

# Bylaws of the Carleton Academic Student Government (CASG)

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## 0.0 – Bylaw 0: Definitions

The following definitions and interpretations shall be used throughout the Constitution, Bylaws, and Policies. Any term not defined has the definition found in the governing documents of the Senate, the University Calendar, or the latest edition of the Oxford English Dictionary in that order.

0.1 **CASG:** Carleton Academic Student Government;

0.2 **President:** The Student Governance Coordinator for Carleton University is the President of Carleton Academic Student Government;

0.3 **Carleton University:** The University created by The Carleton University Act R.S.O. 1937, c.251;

0.4 **Senate:** The Senate of Carleton University;

0.5 **CASG Council** or **Council:** The Students Academic Council of CASG, the legislative body of CASG;

0.6 **Student:** Any person taking a course for credit at Carleton University;

0.7 **Member of Carleton Academic Student Government:** Any student sitting on Students' Academic Council;

0.8 **Carleton Academic Student Government (CASG) Representative:** Any student elected to serve on a departmental board, a faculty board, or the Senate of Carleton;

0.9 **FPA:** Faculty of Public Affairs;

0.10 **FASS:** Faculty of Arts and Social Sciences;

0.11 **FED:** Faculty of Engineering and Design;

0.12 **FGPA:** Faculty of Graduate and Postdoctoral Affairs;

0.13 **CUSA** or **Carleton University Students' Association**: An incorporated body representing Undergraduate Students at Carleton University;

0.14 **GSA** or **Graduate Students' Association**: An incorporated body representing Graduate Students at Carleton University;

0.15 **RRRA**: The Rideau River Residence Association- An incorporated body representing Undergraduate Residence Students at Carleton University;

0.16 **CSES**: Carleton Student Engineering Society- An incorporated body representing all undergraduate Engineering Students at Carleton University;

0.17 **Clerk of Senate**: The Clerk of Senate as defined by Senate Document;

0.18 **Board of Governors** or **BOG**: The Board of Governors of Carleton University;

0.19 **Department**: any academic department, school, institute, college or the like responsible for a program of instruction and reporting to a Faculty Board.

0.20 **Academic Governance of the University** or **AGU**: the overarching governance structure of Carleton University which coordinates academic policymaking by the Board of Governors and the University Senate

## 1.0 - Bylaw I: CASG Council

### 1.1 Membership of CASG Council:

1.1.1 The following 6 Carleton administrative members sit *Ex Officio*:

- (a) The Chancellor;
- (b) The President and Vice-Chancellor;
- (c) The Provost and Vice-President (Academic)
- (d) The Vice-President (Students and Enrolment) and University Registrar;
- (e) The University Secretary;
- (f) The Clerk of Senate

1.1.2 The following 12 Student members sit *Ex Officio*:

- (a) The President;
- (b) The Vice-President Academic;
- (c) The Vice-President Internal;
- (d) The Vice-President Operations;
- (e) The FPA Coordinator;
- (f) The FASS Coordinator;
- (g) The FED Coordinator;
- (h) The Science Coordinator;
- (i) The Business Coordinator;
- (j) The Representative of the Carleton University Students' Association;
- (k) The Representative of the Graduate Students' Association;
- (l) The Representative of the Rideau River Residence Association;

1.1.3 The following are the remainder of council:

- (a) Two Non-Student Representatives from the Senate (appointed by the Senate);
- (b) Two Non-Student Representatives from the Board of Governors (appointed by the Board of Governors);
- (c) All Students in good academic standing with the University and eligible to sit on the following bodies:
  - i. The Faculty Boards listed under Article 11 of the AGU
  - ii. The Senate;
  - iii. The Board of Governors.

### 1.2 Department Representative Proxies:

1.2.1 Any member represented in Section 1.1.3 (c) i. of this Bylaw shall have the authority to appoint a proxy to attend a CASG meeting in the member's absence;

1.2.2 A proxy shall be a student of Carleton University in the academic department which the member represents on CASG Council;

- (a) In the case where a proxy cannot be found within the department, the councillor may send a proxy within their faculty after consultation with the VP Internal.

1.2.3 A proxy cannot be a current member of CASG Council;

1.2.4 The member who is appointing a proxy shall notify the Vice President Internal of their intention to do so; and

1.2.5 CASG Council shall have the ability to remove a proxy, by a two-thirds majority vote, if Council has reason to believe that:

- (a) The Proxy is not in the same academic department as the member;
- (b) The Proxy has violated Section 1.2.3 of this Bylaw; or
- (c) The Proxy has violated Article II of the CASG Constitution.

### 1.3 Ex-Officio Proxies:

1.3.1 Any member represented under Section 1.1.2 shall have the authority to appoint a proxy to attend a CASG meeting in the member's absence;

1.3.2 A proxy shall be a student of Carleton University and an elected representative or employee of the organization which the member represents on CASG Council;

1.3.3 A proxy cannot be a current member of CASG Council;

1.3.4 The member who is appointing a proxy shall notify the Vice President Internal of their intention to do so; and

1.3.5 CASG Council shall have the ability to remove a proxy, by a two-thirds majority vote, if Council has reason to believe that:

- (a) The Proxy is not in the same academic department as the member;
- (b) The Proxy has violated Section 1.3.3 of this Bylaw; or
- (c) The Proxy has violated Article II of the CASG Constitution.

### 1.4 Voting and Speaking Rights:

1.4.1 All members listed under Section 1.1 of this Bylaw shall have the ability to:

- (a) Maintain speaking rights at all Council meetings;
- (b) Submit motions to Council for debate; and
- (c) Have one (1) vote on all items which require approval from Council, even if they represent more than one constituency on Council.

1.4.2 Any person not represented under Section 1.1 of this Bylaw may speak on any matter at Council meetings with approval from a simple majority of CASG Council.

## **1.5 Meeting Procedures:**

1.5.1 CASG Council meetings shall use Senate Rules of Order, except as amended by the Constitution, Bylaws or Policies of CASG;

1.5.2 The Presiding officer of the CASG Council shall be the Chair of CASG, a Carleton Student hired for this purpose;

1.5.3 In the absence of the Chair the Presiding officer shall be a member of CASG Council elected at the time to preside.

1.5.4 The agenda for CASG Council meetings shall be created by the Vice President Internal;

1.5.5 The Quorum of CASG Council is 25% of members present, counting proxies;

1.5.6 The Quorum of an online vote of CASG Council is a 25% response rate;

1.5.7 Meetings of CASG Council may be called by:

- (a) The President;
- (b) The Clerk of Senate;
- (c) Any two executives of Carleton Academic Student Government;
- (d) Any 10 members of CASG Council;

1.5.8 Members must be informed at least 14 days prior to the meeting date;

1.5.9 The Agenda for a meeting should be sent out by the Vice President Internal approximately 48 hours before a meeting of CASG Council.

## **1.6 Purpose of the CASG Council**

1.6.1 The purpose of the CASG Council is to have a meeting of Student Leaders to serve Carleton students by working within the administration:

1.6.2 The CASG Council serves as the primary decision-making body for Carleton Academic Student Government by way of being able to unilaterally change the Bylaws, Policies and Resolutions that govern Carleton Academic Student Government;

1.6.3 The CASG Council acts as a resource for the Carleton Senate and Board of Governors to discuss issues with the student body;

1.6.4 The CASG Council serves as a connection between students and the Administration in that the motions can be forwarded to the Senate for consideration and Administrative members are present to answer student questions at the General Assembly.

## **1.7 Maintaining Membership on Council**

1.7.1 Members of Council are expected abide by the provisions outlined in the CASG Constitution, Bylaws, and Policies for the duration of their term on CASG.

- 1.7.2 During their term, members must not engage in conduct that violates Carleton's Human Rights Policies and Procedures.
- 1.7.3 Failure to comply with Section 1.7.2 may result in termination of Membership on Council
- 1.7.4 Termination of Membership
  - 1.7.4.1 Termination of Membership on Council shall result in the immediate suspension of the Member's rights as outlined in Section 1.4.1 of this Bylaw.
  - 1.7.4.2 Membership shall be considered terminated under at least one of the following conditions:
    - (a) The Member has resigned from their position on Council
    - (b) The Member has resigned or been removed from the ex-officio position which they hold in Section 1.1.2.
    - (c) The Member is no longer a Carleton University undergraduate student
    - (d) The Member is no longer in good academic standing or in the academic unit they represent on Council.
    - (e) The Member has been impeached by a two-thirds majority of either Council or the Executive Committee.
  - 1.7.4.3 Any student may ask the executive to review the status of a CASG member to warrant if the membership should be considered terminated and present them with evidence if applicable.
- 1.7.5 Appeals
  - 1.7.5.1 Termination of membership on Council may only be appealed when the membership in question has been terminated under Section 1.7.4.2
  - 1.7.5.2 All appeals will be heard by the Appeals Committee.
  - 1.7.5.3 The Appeals Committee will be struck at the first Council meeting of the year.
  - 1.7.5.4 The Appeals Committee shall be composed of two (2) executive members and six (6) non-executive members of Council, and filled in the following manner:
    - (a) Executive positions shall be filled by the President and Vice-President Internal, with the position of Committee Chair and Vice-Chair being designated to these individuals respectively.
    - (b) The non-executive positions shall be filled after a week-long nomination period, followed by a two-day electronic voting period if more than six (6) people are nominated.
    - (c) The nomination period shall begin once the committee is struck.
    - (d) If non-executive positions remain vacant after the initial nomination period, they shall be filled on a first-come-first serve basis and open to all Carleton undergraduate students.

- 1.7.5.5 Quorum for the Appeals Committee is 75%.
- 1.7.5.6 Meetings for the Appeals Committee must take place within 2 weeks of the appeal being received.
- 1.7.5.7 Meetings shall be chaired by an executive member of the Appeals Committee who may not vote on appeal decisions unless to cast a tie-breaking vote.
- 1.7.5.8 The member making the appeal is allowed to present their motivation or evidence for why they should not have their membership on Council terminated, and they are allowed one person to accompany them as an advocate.
- 1.7.5.9 Decisions from the Appeals Committee will be made by a majority vote; failure to vote will be considered a vote to *not* overturn the member's termination. The decisions will be considered final and made public immediately after the decision is made.
- 1.7.5.10 The membership on Council is considered suspended during the appeal process.
- 1.7.5.11 The Committee shall have the ability to consult the Clerk of the Senate on any external questions or concerns.
- 1.7.5.12 Pursuant to Section 11.0 of the Terms of Reference Policy, the Committee shall hear appeals from former CASG employees whose contracts were terminated.
  - (a) The committee may, through a simple majority, vote to overturn or uphold the termination of the contract, or defer the decision to the Clerk of Senate.
  - (b) Deferred terminations shall remain in force while awaiting a final decision from the Clerk
- 1.7.6 A membership on Council may be terminated by section 1.7.4.2 e an unlimited amount of times within a member's term, but not on the basis of a former impeachable offence which was overturned by the Appeals Committee.

## 2.0 - Bylaw II: Executive Committee - Administrative Branch

**2.1** The CASG Executive Committee shall consist of:

1. The President;
2. The Vice-President Internal;
3. The Vice-President Academic;
4. The Vice-President Operations;
5. The Clerk of Senate (ex-officio).

**2.2** Requirements of Student CASG Executives

2.2.1 The requirements of individual CASG Executives are outlined in the Terms of Reference Policy and the CASG Electoral Code.

2.2.2 An individual executive may be removed from office by a two-thirds majority of either Council or the University Senate if:

- a) They have failed to adhere to the terms of their position, as expressed in the Terms of Reference Policy;
- b) They have missed to consecutive meetings of Council or the Executive Committee without providing notice;
- c) They have ceased to be registered as an undergraduate student at Carleton;
- d) They are no longer in good academic standing with the University.

2.2.3 The Clerk of the Senate holds the Faculty Advisor Seat on the Executive Committee *Ex Officio* at all times with no requirements whatsoever.

2.2.4 The Executive Committee consists of all executives as voting members and shall operate within the rules prescribed by the governing documents of the Carleton Academic Student Government.

2.2.5 Day to day operations, including:

- a) Promoting the work of CASG and the ways in which students can get involved.
- b) Publicizing updated lists of the memberships and vacancies of CASG Council and standing committees.
- c) Providing input into the modification of academic programs and curricula.
- d) Facilitating meetings between students and the University Administration to voice academic concerns.
- e) Building relationships with and supporting academic, departmental, and faculty societies at Carleton university.
- f) Employing undergraduate students to assist with the administration of programming and services provided by CASG.
- g) Fostering an inclusive and non-discriminatory environment for employment and service delivery.

2.2.6 Make any decision regarding operations of the Carleton Academic Student Government not contrary to CASG Constitution, Bylaws, and Policies.

2.2.7 Represent the Carleton Academic Student Government to any other organizations, media sources, corporations, or other bodies except where prohibited by the Constitution, Bylaws or Policies of Carleton Academic Student Government;



2.2.8 Create the agenda for meetings; however, the Executive Committee cannot block a motion submitted correctly and on time from being heard at a meeting;

2.2.9 Pass Executive resolutions that are sovereign except where overridden by Academic Council;

2.2.10 Spending power: CASG executive has the authority to authorize the expenditure of monies on behalf of the CASG for the day to day running of Carleton Academic Student Government and Students' Academic Council limited by policies created by the committee in charge of finance (Financial Review Committee).

### **2.3 Roles and responsibilities of the CASG delegate sitting on administrative and student bodies**

2.3.1 Pursuant to Section 2.2.7, CASG shall maintain ex-officio representation on the legislative councils of the following administrative and student governing bodies within the Carleton Community:

- a) The Senate of Carleton University,
- b) CUSA,
- c) RRRRA, and
- d) Other task forces, working groups, and committees wherein CASG participates in a voting capacity.

2.3.2 The President shall serve as the sole delegate for CASG on the Senate of Carleton University.

- a) Pursuant to the AGU, the President cannot send a proxy to represent CASG at meetings of the Senate of Carleton University.
- b) If unable to attend a meeting of the Senate of Carleton University, the President must send regrets to the Clerk of Senate no later than two (2) hours before the scheduled start of the meeting.

2.3.3 The President shall serve as the primary delegate for CASG on the Councils of CUSA and RRRRA.

- a) If unable to attend a Council meeting, the President must send a Vice-President, Faculty Coordinator, or Department Representative to serve as the CASG delegate.
- b) The CASG delegate shall have the prerogative to support, oppose, or abstain from all matters debated in a Council meeting with the following exceptions:
  - i. The CASG delegate shall abstain on all matters relating to censures, executive impeachment, and employee termination.
  - ii. The CASG delegate shall abstain from voting on all motions relating to the relationship between CUSA and the Canadian Federation of Students and its subsidiaries.
  - iii. The CASG delegate shall support all procedural motions to extend debate on items which have been circulated as part of the main Council agenda.
- c) The CASG delegate shall not move or second motions relating to items discussed in Section 2.3.3

2.3.4 The CASG delegate shall be required to attend the CASG Council meeting which follows a meeting of a body listed in Section 2.3.1 to respond to questions raised by CASG Council members on votes cast by the delegate but may refrain from responding if bound to an agreement enforcing confidentiality or non-disclosure.

## **3.0 - Bylaw III: Departmental and Faculty Boards**

### **3.1 Departmental Boards:**

- 3.1.1 The number and distribution of CASG representatives for FPA, FASS, FED, and the Faculty of Science is determined by the CASG Electoral Code and each Department Board, subject to the minima given in Article 12 of the Carleton AGU;
- 3.1.2 The Department Board may exceed these minima and is required to inform the President of CASG of this decision by the beginning of September each year to allow election of the proper number of CASG representatives.

### **3.2 Faculty Boards:**

- 3.2.1 All students serving in a position established under 3.1.1 are eligible to sit on their respective Faculty's Board established under Article 12 of the AGU.
- 3.2.2 The Faculty Board may be represented by students not serving in a position established under Section 3.1.1 and must inform the President of CASG of this decision by the beginning of September each year to allow election of the proper number of CASG representatives.

### **3.3 The Vice-President Internal shall meet with the Senate Office at least once between May and September to confirm the number of CASG Representative positions to be filled once classes begin.**

## **4.0 - Bylaw IV: Policies**

### **1.0 Authority**

1.1 CASG Council shall have the authority to enact, amend or repeal policies under Article VII of the Constitution.

### **2.0 Enactment**

2.1 A Motion of Policy reported to Council with proper notice will require a simple majority of those present and voting at Council, provided that the wording of the by-law was distributed to CASG Council no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A Motion of Policy reported to Council with proper notice will require a two-thirds majority of those present and voting at Council if the wording was not distributed to CASG Council more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

### **3.0 Amendment, Proper notice and Repeal**

3.1 CASG Council shall have the authority to amend or repeal any policies of the CASG Council in the same manner that they are enacted.

3.2 Amendments to or repeals of policies shall be effective immediately upon enactment by Council.

### **4.0 Compendium of Policies**

4.1 Policies approved by CASG Council shall be situated in a Compendium of Policies accessible to all members of the Carleton community, established no later than October 31, 2018.

4.2 Policies in the Compendium shall be indexed in the order of the date at which they received their approval or most recent amendment by CASG Council.

4.3 The Compendium shall contain a record of all additions, amendments, and repeals of policies contained within the document.

### **5.0 Review**

5.1 The Governance Committee shall review Council Policies on a yearly basis for the purpose to assess their respective levels of consistency, relevance, and efficacy.

5.2 This committee shall make recommendations to Council in a reasonable time.

5.3 Council may enact the recommendations of this committee by a majority vote of all members of Council, present and voting, provided that all CASG Council members have been notified of the recommendations seven days prior to the Council meeting.

### **6.0 Operation**

6.1 Council may authorize specific exceptions to, or unique suspensions of, a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of CASG Council Constitution, CASG Council Bylaws, or the AGU Document.

## 5.0 – Bylaw V: Academic Initiative Fund

### 5.0 Purpose

5.0.1. The purpose of the Academic Initiative Fund (AIF) is to strengthen ties between Carleton University academic clubs and societies and the Carleton Academic Student Government through aiding in the financial needs of said academic clubs and societies.

### 5.1 Funding Requirements

5.1.1. All events must comply with Carleton University's Human Rights Policies and Procedures.

5.1.2. The event must be an academic based event, which can be clearly linked to a course or program at Carleton. The event organizers do not have to a formal/official relationship with a faculty or department but it must be shown how this event reflects academic ideals of certain programs or courses.

5.1.3. The application for funding will consist of a budget with a brief explanation for each requested expense, as well as predicted sources of revenue from the event, and a brief explanation of the event.

5.1.4. If a club/society does receive funding from the AIF they are required to submit their receipts from the purchases to the CASG office within two weeks after the event. Failure to do so may result in penalization for the next submission or suspension from the fund.

### 5.2 AIF Committee

The AIF Committee shall be composed of two (2) executive members and six (6) non-executive members of Council, and filled in the following manner:

- (a) Executive positions shall be filled by Vice-President Academic and the Vice-President Operations, with the position of Committee Chair and Vice-Chair being designated to these individuals respectively.
- (b) The non-executive positions shall be filled after a week-long nomination period, followed by a two-day electronic voting period if more than six (6) people are nominated.
- (c) The nomination period shall begin once the Committee is struck by Council.
- (d) If non-executive positions remain vacant after the initial nomination period, they shall be filled on a first-come-first serve basis and open to all Carleton undergraduate students.

5.2.2. The Committee will meet a minimum of once a semester, within two weeks of the application closing date.

- 5.2.3. Quorum for meetings of the Committee shall be 50% + 1 member.
- 5.2.4. The Committee will first examine all submissions for the funding period before making final funding decisions.
- 5.2.5. If any member of the Committee is a paying member of or feels they have a strong connection to the academic club or society applying for funding, they must excuse themselves from that particular decision.
- 5.2.6. The Chair shall serve as the Committee's spokesperson on Council and be responsible for answering all questions raised by Council on the Committee's activity.

### 5.3 Funding Decisions

5.3.1. The funding decision process is as follows:

- (a) The Committee will first examine each application and discuss the merits and opinions on the funding amounts.
- (b) Each member will then submit what they believe to be a fair amount and one that follows the rules of funding.
- (c) These amounts will be submitted anonymously in writing,
- (d) The highest and lowest amounts of funding will be removed, and the remaining funding allocations will be averaged out.
- (e) The average of the remaining amounts will be the amount given to the academic club/society event.
- (f) If the total funding goes over the budgeted amount, the funding will be reduced proportionally for all applicants, so as to fit into the budget.

### 5.4 Funding

5.4.1 The AIF will fund a maximum of 50% of the costs associated with the event/activity.

5.4.2. The AIF will not provide funding for alcohol

5.4.3. The AIF will not provide any funding for general membership meetings

5.4.4. The AIF will not provide funding for tabling or advertising to sign up members for the club of society. The AIF will provide for funding for tabling and advertising for the academic event.

5.4.5 The AIF Committee will have the discretion to determine the extent to which catering will be covered by the fund.

## **5.5 Funding Periods**

5.5.1. There will be two funding periods per semester (fall and winter) that societies/clubs may submit their applications for. It is at the Committee's discretion to decide when these periods will be.

5.5.2 The AIF will only fund one event per club/society per funding period.

5.5.3. No funding will be available for the spring and summer semesters.

5.5.4. The funding period must last ten business days.

5.5.5. All submissions are to go to the CASG office

## **5.6 Access to information**

5.6.1. This Bylaw must be included in all communications produced by CASG for the purposes of advertising the AIF application process.