

## **Bylaws:**

### **Constitutional Section Regarding Amendments of Bylaws**

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Carleton Academic Student Government Section 4 Governs the Creation and Amendment of Carleton Academic Student Government Bylaws. This section is duplicated below, if amended in the constitution it ought to be also updated here.

#### **4.3 Creation and Amendment of Bylaws:**

4.3.1 Bylaws of Carleton Academic Student Government may be created or amended by a two thirds majority of those present and voting at a meeting of Carleton Academic Student Government Students' Council; provided that the Bylaw or amendment has been presented for notice at a previous Carleton Academic Student Government Students' Council Meeting;

4.3.2 The Senate of Carleton may veto any Bylaw of Carleton Academic Student Government by a majority vote either to prevent a bylaw from coming into force or to nullify a bylaw already in force;

4.3.3 Unless otherwise stated in the amendment, all amendments to Bylaws take effect immediately upon being passed by Students' Council;

4.3.4 Any disputes that arise regarding the Constitution, Bylaws and Policies Carleton Academic Student Government are dealt with by Senate.

## 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 senate, the University Calendar, or the latest edition of The Oxford English Dictionary in that order of preference.

0.1 **CSG or 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 **Students' Academic 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 Academic **Student Governance (ASG) 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 **FGSR:** Faculty of Graduate Studies and Research;

0.13 **Undergraduate Student Union:** Also known as CUSA or Carleton University Students' Association- An incorporated body representing Undergraduate Students at Carleton University; CUSA shall be always referred to orally, and in writing, as "The Undergraduate Student Union" to prevent confusion;

0.14 **Graduate Student Union:** Also known as GSA or Carleton University Graduate Students' Association- An incorporated body representing Graduate Students at Carleton University; GSA shall be always referred to orally, and in writing, as "The Graduate Student Union" to prevent confusion;

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.

## 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 Academic 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 Academic 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 Academic Council elected at the time to preside.

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

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

1.5.6 The Quorum of an online vote of Students' Academic Council is a 25% response rate;

1.5.7 Meetings of Students' Academic 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 Academic 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 Students' Academic Council.

## **1.6 Purpose of the Academic Council**

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

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

1.6.4 The Academic 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

1.7.1 With the exception of the year this motion is approved by Council (Academic year 2009-2010, when contracts will be manually signed/agreed upon) all contracts will be assumed to be understood when a candidate self-nominates for a CASG position, and comes into force when a candidate is elected/acclaimed.

1.7.1.1 The contract must be made available to all those who wish to self-nominate for a position in advance of nomination.

1.7.2 The members of CASG are bound to the contract for the duration of their term.

1.7.3 For the first year this by-law is in effect (Academic year 2009-2010) failure to sign and submit the contract by November 30 2009 will have the same effect as a *termination of contract*. In exceptional circumstances, this deadline may be extended on case-by-case basis by a majority vote of the executive committee.

### 1.7.4 Termination of Contract

1.7.4.1 The consequences of the termination of contract are written within the contract.

1.7.4.2 A contract will be enforced and terminated for the following reasons;

- (a) Resignation
- (b) Holder of the position is no longer a Carleton University undergraduate student
- (c) Holder of the position is impeached by a majority vote of council
- (d) A majority vote of the executive committee

1.7.4.3 Any student may ask the executive to review the status of a CASG member to warrant if that members contract should be terminated, and present them with evidence if applicable.

- (a) Grounds for dismissal are outlined in the contract.

### 1.7.5 Appeals

1.7.5.1 Termination of contract may only be appealed when contract is terminated under by-law 1.7.4.2 d

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 eligible CASG general meeting of the Academic year, or earlier if necessary

1.7.5.4 Appeal Committee Membership

- (a) Membership of the committee shall consist of 2 executives, with 2 executives as alternates, and 3 CASG non-executive members, with 2 CASG non-executive members as alternates.
- (b) If at any time the contract of one of the committee members is being appealed, they must resign their seat for the duration of the hearing.
- (c) Membership will be determined by election/acclamation at the meeting the committee is being struck; if the committee is being struck outside of a meeting an email must be sent to all CASG members with at least 1 weeks notice. CASG members may nominate themselves or be nominate by another CASG member to be eligible. If all the positions are filled by acclamation (first the committee seats, then the alternates) those members will be considered the appeals committee. If any of the positions are contested there will be a separate election for the committee seats and the alternate seats. Voting will be done by secret ballot, by council. Those voting will be allowed to vote for up to 2 executives and three non-executive CASG members. The two executives receiving the most votes will be elected to the committee, the three non-executive CASG members with the most votes will be considered elected to the committee. Elections for alternates will proceed directly afterwards and will proceed in the same manner as stated above.

1.7.5.5 Quorum for the appeals committee is 100%.

1.7.5.6 Meetings for the appeals committee must take place within 2 weeks of the appeal being received.

1.7.5.7 The member making the appeal is allowed to present their motivation for why they should not have their contract terminated, they may present evidence, and they are allowed one person to accompany them as an advocate.

1.7.5.8 Decisions from the appeals committee will be made by a majority vote; failure to vote will be considered a vote to *not* overturn the decision of the executive committee. The decisions will be considered final and made public immediately after the decision is made.

1.7.5.9 A contract is considered terminated during the appeal process.

1.7.6 A contract may be terminated by section 1.7.4.2 d an unlimited amount of times, but not more often than once every 44 days.

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

**Constitution Section 6.2.4:** “The powers and duties of the Executive Branch of Carleton Academic Student Government are laid out in Bylaw II of the Bylaws.”

**Principles:** Carleton Academic Student Government Executives should be high-achieving students who have done well academically and can afford to spend extra time on facilitating student Governance. At all times the executives should be students first and executives second. As a rule, students ought not sacrifice their academics in order to be on the executive of Carleton Academic Student Government by taking less classes or putting less emphasis on their classes.

General experience that prepares students to be executives of CASG are:

- Previous history of leadership in Academic Societies or similar organizations.
- Strong academic record indicating an engagement with Carleton studies.
- Being an active ASG representative, volunteer, or work-study.
- Experience in event organization, personnel organization, meeting environment.
- Knowledge of the governance structure of Carleton University.

**2.1** The Carleton Academic Student Government Executive consists of the following positions:

- The President;
- The Vice-President Internal;
- The Vice-President Academic;
- The Vice-President Operations;
- Carleton Academic Student Government Faculty Advisor (*ex-officio*).

### 2.2 Requirements of Student CASG Executives

2.2.1 Any person holding Executive positions shall be persons who:

- a) Were registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their tenure on the Executive;
- b) Are registered at the University as degree students;
- c) Maintain the academic status of *Good Standing* throughout their tenure on the Executive;
- d) For Requirement “c”, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for Academic Performance Evaluation;
- e) For President, have sat on Academic Council as an ASG representative as a departmental or faculty representative that has not been censured or recalled and has attended or sent regrets to at least half of the Academic Council meetings, or;



2.2.2 Executive shall cease to hold office if he or she fails to satisfy the eligibility criteria above or:

- a) Do not attend any two consecutive executive meetings without notice;
- b) Do not attend any two consecutive Academic Council meetings;
- c) Are not fulfilling their duties as set out in the Policies of the CASG.

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. General Powers and Duties of the Executive Committee of Carleton Academic Student Government are:

2.2.4.1 The power to stay a decision of the Academic Council and pass the matter to the Senate through a 2/3 vote of the Executive;

2.2.4.2 This veto must be done in writing, with reasons, and be submitted to the next Senate meeting for approval or rejection;

2.2.4.3 Should a veto be rejected at the next Senate meeting the action of Council previously vetoed shall have full force immediately.

2.2.5 Day to day operations of the Carleton Academic Student Government including:

2.2.5.1 Coordinating all academic student representation at Carleton University;

2.2.5.2 Facilitating input into courses and course changes, and assisting students with academic issues they may have by acting as a bridge between the student body and the administration;

2.2.5.3 Advertising the CASG as an organization so that students know about the CASG and are more likely to use the services of the CASG;

2.2.5.4 Responsible for accounting for and submitting an accounting of CASG expenditures to the Board of Governors through the University Secretary;

2.2.5.5 Building relationships with and supporting academic, departmental, faculty societies at Carleton University;

2.2.5.6 Employ and supervise directors, volunteers and employees under the Carleton Academic Student Government;

2.2.5.7 Ensure the working condition of the Carleton Academic Student Government Office;

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).

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

#### 3.1 Departmental Boards:

3.1.1 The number and distribution of ASG representatives for the Faculties of FPA, FASS and Science is determined by the Department Board subject to the minima given in Table 1;

3.1.2 The number and distribution of ASG representatives for FED is determined by the Departmental Board subject to the minima given in Table 2;

3.1.3 The Department Board may exceed these minima and is required to inform the President of ASG representatives of this decision by September 15 each year to allow election of the proper number of ASG representatives.

**Table 1:** Minimum Number of Departmental SG representatives for FASS, FPA and Faculty of Science.

# of full time Faculty in the Department	Minimum number of CASG Representatives		
	Total	Undergrad	Graduate
Ten or More	3	2	1
Five to Nine	2	1 (2 if no graduate)	1
Two to Four	1	1	0

**Table 2:** Minimum Number of Departmental SG representatives for Engineering Departmental boards:

Minimum number of CASG Representatives		
Total	First to Third Year	Fourth Year
421		
		Full-Time Graduate
		1

#### 3.2 Faculty Boards:

This section condenses what different regulations of Faculty Boards, Senate and BOG regulations are regarding student representation at a faculty level. These regulations can change and the section should be updated as they are. Student Representation on Faculty Boards is as follows based on agreement with Faculty Boards:

##### 3.2.1 Public Affairs Faculty Board SG representatives:

- a) All Students Elected to Departmental ASG representatives positions within Public Affairs;
- b) A single student elected from and by first year students to the FPA faculty board.

### 3.2.2 Arts and Social Sciences Faculty Board Student Representation:

- a) All Students Elected to Departmental ASG representatives positions within Arts and Social Sciences;
- b) A single student elected from and by first year students to the FASS faculty board.

### 3.2.3 Science Faculty Board Student Representation:

- a) All Students Elected to Departmental ASG representatives positions within the faculty of Science;
- b) A single student elected from and by first year students to the Science faculty board.

### 3.2.4 Engineering Faculty Board Student Representation:

- a) All Students Elected to Departmental ASG representatives positions within the Faculty of Engineering and Design;

### 3.2.5 Graduate Faculty Board Student Representation:

- a) The President and the Vice-President (Campus and Academic Affairs) of the Graduate Students' Association;
- b) Such graduate students as may be elected in such numbers and by such regulations as may be set by the Faculty Board and approved by Senate.

### 3.2.6 Business Faculty Board Student Representation

- a) Two Undergraduate and one Graduate Student elected to the Faculty Board.

### 3.2.7 Computer Science Faculty Board Student Representation:

- a) Two Undergraduate and one Graduate Student elected to the Faculty Board.

### 3.2.8 Industrial Design Faculty Board Student Representation

- a) Four student representatives with one from each year of the Industrial Design program.

### 3.2.9 Architecture Faculty Board Student Representation

- a) Five elected student representatives with one from each undergraduate year and one from the graduate program;
- b) Three representatives of the Carleton Student Association of Architecture Students, namely, the President, Vice-President and the Past-President.

### 3.2.10 Information Technology Faculty Board Student Representation

- a) Two student representatives, one from each program.

## **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 Initiatives 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, i.e. Model UN does not have an official link between any departments at Carleton, however it is clear that it is reflective of ideals of the International Affairs Department.

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 Academic Initiative Fund Committee

5.2.1 The funding committee will consist of six individuals: CASG VPA, CASG VPO, and four members from the CASG caucus, to be chosen through a simple-majority vote at the first general council meeting of the school year. Of these four elected members, one will be chosen to chair the committee by the funding committee itself. The minimum number to achieve quorum will be one (1) member of the executive, and (3) three of elected general members.

5.2.2. The committee will meet four times per semester, two of those meetings will be during the two funding periods, the other two will be just prior to the first funding period and the other will be just after the second funding period.

5.2.3. The committee will first examine all submissions for the funding period before making final funding decisions.

5.2.4. The AIF committee will not sit during the spring and summer semesters.

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.

### 5.3 Funding Decisions

5.3.1. The funding decision process goes as follows: The committee will examine each application and discuss the merits and opinions on the funding amounts. Each member will then submit what s/he believes to be a fair amount and one that follows the rules of funding. These amounts will be submitted anonymously in writing, they will be gathered together and the highest and lowest amounts of funding will be removed and the remaining funding allocations will be averaged out. The average of the remaining amounts will be the amount given to the academic club/society event. If the total funding goes over the budgeted amount, the funding will be reduced equally 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.

### 5.5 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. Information Sessions

5.6.1. There will be one information session at the beginning of each semester; these sessions are not mandatory, but highly recommended, as failure to comply with the rules will result in a penalization of funding.