic (VPA) is responsible for the academic wing of Carleton Academic Student Government. It is their responsibility to provide academic support services to students and facilitate student input in academic planning. They are also responsible for ensuring that student input is represented in curriculum changes and for assisting students with academic issues through the use of academic campaigns.

The VPA maintains regular correspondences with a number of university officers including Deans, members of the Senior Administration, and student support centres which include the Student Affairs Office, the Paul Menton Centre, the Student Academic Success Centre, and Ombuds Services. The Vice President Academic is also mandated to keep in touch with student representatives on Senate and CASG to ensure that all academic issues can be accounted for in the wider picture of student representation.

The Vice President Academic provides regular reports to CASG council on the progress of academic campaigns, changes in curricula, and any academic issues that concern students. As such, the VPA is knowledgeable about the university's academic policies and in that light is able to assist students in any way possible.



Carleton Academic Student Government

Contact: CSG_VPO@carleton.ca

About the office of the Vice President Operations:

The Vice President Operations (VPO) is responsible for advertising CASG as an organization so that students know about CASG and are more likely to use the services of CASG.

The VPO works to improve awareness of CASG through public relations including but not limited to:

- Class-talks and tabling
- Advertising in and working with campus newspapers
- Regularly post on newsgroups targeting Carleton University including Facebook, Myspace and Livejournal

The VPO is also responsible for producing and continually updating the budget. As a signing authority for the organization, the VPO is responsible for overseeing the spending of the organization and the payment of all honorariums and service agreements. When applicable, the VPO will also oversee the hiring and management of the work studies. The office will also be maintained by the VPO. Any questions or concerns regarding the financial situation or spending of the organization can be directed to the Vice President Operations.



Carleton Academic Student Government

FACULTY COORDINATORS

About the Office of the CASG Faculty Coordinators:

Faculty Coordinators are responsible for organizing, scheduling and facilitating meetings with their departmental and faculty representatives. Faculty Coordinators ensure the submission of accurate minutes (to the Vice-President Internal), as well as the attendance of its members at Departmental Meetings, Faculty Board Meetings, Faculty Representative Meetings and CASG General Assembly Meetings. It is the responsibility of Faculty Coordinators to recruit, train, and encourage their reps to actively participate in the Carleton Academic Student Government organization by performing class talks, speaking with departmental societies, administration, faculty and students.

Responsibilities for the Faculty Coordinator includes (but are not limited to): holding Faculty Representative Meetings (once a month), room booking, scheduling, creating and distributing the agenda in advance, ordering food/refreshments, and keeping track of attendances and/or regrets. Faculty Coordinators are passionate student leaders seeking to improve the Carleton University undergraduate academic experience. The position of the Faculty Coordinator demands enthusiastic, well-organized, intellectual, and hardworking individuals who are capable of facilitating their CASG student representatives.

Departmental Representative Positions within the Faculty of Arts and Social Sciences:

FASS Coordinator 1 is responsible for the following departments:

- Department of Geography and Environmental Sciences (Environmental Studies, Geography, Geomatics)
- School for Studies in Art and Culture (Art History, Film Studies, and Music)
- Department of History
- Department of Psychology
- Department of Sociology and Anthropology
- Institute of Cognitive Science
- School of Canadian Studies
- School of Linguistics and Language Studies

FASS Coordinator 2 is responsible for the following departments:

- College of the Humanities (Greek and Roman, Humanities, Religion)
- Institute of Interdisciplinary Studies (Child Studies, DIS, Human Rights, Sexuality Studies)
- Institute of African Studies
- Department of English
- Department of French
- Department of Philosophy
- Institute for Comparative Studies in Literature, Art, and Culture
- Pauline Jewett Institute of Womens and Gender Studies

For more information as to how you can get involved, please email: [CSG FASS Coordinators@carleton.ca](mailto:CSG_FASS_Coordinators@carleton.ca)

Departmental Representative Positions within the Faculty of Public Affairs:

- Arthur Kroeger College of Public Affairs
- Department of Economics
- Department of Law
- Department of Political Science
- Institute of African Studies
- Institute of Criminology and Criminal Justice
- Institute of European, Russian and Eurasian Studies
- Institute of Political Economy
- Norman Paterson School of International Affairs
- School of Journalism and Communication
- School of Social Work
- School of Public Policy and Administration

For more information as to how you can get involved, please email: [CSG FPA Coordinator@carleton.ca](mailto:CSG_FPA_Coordinator@carleton.ca)

Representative Positions within the Faculty of Engineering & Design:

- Department of Civil and Environmental Engineering
- Department of Electronics
- Department of Mechanical and Aerospace Engineering
- Department of Systems and Computer Engineering
- Azrieli School of Architecture and Urbanism
- School of Industrial Design
- School of Information Technology

As elected by the Carleton Student Engineering Society (CSES): <http://cses.carleton.ca/>
For more info as to how you can get involved, email: [CSG Engineering Coordinator@carleton.ca](mailto:CSG_Engineering_Coordinator@carleton.ca)

Departmental Representative Positions within the Faculty of Science:

- Department of Biology
- Department of Chemistry
- Department of Earth Sciences
- Department of Physics
- Institute of Biochemistry
- Institute of Environmental Science
- Institute of Neuroscience
- Integrated Science Institute
- School of Computer Science
- School of Mathematics and Statistics
- Technology, Society, Environment Studies

For more info as to how you can get involved, please email: [CSG Science Coordinator@carleton.ca](mailto:CSG_Science_Coordinator@carleton.ca)

Representatives within the Faculty of Business: [CSG Business Coordinator@carleton.ca](mailto:CSG_Business_Coordinator@carleton.ca)

- As appointed by the Sprott Business Students' Society (SBSS): <http://www.sbsscouncil.ca/>



Carleton Academic Student Government

CASG Representatives

The Role of a Student Representative

The Carleton Academic Student Government (CASG) provides its student representatives networking liaisons with other student leaders, professors, chairs, associate deans, faculty deans, and ultimately, the Carleton Administration. Being a CASG Student Representative gives you the chance to make the most of your Carleton University experience. CASG Representatives are given an extraordinary leadership opportunity to get involved within the Carleton structure: It's not only a wonderful learning experience, but also a social occasion. In addition, being a part of the CASG Council opens several other gateways for you to explore within the Carleton University Governance. CASG Representatives are eligible to run for Faculty Coordinator positions, Executive positions, and/or Student Senator positions.

As a CASG representative, always remember that you are acting as the voice of your fellow classmates, that is, your responsibility is to look out for their interests and the betterment of Carleton University academics as a whole. By sitting on Departmental Board/Faculty Boards, you act as the link between students and its Faculty. The most important right and main duty of Carleton Academic Student Government Representatives is the ability to attend, speak at, and vote at departmental and faculty board meetings. However this right is to be used sensibly and in the best interests of Carleton University as a whole.

As a student your role on the departmental board is to provide the view of a student towards various changes, issues or motions that are on the agenda. As a student you provide an important alternative point of view on courses and academic issues because you can see the puzzle from the perspective of a student within the curriculum. Student Representatives are a valuable resource for your departmental board as an experienced student leader within your departmental community.

Maintaining Professionalism: Be Professional. An important idea behind Carleton Academic Student Government is that students act as Professionals-in-training and this is an important concept to keep in mind while you are attending a department board meeting or when dealing with other CASG members, and even when talking with students. Please be constructive, respectful and add insight while trying not to fight with, overwhelm, or antagonize other respectable scholars and Board Members. You are not there to act as opposition to the faculty; you are given a role to help contribute towards the betterment of Carleton Academics.

Procedures: Most Departmental and Faculty Boards use a loose version of Roberts Rules of Order. The discussions however are meant to be open and easy for those without knowledge of rules of order to partake in the discussion. Just be cognizant of how others conduct themselves and follow the same conduct.

CASG Strike Policy: CASG uses a Strike system for attendance. If you are absent without regrets for 50% of meetings after the first you are asked to resign.

Senate Rules of Order Overview:

<http://www2.carleton.ca/senate/academic-governance/appendix-b/>

Appendix B: Senate Rules of Order -

Annex to the Rules of Order – Motions in Order at a Senate Meeting

1. The Chair shall conduct the meetings of Senate according to the provisions of these Rules and, for any matter not present in these Rules, be guided by Sturgis Standard Code of Parliamentary Procedure.
2. Quorum: If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment unless, in the course of the meeting, it is challenged and it is ascertained that a quorum is no longer present.
3. Call to Order: After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.
4. Agenda: The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order on each subject as it comes up on the agenda, and may be on any aspect of each subject as a whole until a specific motion is introduced.
5. Types of Motions: Senate does much of its work through the consideration of clear statements called motions. Motions are main, procedural or courtesy. A main motion pertains to the main work of Senate and may establish a policy, set up a committee, award a degree or propose a new program, for example. A procedural motion pertains to the management of the meeting itself and its business. A courtesy motion is a brief statement of the will of Senate in a special situation, typically as a vote of thanks, congratulation or condolence.
6. Notice of Motion: The normal Notice of Motion period is ten days. The standard procedure for placing a motion before Senate is for the motion, along with its supporting rationale, to be communicated to Senate Executive, through the Clerk, in time for the meeting of Senate Executive preceding the relevant Senate meeting. Senate Executive meets ten days before the Senate meeting, giving the ten notice period requirement. One way for a member of Senate to meet this deadline is to raise the issue under Other Business at a meeting of Senate; this then becomes a Notice of Motion for the next meeting. See Rule 7 for cases where this advance notification of a motion is not possible. Procedural and courtesy motions do not require advance notice.
7. Waiver of Notice of Motion: A Senator may place a motion before Senate without proper notice (see Rule 6) only if all of the following conditions are met:
 - (a) The motion has been handed to the Clerk at or before the start of the meeting;
 - (b) The motion responds to circumstances that developed after the date for proper notice;
 - (c) The action specified in the motion cannot be delayed to permit consideration at the next meeting of Senate;
 - (d) The motion addresses an issue of importance to the University;
 - (e) A 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

The Chair will rule a motion as out of order if any of these conditions fails to hold. The requirement for Notice is an important principle and should only be waived in the most serious situations.

8. The Chair may request a motion when she/he believes a motion will aid the discussion. In doing so, the Chair may not go against the principle of giving Senators proper notice of main motions.
9. When a motion properly made is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except for those procedural motions that are in order.
10. Only members of Senate may speak at a Senate meeting, with the exception that the Chair may allow a person who is not a senator, to provide Senate with information.
11. The Chair may summarize discussions and present alternatives for consideration when no motion is pending, but may state his/her own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.

12. Motions:

12.1 The principal forms of motions, their order of precedence, and their essential governing rules are presented in the Annex to these Rules of Order. In addition the following rules shall be applicable.

12.2 Amendments, which are still pending, are considered one at a time as presented. Amendments to amendments (amendments in the second degree) may be made, but not amendments in the third degree.

12.3 An amendment does not require previous notice. It must be germane to the motion and may not negate the motion.

12.4 The mover may withdraw a motion at any time, with the consent of Senate.

12.5 During the course debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly. This is called a friendly amendment.

12.6 Motions that are noted as not subject to debate or amendment may be debated and amended by two-thirds majority consent or at the discretion of the Chair.

13. Voting and Records:

13.1 All members of Senate are entitled to vote on Senate business with the exceptions of the Chair and the representatives of the Board of Governors. The Chair does not vote except to break a tie. The Board of Governors has two votes at Senate. The Board designates up to four of its members as representatives to Senate. These representatives may all attend Senate but only two vote on any issue

13.2 In order to vote a senator must be present. Proxy votes are not allowed.

13.3 When a motion has been made and seconded, the Chair shall state it and call for discussion on it. When every member who wishes to speak has done so, the Chair shall

call for a vote. Approval by a majority of those voting or by consent without objection shall be the necessary vote to adopt a motion, unless otherwise specified in these Rules. A tie vote shall defeat the pending motion.

13.4 Voting shall be by show of hands unless some other method is decided upon by motion, except that in elections, voting shall be by secret ballot wherever there are more nominees than places. Votes shall be counted whenever the Chair is in doubt as to the result or any member requests a count through a point of order.

13.5 The record of a vote in the minutes is one of: Passed unanimously, passed on division, and defeated. In particular, the fact that a senator chooses not to vote is not recorded.

13.6 Once a decision has been taken on a main motion, it may not be reconsidered at the same meeting.

13.7 Proposals may also be approved by consent. This means that, in the absence of opposition, the Chair declares the item approved. This method of approval is usually restricted to items of regular business such as approving the agenda, approval of minutes and adjournment when all business is complete.

14. Points of Privilege, Order and Information

14.1 Points of Privilege: A point of privilege is a statement relating to the rights and privileges of Senate or any of its members. For example, the issue may be that a statement reflects on the reputation of a member or Senate or the university. It may also relate to the conduct of a person or the physical conditions of the meeting. Action to be taken in response to a point of privilege is decided by the Chair without debate.

14.2 Points of Order: A member who believes that the Rules are being violated or that action is needed to handle an emergency, or who wishes a count on a vote may call out "point of order" at any time, in which case he/she shall be recognized for the sole purpose of stating briefly what he/she believes to be the correct procedures. Action to be taken in response to a point of order is decided by the Chair without debate.

14.3 Points of Information: Any member wishing information on a point under discussion when no one else has the floor may call out "point of information", in which case the Chair shall recognize the member for a brief question, and either give an answer or recognize someone to do so. Points of information may also be raised while a member is speaking, unless the speaker has asked not to be interrupted, and such questions, will be directed by the Chair to the speaker.

14.4 Appeal: The Chair shall decide all points of order and privilege, but any member may appeal such decisions by calling out, "I appeal the ruling of the Chair". In that case the Chair and the member making the appeal shall state briefly the reasons for their views, after which an immediate vote shall be taken, a majority of those voting being sufficient to uphold or overrule the ruling of the Chair. The Chair does not participate in this vote.

14.5 It shall be the duty of the Chair to rule out of order all motions and tactics designed to delay or divert the work of Senate and any undignified behavior or remarks. Such rulings by the Chair remain open to appeal except in the case that the behavior ruled against is a repetition of an appeal from a ruling of the Chair on the same or similar issue where this ruling has already been upheld at the meeting.

Senate Rules - Basic Terminology:

Call to Order: This occurs at the time to start the meeting when quorum has been reached.

Speaker's List: It's a list of people wishing to speak on the issue on the floor made by the chair. Only one person has the right to the floor at any one time.

Motions: Courses of action or policy being discussed. Motions must be both moved and seconded.

Amendments: A motion may be amended by moving to make a specific change to the motion. In order for a debate to occur on an amendment, it must also be seconded.

- Changes to the wording may be made if they are "friendly" to the mover of the motion. However, if there is opposition to the change from the mover, the change must be made in the form of a formal amendment.

Motions that take precedence:

- To divide
- To reconsider
- To table
- To adjourn
- To refer
- To call the question

Points:

- Point of order: if the chair is wrong, rise on a point of order and correct him/her
- Point of privilege: if a representative's rights or privileges have been infringed upon: the chair will determine if said rep has a point and according actions will take place
- Point of Information: if a representative has a question and needs some information, it may be asked by rising on a point of information. It should deal with questions of procedure or necessary regulations, rules, etc. It is not to be used for questions that may be asked during question period, nor does it offer a venue for those who wish to divulge information.

Challenge to the Chair:

- If a representative disagrees with a ruling made by the Chair he/she may decide to challenge the ruling. The challenge must refer to a ruling made on procedure.

The procedure during a challenge is as follows:

- The chair is challenged
- The chair explains the question at issue and his/her reasons for the decision
- The chair says "shall the decision of the chair stand as the judgement of council?"

A vote is then taken; those councillors who support the original ruling vote in favour and those who support the challenge vote against: Majority rules.



Carleton Academic Student Government

CASG Student Senators

Senate is the highest decision-making body of the university concerning academic affairs. It meets approximately once a month, except over the summer, and has a number of seats reserved for students. Student senators are elected by the students of their faculty. To be eligible to stand for election, a candidate must have served as an Academic Governance Representative (CASG representative) the previous year.

Undergraduate student senators are divided by faculty: three for the Faculty of Arts and Social Sciences, three for the Faculty of Public Affairs, two for the Faculty of Engineering and Design, one for the Faculty of Science, and one for Sprott School of Business. Additionally, there are a couple of graduate student positions as well as four ex-officio positions for the heads of the CASG, CUSA, and GSA student associations.

Student senators fulfill an important role. They have full voting rights and can sit on a number of committees, such as the Senate Committee on Admission and Studies Policy (SCASP) and the Student Academic Integrity Appeal Committee (SAIAC). An honorarium is paid to student senators who maintain good attendance at meetings throughout the year.

For more information, visit the Senate Handbook:

http://www.carleton.ca/senate/Handbook/Senate_handbook.html

To view your current Senators: <http://www.carleton.ca/senate/membership>

Senate Meetings: <http://www.casg.ca/council/student-representatives/student-senators>



Carleton Academic Student Government Documents

<http://www.casg.ca/about-casg/casgdocuments>

CASG Constitution: <http://www.casg.ca/about-casg/casgdocuments/constitution>

By-Laws and Policies:

<http://www.casg.ca/about-casg/casgdocuments/bylaws-and-policies>

By-Laws and Policies also include: Electoral Code Policy, Committee Policy, Electronic Polling Policy, Financial Policy, Representative Policy, and Hiring Policy

Budget: <http://www.casg.ca/about-casg/casgdocuments/budget>



Carleton Academic Student Government Meetings

<http://www.casg.ca/council/meetings/upcoming-meeting>

CASG Representatives should attend the following meetings:

- | | |
|--|---------------|
| 1) Carleton Academic Student Government General Assembly | (see page 15) |
| 2) Faculty Board Meetings | (see page 15) |
| 3) Departmental Board Meetings | (see page 16) |
| 4) Faculty Representative Meetings | (see page 16) |
| 5) Committee Meetings | (see page 17) |

Meeting Reports:

After you attend your departmental board meeting and faculty board meeting, you are expected to submit a meeting report to your Faculty Coordinator (s). You can either personally draft an e-mail outlining highlights of the meeting you have attended or fill out the meeting report form on the CASG Website: <http://www.casg.ca/council/meetings/meeting-report-form>

If you are to write up an e-mail to your Coordinator (s) for your meeting report, please remember to CC' the VP Internal using your Carleton connect account.

Remember to include the following in your report:

- Day of week, Date, Month, and Year (i.e. Wednesday, October 27th 2010)
- Who was meeting? (i.e. FASS Board Meeting)
- Where the meeting took place? (i.e. DT 2017)
- Time Meeting Commenced (i.e. 2:30PM)
- Time Meeting Adjourned (i.e. 4:00PM)
- Items that were discussed (refer to the agenda)
- Next scheduled meeting date
- Feel free to also include any additional information you think is pertinent



Carleton Academic Student Government Meetings

CASG General Assembly Meetings

CASG General Assembly Meetings are held twice a term.

What: Bring any issues that affect Carleton as a whole, or significantly affect CASG. Often times there is someone from Administration who comes in to give a presentation and collect feedback on issues or initiatives.

Location: Senate Room, R0608 (Robertson Hall)

When: Dates will be announced at the start of each electoral term.

Regrets: To be submitted at least 24 hours prior to the meeting (unless due to unexpected circumstances) to both your Faculty Coordinator (s) and Vice-President Internal



Carleton Academic Student Government Meetings

Faculty Board Meetings

Faculty Board Meetings are held about once a month (varies on Faculty)

What: Faculty Board Meetings are held as a means of discussing new initiatives and course offerings. Discussions on retention and academic success often come up. In addition, numbers of incoming students and entrance averages are discussed. Various other topics are covered depending on the meeting. It is your job to contribute your insight as a Carleton student; after all, you are the student's representation.

Location: As called by the Executive Assistant to the Dean

When: As called by the Executive Assistant to the Dean

Regrets: To be submitted at least 24 hours prior to the meeting (unless due to unexpected circumstances) to your Faculty Coordinator (s) and the Executive Assistant to the Dean (refer to 'Faculty Deans and Departmental Chairs Contact Information' P23)

** Your coordinators will send you an e-mail at the start on your term to let you know of the Faculty Board Meeting Dates well in advance **



Carleton Academic Student Government Meetings

Departmental Board Meetings

Departmental Board Meetings are held about once – twice a term (varies on the Department)

What: Departmental Board Meetings discuss new initiatives and course offerings from the department. Discussions on retention and academic success often come up. Various other topics are covered depending on the meeting. It is your job to contribute your insight on behalf of you and your peers.

Location: Usually your Department's Board Room

When: As called by the Department Chair

Regrets: To be submitted at least 24 hours prior to the meeting (unless due to unexpected circumstances) to both your Faculty Coordinator (s) and chair of the Department (refer to 'Faculty Deans and Departmental Chairs Contact Information' P23)

* If the department has already had their meeting (prior to October 1st), schedule an individual appointment with the chair of your department to keep yourself in the know.

* You are allowed in to all of the meetings for the duration, except in the case of a specific student or list of students being displayed – at that time you will usually be asked to wait in the hallway for about 5-10 minutes until the confidential part of the discussion has ended.



Carleton Academic Student Government Meetings

Faculty Representative Meetings

Faculty Representative Meetings (also known as Faculty Rep Meetings) are held once a month.

What: Meet with your Faculty coordinator (s) once a month to discuss updates happening within your respective departments. Here's a great opportunity to talk to your exec and coordinator (s), so feel free to ask any questions you may have. If you've got a question, chances are two other reps are thinking it too – so don't be shy! These meetings give you time to meet other reps within your faculty and spend some quality time with the CASG Family 😊

Location: To be determined by your Faculty Coordinator (s)

When: To be determined by your Faculty Coordinator (s)

Regrets: To be submitted at least 24 hours prior to the meeting (unless due to unexpected circumstances) to both your Faculty Coordinator (s) and Vice President Internal



Carleton Academic Student Government Meetings

Committee Meetings

Governance Review Committee:

<http://www.casg.ca/committees/governance-review>

The CASG Governance Review Committee (GRC) ensures that the CASG Bylaws and Constitution are properly upheld and maintained. Committee members work hard to deliver the best practices of governance within the CASG. The Committee can propose new potential amendments to any documents governing the conduct of the CASG. The Governance Review Committee can also propose to review past rulings, and to make semantic changes. The Committee meets at least once a month, such meetings are a great place for students to voice concerns about the CASG governance.

Purpose: To review all policies and potential changes to the constitution and bylaws annually

Requirements: All constitutional or bylaw changes tabled at CASG Caucus must go to the GRC.

Promotions and Advertising Committee:

<http://www.casg.ca/committees/promotions-and-advertising>

The CASG Promotions and Advertising Committee (PAC) ensures the coordination of CASG promotion to Carleton University students at large. The Committee meets at least once a month, such meetings are a great place for students to voice ideas on improving the advertising of the CASG organization on Carleton campus.

Financial Committee:

<http://www.casg.ca/committees/financial>

The CASG Financial Committee (FC) ensures the financial review of the Carleton Academic Student Government's expenditures. The Committee meets at least once a month, such meetings are a great place for students to better understand the formation of a budget, how to plan long-term finances, and much more! Requirements: The FC must examine the expenditures of CASG and bring a report on the financial health of CASG to each Caucus meeting.

Volunteer and Director Committee:

<http://www.casg.ca/committees/volunteer-and-director>

The CASG Volunteer and Director Committee (VDC) aspires to involve the general student body at Carleton. That is, to recruit new directors, volunteers, and student representatives. The purpose of this committee is to be a body of students (drawn from Carleton students-at-large) to provide CASG with constructive feedback. The VDC meets at least once a month, such meetings are a great place for students to get involved with CASG.

Campaigns Committee:

<http://www.casg.ca/committees/campaigns>

The CASG Campaigns Committee (CC) aspires to coordinate academic related campaigns for the University and to engage all students in bettering Carleton University academics. The CC meets at least once a month, such meetings are a great place for students to get involved with CASG.

- Voting: All CASG Members

- Speaking: All Students



Carleton Academic Student Government Contacts List

<http://www.casg.ca/contact-us>

CASG Office:

325 University Centre Building,
1125 Colonel By-Drive,
Carleton University,
Ottawa, ON, Canada
K1S 5B6

Directions to the office:

The CASG office is located at 325 UC (across the hall from OPIRG). To get to the office walk past the CUSA office (Fourth floor UC) towards the Foot Patrol office, there will be a set of brown double doors on your right hand side, walk down the staircase and make a left, the office will be on your right. Check out the YouTube link: http://www.youtube.com/watch?v=2ECnaWL8zU0&feature=player_embedded - Thanks James Splinter, Matthew Dick, Dean Tester, and Ben Guthrie for making this awesome video! ☺

Tel: (613) 520-2600 ext. 1648

E-mail: casg@carleton.ca

Website: <http://www.casg.ca/>

CASG Office Hours:

Mondays	10AM – 4PM
Tuesdays	10AM – 4PM
Wednesdays	10AM – 4PM
Thursdays	10AM – 4PM
Fridays	12PM – 4PM
Saturdays	Closed
Sundays	Closed

CASG Executive:

President CSG_President@carleton.ca

Vice-President Internal CSG_VPI@carleton.ca

Vice-President Academic CSG_VPA@carleton.ca

Vice-President Operations CSG_VPO@carleton.ca

CASG Coordinators:

FASS Coordinator(s) CSG_FASS_Coordinator@carleton.ca

FPA Coordinator CSG_FPA_Coordinator@carleton.ca

FED Coordinator CSG_Engineering_Coordinator@carleton.ca

FSCI Coordinator CSG_Science_Coordinator@carleton.ca

FBUSI Coordinator CSG_Business_Coordinator@carleton.ca