

# CESAX POLICY BOOKLET

Last updated June 2022

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## **Board of Directors' Honouraria**

Adopted: 2010-10-21; Amended: 2015-09-02; 2017-03-20; 2018-01-23; 2021-09-02; 2021-12-01

### **Preamble**

The Continuing Education Students' Association of X University By-laws stipulates that Executive and Board of Directors will receive honourarium to help fulfill their respective responsibilities. The By-laws do not however provide guidelines for the reporting or remuneration of this honourarium.

To ensure accountability and transparency, the following policy has been adopted as the Board of Directors' Honouraria Policy.

### **Board of Directors (non-Executive)**

#### **Requirements**

Fulfill duties and responsibilities as outlined in the CESAX Bylaws article 5.3.

#### **Honourarium**

The Board of Directors honorarium shall be set at \$50 per month paid out three (3) times per fiscal year.

#### **Procedures**

At the end of each semester the Board of Directors' Honouraria will be processed. The deadlines for disbursement will be in the following order based on the progression of semesters at X University: August 30th, December 30th, and April 30th.

The Executive Committee will review and approve the Board of Directors' Honouraria each semester. The review process to determine who is eligible should begin by the first week of August for the spring/summer term, the first week of December for the fall term, and the first week of April for the winter term. Eligibility considerations shall be based solely on the duties set out by CESAX Bylaws article 5.3.

Payment will be issued through e-transfer or cheque.

### **Executive Honouraria**

Every Executive member is required to work on behalf of the membership and for X University students for a minimum amount of hours each week, as outlined in the By-laws. There shall be a set amount of honouraria established for the Executive members with the understanding that part of the role is to volunteer for the improvement and betterment of students' lives and a socially just society.

## **Hours**

As outlined in the By-laws, each member of the Executive is expected to work a minimum of twenty hours per week, with some positions working a minimum of thirty hours per week, for twelve consecutive months, from May 1 to April 30. Where the minimum amount of hours is worked, an honourarium will be provided bi-weekly in recognition of the work to represent and advocate for the membership.

In recognition of changes in required work and meetings; an Executive may balance out their minimum required hours of work in any given pay period (two week period). In any pay period where hours have not been balanced, and are less than the minimum required, Executive members will be paid a pro-rated honourarium.

As part of the minimum hours required; four (4) of those hours will be conducting outreach and six (6) of those hours will be spent in the office fulfilling accessible and publicly posted office hours. During weeks where weekend or other extenuating work is required, outreach and office hours may be adjusted.

## **Honourarium**

The Executive Honourarium rate shall be set solely in the bylaws of CESAX.

To approve the honourarium amount in the budget, a recommendation is put forward by the Vice-President Services and Finance, based on the advice of the Executive Director and the outgoing Board, and must be affirmed by the Board of Directors with the approval of the budget.

CESAX recognizes that the amount of honourarium is not reflective of the total amount of work hours conducted to service students, but rather that it is a nominal recognition of the service conducted as an elected representative.

## **Remuneration**

In addition to the honourarium awarded, each Executive shall be offered the option to be part of the CESAX staff health and dental plan for one year during their term of office, and nominal compensation for cell phone services in accordance with the Executive Cell Phone Reimbursement Policy. Members of the Executive must select enrollment in the health plan at the beginning of their term of office.

Executive members are eligible for up to two (2) weeks of paid vacation at five (5) hours per day; not including the Winter Holiday and Reading Week shut downs, to be taken at times to be determined with the President and the Executive Director's approval. During the Reading Week and Winter Holiday shut downs all Executive members are required to respond to email and correspondence but are not required to maintain the minimum amount of hours; honourarium for this time period will be automatically issued in recognition that the University is closed but the work of the Executive continues.

During the Winter Holiday, Executive members will be remunerated for a full bi-weekly calculation of hours. Such calculation shall be based on the average bi-weekly hours between September 1 and December 1 of that fiscal year.

## **Sick Days**

Executives can earn sick days at a rate of one day per month worked, beginning May 1st of their term. Sick days can accumulate to a maximum of twelve (12) days at five (5) hours per day. It is understood that upon resignation or termination of position the executive will not be issued a pay in lieu of any accumulated sick day credits.

Executives will notify the Executive Director of their impending absence prior to the start of the work day. Telephone conversations, voice mail, and/or e-mail will be accepted forms of notification should an executive use a sick day. Executives notify the Executive Director via text message, an e-mail is expected to follow within twenty-four hours to ensure there is a record.

## **Reporting**

To ensure that honourarium is issued on a bi-weekly schedule, each Executive member must submit a timesheet to the Executive Director every second Monday by noon. Timesheets must be submitted within four (4) weeks of the time worked, otherwise it will be considered as volunteer time and no payment of honourarium will be issued.

All timesheets will be kept and logged by the Executive Director. Any member who is concerned about the work conducted to service the membership may review the log in person with the President and Executive Director. Any disputes will be handled by the Executive Director.

If it is concluded that an Executive member is consistently not fulfilling the expected hours of work, the process and grounds for disciplining the member outlined in the By-laws section 5.4 and 5.5 will be followed.

# **Executive Cell Phone Reimbursement**

Amended: 2011-04-26; 2011-09-08; 2015-09-02

## **Preamble**

The Continuing Education Students' Association of X University (CESAX) recognizes that while members are elected to an Executive position they are also part-time students, and frequently have part-time or full-time employment. Therefore there is great benefit in having Executive cell phone numbers publically accessible, and providing and implementing a mechanism that will increase accessibility to the Executive. CESAX also recognizes that having a publicly accessible cell phone number increases use of a cell phone and may also increase expenses for its services.

To ensure that members of the Executive are accessible and that the cost of a publicly available cell phone number does not become a financial burden, the following policy outlines a Cell Phone Reimbursement Operations Policy that is applicable to all elected members of the Executive during their term of office should the elected Executive choose.

## **Eligibility**

In order for an Executive member to receive a cell phone reimbursement for the phone and services, the cell phone number must be publicly available. A phone shall be deemed public when it is available through a minimum of the following media:

- The CESAX website
- CESAX business cards
- Standard email signature
- Promotional materials where the Executive member is the primary contact

## **Cell Phone and Data Reimbursement**

Each Executive can receive a maximum monthly reimbursement of up to \$100.00 which includes both cell phone rental and data expenses. Reimbursement for work related long-distance charges will be reviewed on a case-by-case basis.

Each member of the Executive shall be required to provide their own cell phone. CESAX will not be responsible for the loss or damage of any cell phone. Should a member of the Executive seek full reimbursement including data expenses email must be added on to the cell phone.

## **Reimbursement Procedure**

Each month, the Executive member is required to submit a cheque requisition form to the Executive Director. Attached to this form will be the applicable cell phone bill for the Executive that is claiming reimbursement for their personal cell phone. The cheque requisition will be adjudicated through the standard financial procedures and issued directly.

Reimbursement will not be provided by email transfer to the cell phone carrier or to another party. CESAX will only reimburse for the personal cell phone expense of the respective Executive member during their term of office, from May 1 to April 30.

# **Finance Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05

## **Mandate**

The Finance Committee is responsible for drafting the Operating Budget and recommending a budget to the CESAX Board of Directors for their approval. The Committee will have oversight of the planning and budget activities, including but not limited to the short-term and long-term financial planning of the Union.

## **Membership**

- Vice-President Services and Finance whom shall act as the Chair, and the President.
- Membership is only open to members of the Board.
- The Committee is resourced by the Executive Director.

## **Meeting Procedures**

1. The Committee will meet at minimum once a term; or as required;
2. Agendas shall be prepared and circulated to all committee members by the Chair;
3. Minutes shall be taken at all committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is two committee members, one of whom must be the Vice-President Services and Finance who will be the chair;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Review the audit process;
2. Review the financials and make any recommendations for long-term financial stability;
3. Approve a draft operating budget to recommend to the CESAX Board of Directors; and
4. Other duties as assigned by the Board of Directors.

# **Bursary Committee**

Adopted: 2006-09-06; Amended: 2011-09-08; 2012-01-18; 2015-11-05; 2020-11-10

## **Mandate**

The Bursary Committee is responsible for reviewing and recommending applications that qualify to receive the CESAX bursaries for the Fall, Winter, Spring and Summer semesters. The Committee will review applications of those who are eligible; approve applicants who are in financial need and require assistance to cover costs associated with post-secondary education; and make a recommendation for approval to the Board.

## **Membership**

- Vice-President Services and Finance and three other Directors elected amongst the Board.
- In the case of a tie vote, the President shall be asked to make the deciding vote.
- Membership is only open to members of the Board.
- The Committee is resourced by the Internal Coordinator.

## **Meeting Procedures**

1. The Committee will meet once and as required each academic term;
2. Meetings require 48-hour notice;
3. Quorum is three of the four members of the Committee;
4. Proxies are not allowed; and
5. Recommendations of the Committee must be approved by the Board of Directors before being distributed.

## **Responsibilities**

1. Review the application and criteria for awarding bursaries;
2. Set dates for bursary deadlines and the process for bursary;
3. Review and select the bursary applicants each academic session to the number of bursaries available;
4. Communicate through the Internal Coordinator to all applicants if their application has been successful or not;
5. The Committee will provide the Board of Directors with updates and reports as necessary and put forward a recommendation to approve; and
6. Other duties as assigned by the Board of Directors.

# **Board of Directors' Accessibility**

Adopted: 2016-04-25

## **Preamble**

CESAX understands that in order to be an elected representative and fulfill all duties and responsibilities assigned, additional expenses may be required that disproportionately impact elected students from marginalized backgrounds.

## **Policy**

CESAX will strive to accommodate and support all elected members of the Board of Directors in attending meetings and fulfilling responsibilities as set out in the CESAX By-laws.

These expenses shall only be considered when directly related to their role.

Accessibility expenses may include, for example:

- Accessible transit
- Accessible print material
- Food for dietary requirements
- Childcare

Any Board member may request up to a maximum of \$500 per fiscal year, and all requests must be made to the Executive Director. Expenses will only be reimbursed when accompanied with proof of purchase. All accessibility expenses will be taken from the accessibility fund outlined in the budget.

## **Accessibility Fund**

Adopted: 2020-02-06

### **Preamble**

The Accessibility Fund exists to ensure that CESAX has a stable pool of funding to cover any accessibility or accommodations requests that CESAX members may reasonably request, regardless of the annual budgeted amount. The Accessibility Fund use shall be approved by the Executive Committee as necessary. The ultimate purpose of this fund is to ensure that CESAX members can access all CESAX events without budgetary constraints.

### **Annual Accessibility Fund**

CESAX shall allocate \$2000.00 annually for the Accessibility Fund. The Executive Committee is empowered to use the Annual Accessibility Fund as required.

### **Resting Accessibility Fund**

Should any funds from the Annual Accessibility Fund not be used in the current fiscal year, the remaining funds should be transferred to a resting fund. The resting fund should not exceed \$5000.00.

The Executive Committee is empowered to approve allocations from the resting fund to accommodate any accessibility requests.

The Executive Committee is also empowered to approve allocations to proactively build barrier-free space if there is a reasonable expectation that such accommodations will be used. For greater clarity, the Executive Committee is able to book ASL interpretation or live-captioning services if there is a reasonable expectation that Deaf or hard of hearing people will be in attendance.

# **Budgeting & Planning Framework**

Adopted: 2020-04-08; Amended: 2022-02-23;

## **Preamble**

The CESAX Budgeting & Planning Framework exists to ensure that an annual budgeting cycle is adhered to throughout the transition of Executive Officers, Board of Directors and staff. The framework indicates the annual cycle and steps to adopting and revising a budget.

## **Terminology**

**Preliminary Budget:** The Preliminary Budget is the budget recommended by the outgoing Vice-President Services & Finance, incoming Vice-President Services & Finance and Executive Director to be approved at the first Board of Directors Meeting of the fiscal year.

**Operating Budget:** The Operating Budget is the first CESAX budget that has been adopted by the Board of Directors after recommendation from the Finance Committee.

**Revised Budget:** The Revised Budget is any budget that is amended by the Board of Directors after the Operating Budget has been approved. There can be various revisions to the Operating Budget and should be dated accordingly.

**Finance Committee:** The CESAX Finance Committee is a standing committee of CESAX.

## **Budgeting & Planning Cycle (Fiscal Year May 1 – April 30)**

The process by which the students' union creates its budget each year is as follows:

### **Step 1 – Review of the Budgeting and Planning Framework and Adoption of Preliminary Budget**

**Decision-Making Body:** Board of Directors

**Estimated Timeline:** First Board of Directors Meeting

The Board of Directors will be advised of the Budgeting & Planning Framework before voting on the Preliminary Budget. The Preliminary Budget will be presented to the Board of Directors for approval. The Board of Directors (and Full-time staff) will be advised of Budget & Planning Cycle important dates by the Vice-President Services & Finance.

### **Step 2 – Call for Proposals**

**Decision-Making Body:** Executives, Board Members, Full-time Staff, Committees

**Estimated Timeline:** May to mid-July

The Vice-President Services & Finance will invite Executives, Board Members, Full-time Staff and Committees to make recommendations for the CESAX Operating Budget. Budget proposals shall be submitted to the Vice-President Services & Finance and Executive Director. The Vice-President Services & Finance shall make a template budget proposal that must be adhered to.

### Step 3 – Review of Proposals and Recommendation of Operating Budget

Decision-Making Body: Finance Committee

Estimated Timeline: Late July

The Finance Committee will review all proposals from Executive Members, Board Members, Full-time Staff and Committees to consider incorporation into the CESAX Operating Budget. Original proposals shall be made available to the Board of Directors at the discretion of the Finance Committee. To ensure fair process, Finance Committee members should recuse themselves from votes on proposals that they have submitted themselves. However, notwithstanding conflicts of interest, Finance Committee members are able to vote on the recommendation of the Operating Budget as a whole.

### Step 4 – Adoption of Operating Budget

Decision-Making Body: Board of Directors

Estimated Timeline: August

The Board of Directors shall adopt an Operating Budget based on recommendations from the Finance Committee.

### Step 5 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: October

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Fall) to the Board of Directors.

### Step 6 – Revised Budget (Fall)

Decision-Making Body: Board of Directors

Estimated Timeline: November

The Board of Directors shall adopt a Revised Budget (Fall) based on recommendations from the Finance Committee.

### Step 7 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: February

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Winter) to the Board of Directors. The Finance Committee shall take into account recommendations from the CESAX auditors.

### Step 8 – Revised Budget (Winter)

Decision-Making Body: Board of Directors

Estimated Timeline: Early March

The Board of Directors shall adopt a Revised Budget (Winter) based on recommendations from the Finance Committee.

### Step 9 – Executive Transition and Preliminary Budget Discussion

Decision-Making Body: Outgoing and Incoming Vice-President Services & Finance, and Executive Director

Estimated Timeline: March

The outgoing and incoming Vice-President Services & Finance shall meet with the Executive Director to review the Budgeting & Planning Framework, the current revised budget and projections for the upcoming fiscal year. Both the outgoing and incoming Vice-President Services & Finance can make recommendations to the Executive Director to incorporate revised numbers into the Draft Preliminary Budget. Should a scheduling conflict emerge where a meeting cannot occur, the Executive Director shall accommodate second meetings and send notes to each party.

### Step 10 – Draft Preliminary Budget

Decision-Making Body: Executive Director

Estimated Timeline: April

The Draft Preliminary Budget will be finalized by the Executive Director for approval at the first Board of Directors meeting for the fiscal year. The Preliminary Budget will be prepared with the intention for the incoming Board of Directors to revise and incorporate the direction of the incoming Board.

## **Monthly Budget Oversight**

The Vice-President Services & Finance will be responsible to work with the Executive Director to prepare monthly financial updates to the Board of Directors.

# **Joint Health & Safety Committee**

Adopted: 2018-09-27

## **Mandate**

The CESAX Joint Health and Safety Committee is responsible for ensuring that CESAX upholds the standards set out in Ontario's Occupational Health and Safety Act (OHSA). This committee will work together to identify health and safety problems in the workplace and recommend solutions. Members will meet regularly to:

- Discuss health and safety concerns;
- Make recommendations to the employer; and
- Follow up on progress made.

## **Membership**

- The President, who shall act as a Co-Chair.
- The Shop Steward of the CESAX bargaining unit for Canadian Union of Public Employees (CUPE) Local 1281, who shall act as a Co-Chair.

The committee shall have two members of the Executive Committee selected by the employer group and two staff who are members of the bargaining unit for CUPE Local 1281 selected by the unionized staff members. There should always be equal worker and management representation on this committee. At least one of the members representing workers and one of the members representing management should be certified by the Workplace Safety and Insurance Board (WSIB) and receive special training in occupational health and safety.

## **Meeting Procedures**

1. The Committee will meet at minimum once a semester, including through the spring/summer term; or as required;
2. Agendas shall be prepared and circulated to all committee members by the Co-Chairs;
3. Minutes shall be taken by a rotating member of the committee at all committee meetings;
4. Quorum is two committee members from the Employer group and two workers who are members of CUPE Local 1281, and at least one of the Co-Chairs must be present;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Undertake health and safety inspections of the workplace at least every three months;
2. Investigate work refusals due to health or safety concerns;
3. Investigate workplace injuries;
4. Report on health and safety issues at the workplace and make recommendations to the Board of Directors; and

5. Other duties as assigned by the Board of Directors.

# **By-laws & Policy Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05

## **Mandate**

The CESAX By-laws and Policy Committee is responsible for reviewing and proposing changes to the CESAX By-laws, Constitution and Policies.

## **Membership**

- The Vice-President Internal, who shall act as the Chair.
- Open to all current CESAX members in good standing with the organization and Directors.
- The Committee shall be resourced by the Student Rights Coordinator.

## **Meeting Procedures**

1. The Committee will meet at minimum once a semester; or as required;
2. Agendas shall be prepared and circulated to all known interested committee members by the Chair;
3. Minutes shall be taken by the Student Rights Coordinator at all committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is three committee members, one of whom must be the Vice-President of Internal;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Review and update the CESAX Policy Manual and By-laws as necessary to reflect the mandate of CESAX;
2. Present any recommended amendments for changes to the Board of Directors for approval; and
3. Other duties as assigned by the Board of Directors.

# **Campaigns and Equity Committee**

Adopted: 2012-01-18; Amended: 2015-11-05

## **Mandate**

The Campaigns and Equity Committee shall oversee the planning of campaigns work and continue to work to make CESAX more equitable.

## **Membership**

- Vice-President Equity and Campaigns and Campaigns, who shall act as Chair.
- Open to all CESAX Members in good standing and Directors.
- The Committee shall be resourced by the Communications Coordinator.

## **Meeting Procedures**

1. The Committee will meet at minimum once per term; or as required;
2. Agendas shall be prepared and circulated to all interested known Committee members by the Chair;
3. Minutes shall be taken at all Committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is three Committee members, one of whom shall be the Vice-President Equity and Campaigns;
5. Meetings require a minimum of 48-hour notice and will be called by the Vice-President Equity and Campaigns;
6. Proxies are not allowed.

## **Responsibilities**

1. Develop an annual campaigns strategy and plan the implementation of campaign actions;
2. Create policy recommendations, education and materials for making CESAX more equitable;
3. Establish a schedule for campaigns and equity outreach;
4. The Committee will provide the Board of Directors with updates and reports as necessary;
5. Campaign priorities must be approved by the Board of Directors; and
6. Other duties as assigned by the Board of Directors.

## **Events Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05

### **Mandate**

The Events Committee shall focus on improving student life for CESAX members. The Committee will plan and implement projects, events and workshops that enhance student life at the University and that encourages member participation in CESAX.

### **Membership**

- Vice-President Events and Outreach and Outreach, who shall act as the Chair.
- Open to all CESAX Members in good standing and Directors.
- The Committee shall be resourced by the Events and Outreach Coordinator.

### **Meeting Procedures**

1. The Committee will meet at minimum once per term, or as required;
2. Agendas shall be prepared and circulated to all interested known Committee members by the Chair;
3. Minutes shall be taken at all Committee meetings by the Events and Outreach Coordinator and shall be circulated by an individual appointed by the Committee;
4. Quorum is three members, one of whom will be the Vice-President Events and Outreach;
5. Meetings require a minimum of 48-hour notice;
6. Proxies are not allowed.

### **Responsibilities**

1. Creating an Events strategy and planning events and outreach needs;
2. The Committee will provide the Board of Directors with updates and reports as necessary; and
3. Other duties as assigned by the Board of Directors.

# **Student Group Sponsorship & Endorsement**

Adopted: 2022-04-29

## **Preamble**

The Continuing Education Students' Association of X University (CESAX) from time to time supports on and off-campus organizations with either monetary funding or gifts in-kind. The goal of this policy is to outline the procedure for any sponsorship or endorsement for outside of CESAX.

## **Scope**

This policy applies to groups and projects making proposals or requests to CESAX. Donations initiated by the Board of Directors shall be considered under the Donations Policy. Should the Vice-President Services & Finance be unable to administer their duties under this policy, the Vice-President Events & Outreach shall administer the executive's duties.

## **Eligibility**

"Groups" shall refer to any of the categories listed below. Examples are provided to provide clarity between categories but are not exhaustive in their scope.

### Campus Groups & Projects

Campus Groups & Projects are described as events, campaigns and initiatives within X University. Eligible applications must be submitted by current CESAX members.

Examples: "Student Parents at X University," "Students for Harm Reduction at X University," etc

### External Groups & Projects

External Groups & Projects are described as events, campaigns and initiatives outside the explicit community of X University but have a strong connection to X University members. Eligible applications must be submitted by current CESAX members.

Examples: "Toronto Prisoners' Rights Project," "Ethnoracial-Racial Disability Committee of Ontario," etc

### Course Unions

Course Unions are described as an organization of students within specific part-time undergraduate degree academic departments. Course unions must have a basic governance structure, operated by students and adhere to other guidelines set by CESAX. Eligible course unions must have current part-time undergraduate degree student members involved in their governance structure.

Examples: "Disability Studies Course Union," "Association of Ryerson Midwifery Students" etc

### Adherence to Principles

- a. Compliance with relevant CESAX policies and bylaws;
- b. Compliance with X University's Discrimination and Harassment Prevention Policy;
- c. Groups supported by CESAX must be open to all CESAX members, aside from course unions which must be open to all CESAX members in their respective program;
- d. Groups supported by CESAX must have practices, policies or intentions to meaningfully engage part-time degree, certificate and continuing education students. CESAX support shall not be

provided to organizations simply seeking additional resources to their current operations [see Exclusions].

## Exclusions

As a part-time and continuing education students' association, CESAX will not fund groups that are primarily consisting of RSU or XGSU members.

## **Procedure**

### 1. Submission of Application

*Parties Involved: Applicant*

Groups will complete the full application through the CESAX website. The application will be sent to the Vice-President Services & Finances and the Services Coordinator.

### 2. Review of Application

*Parties Involved: Vice-President Services & Finance*

The Vice-President Services & Finances will review the application and request additional details as required to make a recommendation. The application may be denied at this stage should the Vice-President Services & Finance deem the application incomplete or ineligible.

### 3. Recommendation to Board of Directors

*Parties Involved: Vice-President Services & Finance and Board of Directors*

The Vice-President Services & Finance will make a recommendation to the Board of Directors (ie. recommendation to adopt and the supports that will be provided), or request a review and recommendation from the Board of Directors (ie. present the application and ask for the Board to recommend). The recommendation should include all levels of support in a standard motion format. Such a motion will require a simple majority vote.

### 4. Communication of Recommendation Outcome

*Parties Involved: Vice-President Services & Finance and Applicant*

The Vice-President Services & Finance will communicate the outcome of the Board of Directors decision to the applicant and the organizational supports that may be provided. The Vice-President Services & Finance will communicate timelines and expectations for the group as well as the post-project reporting expectations. The applicant will confirm which supports will be accessed.

### 5. Support Provision

*Parties Involved: Vice-President Services & Finance and Full-time Staff*

The Vice-President Services & Finance will coordinate with staff members on the supports that will be provided to the group.

### 6. Group Reporting

*Parties Involved: Applicant*

The group will submit the necessary reporting items through the form provided by the Vice-President Services & Finances.

## 7. Internal Record Keeping

*Parties Involved: Vice-President Services & Finance*

The Vice-President Services & Finance will report all sponsorships to the Services Coordinator and at the Semi-Annual and Annual General Meetings.

## **Resources & Privileges**

CESAX shall compile a guide for applicants to better understand the resources that applicants may request, which includes details on space bookings, printing calculations and expenses, promotional opportunities and funding processes. Such a guide shall be compiled with the Vice-President Services & Finance and relevant full-time staff.

### Space Bookings

Groups may request access to space in the Student Centre, including the CESAX Board Room. Student Centre space bookings should be understood as a large in-kind donation for groups and should not be used to undermine the revenue streams of the Palin Foundation. Groups should be encouraged to use Student Centre catering when feasible. Groups that fail to use booked student space or greatly exaggerate their attendance may be ineligible to access space bookings in the future.

Booking requests must be requested at least two weeks in advance of the booking date and shall be coordinated with the Vice-President Services & Finance and Internal Coordinator.

### Printing

Groups may request assistance in printing materials and billed directly to CESAX. This request will be calculated within their total funding approval based on CESAX in-house prices or CopyRITE fees.

Printing requests must be requested at least twenty-hour (24) hours in advance and shall be coordinated with the Vice-President Services & Finance and Internal Coordinator.

### Promotional

Groups may request promotional assistance from CESAX in promoting their event, campaign or initiative.

Large promotional requests, such as email listserv or website posts, must be requested at least two (2) weeks in advance of the post date and shall be coordinated with the Vice-President Services & Finance and Communications & Campaigns Coordinator. Simple social media or one-off requests may be coordinated in shorter timelines.

### Funding

Groups may request financial assistance from CESAX for their event, campaign or initiative. Any in-kind assistance, such as printing or space bookings, may be subtracted from the group's funding. Campus and External Groups or Projects are eligible for funding up to \$1000 per fiscal year. Course Unions may be eligible for additional funding [read below].

Funding requests will be coordinated through the Vice-President Services & Finance and the Services Coordinator. Funding may be pre-coordinated through direct billing to CESAX, cheque or e-transfer

reimbursement or other methods established by the Board of Directors.

### **Course Union-specific Funding**

Course Unions that are solely for part-time undergraduate degree programs are eligible for funding up to \$3000 per fiscal year. Course Unions that have shared membership for part-time undergraduate degree programs are eligible for funding up to \$1500, but must show substantial proof of part-time undergraduate degree student involvement.

Course Unions may request additional supports such as accounting support through designated funds, use of the CESAX university cost-centre and organizational governance support.

### Other

CESAX will accept other areas of potential support on a case-by-case basis. CESAX will incorporate recurring requests into this operational policy.

## **Reporting**

All campus group and sponsorship approvals will be required to complete a simple financial report with receipts via a digital form administered by the Vice-President Services & Finance. The Vice-President Services and Finances shall report campus group and sponsorship approvals in the Annual General Meeting Report to the membership.

# **Recognition of and Respect for Unceded Traditional Territories of Indigenous People**

Adopted: 2010-09-23; Amended: 2016, 2020-02-06

## **Preamble**

Respect for and recognition of the rights and land of the first Nations people shall be demonstrated at all general meetings and events of the Continuing Education Students' Association of X University. This will be done by acknowledging the space on which such events occur as being the traditional land and the need to respect, honour and maintain that land for at least the next seven generations.

## **Statement**

The following statement will be read aloud during the opening address of all meetings and events of the Continuing Education Students' Association of X University:

"We can never work to end systematic and institutional violence if we do not centre the narratives of Indigenous peoples in our collective decision making for social justice and equity. As settlers in Turtle Island, we directly benefit from the colonization and genocide of the Indigenous people of this land. In order to engage in resistance and solidarity against the injustices inflicted on the Indigenous people it is imperative we constantly engage in acts of decolonization.

Toronto and X University are in the "Dish with One Spoon Territory." The Dish with One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers, have been invited into this treaty in the spirit of peace, friendship and respect."

## **Reflection**

Speakers of the Land Acknowledgement will be encouraged to reflect on the statement before or after the official statement.

## **Class Representatives Confirmation**

Approved: 2016-04-05; Amended: 2017-02

### **Class Consensus and Confirmation**

- a. According to the CESAX By-laws, section 3.1 Class Representatives, "Class Representatives must be selected each academic term by class consensus for the class that they represent."
- b. Class consensus shall be understood to mean the absence of any objection from any student in the course section at the time of the selection of the Class Representative(s).
- c. When a student volunteers to be a Class Representative in the presence of the majority of the students enrolled in that course section and there are no objections, that student is considered confirmed as a Class Representative for the course.
- d. No more than two (2) students can be Class Representatives for one course section per academic term.

### **Process Following an Objection**

- a. In the event that a student in the course section objects to another student acting as Class Representative then a vote will be held to determine whether the student in question will be confirmed as Class Representative.
- b. Students in the course will be asked to vote on whether they approve or disapprove of the student in question acting as Class Representative. The vote will be administered and overseen by any CESAX representative designated by the CESAX Board of Directors or appropriate staff member to recruit Class Representatives. The vote will be carried out in whatever manner considered most expedient by the CESAX representative, either by a raising of hands or secret ballot.

### **Class Representatives who Volunteer when not in the presence of the majority of their class:**

- a. When a student volunteers to be a Class Representative when they are not in the presence of the classroom or the students enrolled in their course section, they must seek approval from the majority of students in their course section before being confirmed as Class Representatives.
- b. The volunteer will be asked to communicate the following five points to the majority of the students enrolled in their course section. They may communicate those five points in whatever way they feel is expedient and can reasonably be expected to be an effective means of communicating to the students in the course section.
  - i. CESAX is the students' union representing continuing education students, distance education, part-time degree students, and anyone taking a Chang School course.
  - ii. The student should state their name and indicate they are volunteering to be the CESAX Class Representative for the course for this term;
  - iii. As a Class Representative the student will provide CESAX updates to the class and represent the class;
  - iv. Every course section is allowed two (2) Class Representatives, if a classmate is interested they need to contact CESAX. ;

- v. If anyone has any objection to the student being a Class Representative, they can contact CESAX within 24 hours otherwise the volunteer is considered confirmed.
- c. After communicating the above points to their class, the volunteer must contact the CESAX Events and Outreach Coordinator via email to confirm they have made the announcement. If CESAX does not receive an objection from any student in that course section within 24 hours of the volunteer communicating the above points, the volunteer will be considered confirmed as Class Representative for that course section.
- d. Volunteers will be taken at their word regarding whether or not they communicated the above points to their class, and when they did so.

# **TTC Fare Reimbursement Policy**

Adopted: 2011-08-17; Amended 2015-01-06; 2015-09-02; 2021-09-02

## **Preamble**

In recognition that several CESAX members commute to campus, it is necessary to establish a Toronto Transit Commission (TTC) Fare Reimbursement policy in order to encourage and promote the active participation of its general membership in CESAX meetings and events.

To ensure accountability and transparency with respect to CESAX fare reimbursements, the following policy guidelines have been created.

## **Meetings**

Every member who attends a CESAX General Meeting (i.e. Annual General Meetings, Semi-Annual General Meetings, special general meetings, and by-election meetings), or a CESAX Committee meeting, may be reimbursed up to one TTC fare if they have a class on the evening of the meeting, and up to two TTC fares if they do not for their travels. Members' names must be noted in attendance in meeting minutes in order for the reimbursement to be processed.

## **Outreach**

CESAX members who are tasked with taking part in a scheduled CESAX outreach session may be reimbursed up to one TTC fare if they have a class on the evening of scheduled outreach, and up to two TTC fares if they do not. TTC fare reimbursements can only be given for completed outreach.

## **Procedure**

Members must RSVP before the event or meeting through promoted channels. Members must provide their student ID or student number at the time of request, and the time of reimbursement. The Vice-President Services and Finance and Finance, the Vice-President Events and Outreach and Outreach, or the Events & Outreach Coordinator should pre-approve TTC fare reimbursements for the members who have RSVP'ed. Any designated staff member of CESAX may distribute or process the reimbursement, as long as the necessary procedure and criteria are confirmed at the time of distribution and proper record keeping processes are followed. Members should not be reimbursed for transportation to social events unless they are tasked with volunteer work or specific assignments.

## **Special Events**

CESAX members who are tasked with attending a CESAX special event in advance may be reimbursed up to two TTC fares for their travels. Requests for reimbursements must be made in advance to either the Vice-President Events and Outreach, the Vice-President Services and Finance, or the Events and Outreach Coordinator.

# Emergency Grant

Approved: 04-11-2014; Amended: 2022-02-23;

## **Preamble**

The Continuing Education Students' Association of X University (CESAX) understands that students often struggle to make ends meet due to the high cost of post-secondary education and ever-increasing tuition fees, along with their day-to-day living expenses. These situations only deteriorate when unexpected events arise, which would warrant emergency funding as short-term financial relief to qualifying members faced with such financial hardships. CESAX, therefore, proposes the implementation of an Emergency Grant fund to help students in these situations.

CESAX awards bursaries in the amount of approximately \$150,000 per year, and based on information from much larger students' unions who only disburse in the range of \$30,000 per year on bursaries and/or grants, the CESAX Executive propose to create a separate Emergency Grant reserve fund in the amount of \$75,000, of which a maximum of \$25,000 per fiscal year can be distributed to qualifying members, awarding up to \$500 per student, per fiscal year.

Monies allocated to this fund will be kept separate from the operational accounts. The Board of Directors shall develop a top-up plan when the Emergency Grant reserve is budgeted to go below \$25,000.

## **CESAX Emergency Grant Eligibility and Process**

### Eligibility

- a. Students who are enrolled in a part-time degree program or a continuing education or distance education course at X University through the G. Raymond Chang School of Continuing Education during the term of their application are eligible to apply for this grant.
- b. The applicants have to demonstrate serious financial need due to unexpected circumstances beyond their control.
- c. Full-time undergraduate degree students and all graduate degree students will **not be** eligible for this grant as they are entitled to obtain the Emergency Bursary through the Ryerson Students' Union and Ryerson Graduate Students' Union.
- d. Alumni **are not eligible** for a CESAX Emergency Grant.

### Process

- a. Applications shall be available on the CESAX website.
- b. It is the responsibility of the applicant to carefully complete all sections of the CESAX Emergency Grant application form, to include a letter outlining the extenuating circumstances, and to provide a financial summary, along with supporting documentation, in order to expedite the process.
- c. If necessary, the Vice-President Services and Finance may request a meeting or telephone interview with the applicant to obtain further information and details.

- d. Applications will be reviewed by the CESAX Vice-President Services & Finance, who based on the merits of the application, makes a presentation at an upcoming Executive Committee meeting to obtain a decision as to the amount and possibility of awarding the grant.
- e. The Internal Coordinator, or another full-time staff member, shall verify student enrollment status and eligibility.
- f. Grants of up to \$500 can be awarded to students, one time per academic year.
- g. Applicants will be advised by email of the decision of the Executive Committee.
- h. All decisions of the Executive Committee are final.
- i. A decision will be made within no more than twelve (12) business days of receiving the application, provided all relevant information/documentation is provided by the applicant.
- j. All information collected is used for the sole purpose of evaluating the candidate's needs, and will be kept private and confidential.
- k. Applications may take up to one (1) week to process, after a decision to award the Emergency Grant has been made by the Executive Committee.

Typically grants can be awarded on medical and compassionate grounds, such as in cases of serious illness, death of a family member, eviction, and layoffs to name a few. Season specific challenges may be considered as compounding on other life factors and cause life-threatening emergencies including but not limited to precarious housing and homelessness, unaffordable heating or cooling, health emergencies, and barriers acquiring essential items for individuals with mobility challenges. Supporting documentation will validate claims.

## **Member Accessibility Policy**

Approved: 2013 (date unknown); Amended 2017

### **Preamble**

CESAX recognizes the diverse needs of its membership base. As such, CESAX will make accommodations for members with the following needs.

### **Child Care**

CESAX will provide child-minding services for members at general membership meetings upon request. Requests must be made in writing to the President two weeks prior to the meeting.

### **Accommodations for Members with Disabilities**

CESAX will strive to ensure all CESAX general membership meetings and events are accessible to members. Members must make accommodation requests which are reasonable [i.e. accommodation that does not pose undue hardship on CESAX, considering the cost, outside sources of funding and health and safety requirements].

Members are responsible for advising the President of the need to accommodation two weeks prior to the CESAX general membership meeting and events.

Members are expected to cooperate and notify immediately any changes in circumstances that affect the accommodation plan to any persons besides the President whose assistance is required to manage the process.

CESAX will accommodate the needs of members with a disability in a manner which most respects the person's dignity and which recognizes the privacy, confidentiality, comfort, autonomy, and self-esteem of persons.

### **American Sign Language (ASL) Interpretation**

Members can request ASL interpretation to be able to fully participate during general membership meetings. Requests must be made in writing to the President two weeks prior to the meeting. CESAX will provide accommodation to persons with disabilities to the extent it does not cause undue hardship.

# **Health and Dental Plan Procedure**

Adopted: 2016-05; Amended: 2016-10-14, 2018-04-05, 2021-12-01

## **Coverage**

The CESAX health and dental plan covers part-time undergraduate degree students at X University. Coverage runs for an entire academic year, starting September 1 through to, and including August 31. Students who first enroll in the winter term are only covered from the beginning of the winter term, January 1 until August 31 of that same year.

## **Opt-out Procedure**

Part-time undergraduate degree students with existing Health and Dental coverage comparable to the coverage currently provided by the CESAX plans are eligible to apply for an opt-out refund.

Successful applicants that provide proof of coverage by the deadline will receive a refund for the full amount in the form of a cheque directly issued to the student, and thus forfeit all rights to any coverage otherwise available to them under the CESAX plans.

Eligible part-time degree students are required to opt-out every academic year in which they are enrolled in classes, during any of the fall and winter terms.

There is no opt-out or opt-in or coverage provided to students who start during the spring or summer terms.

## **Comparable Coverage**

The policy number, name of insurance company, and name of policy holder must be submitted on the opt-out application. The opt-out application is to be completed online by the student and it is audited by the insurance company. Forgery of any information provided is considered to be a serious form of fraud and CESAX reserves the right to take appropriate action if any student illegally opted out of the mandatory service provided to members.

Provincial health programs do not qualify as comparable coverage to the insurance provided from the CESAX Plan which provides extended insurance beyond Ontario Health Insurance Plan (OHIP).

Proof of coverage provided by the Ontario Disability Support Program (ODSP), or for First Nations and Inuit Health, may be considered comparable coverage.

## **Non-Canadian Insurance Companies**

CESAX members who reside outside of Canada and access non-Canadian health and dental insurance are eligible to opt-out of the CESAX health and dental plans during the designated period.

## **Confirmation Email for Opt-Out**

Students will receive a confirmation email upon successful submission of their opt-out application. This email must be kept as a record of submitting the opt-out application. Students who do not receive a confirmation e-mail must contact CESAX within the designated opt-out period as this indicates an error in the application.

## **Opt-out Deadline**

Students will only be able to opt-out prior to the deadline set by the CESAX Executive in consultation with the Insurance carrier and the Services Coordinator. The opt-out period for CESAX's Health and Dental Plan takes place during the first month of each of the fall and winter terms, each and every academic year. The beginning of each academic year is when the opt-out process begins, for example in the fall term it begins September 1, and in the winter term it begins January 1. There is no opt-out deadline for the spring and/or summer term and there is no new enrollments during these terms.

It is entirely the student's responsibility to pay the Plan fee which is a mandatory ancillary fee that is part of the overall program costs and due at the time tuition fees are due at X University.

## **Missed Deadline**

There are no exceptions to the opt-out deadline. Students who miss the opt-out deadline will not be eligible for a refund.

Students, who show dated and verifiable proof of their attempt to opt-out before the deadline or during the designated opt-out period, may be eligible for a refund. Students who do not provide dated proof of their attempt to opt-out within the deadline are not eligible for a refund.

Exceptional cases may be considered based on a students' circumstance, however a student's case will only be reviewed or receive an exemption only once during their entire tenure at X University. The President and the Vice-President Services and Finance will make a final determination if an exception will be extended to the student. Decisions are made based on the proof provided and the circumstance

## **Individual Enrolment**

A student whose program status makes them eligible for the CESAX Health and Dental Plan, but has been excluded from the automatic tuition fee charged by the University, may apply for enrolment onto the plans and is required to pay the appropriate fee.

## **Loss of Coverage and Ability to Regain Coverage with CESAX**

Part-time undergraduate degree students who opt out of the CESAX Health and Dental Plan and lose coverage during the year may retain their CESAX coverage at the start of the next benefit period, the next winter term, or on the policy anniversary, which is September 1 of each year. The start of the next anniversary period for students starting in September would be the following September.

## **Lifestyle Changes**

Part-time undergraduate degree students who undergo lifestyle changes such as getting married, common-law status, adoption/birth of a child or losing their alternate coverage may make changes to their enrolment status within thirty (30) days of the change to add additional coverage. There is however no exception to opt out of the plan after the deadline has passed.

## **Opt-out Refund**

Refunds are issued directly to those students who successfully opt-out by the deadline. Reimbursement is primarily issued in the form of an electronic transfer. Members may request a direct cheque that can be picked up at the CESAX office or mailed if they are Distance Education learners.

## **Expired Electronic Transfers**

Refund e-transfers expire within the timeframe set out by the National Student Health Network which issues the initial e-transfer. Students who do not claim their refund electronic transfer within this time are allowed up to a maximum of twelve (12) months from the original e-transfer date of issue to request a new e-transfer or cheque. If the student does not claim or cash the second electronic transfer within one (1) month after the date of issue, the funds will be allocated to the operation of the Health and Dental Plan.

## **Expired Refund Cheque**

Refund cheques expire six months after the date of issue. Students who do not claim their refund cheque within this time are allowed up to a maximum of 6 months from the expiration date to request a new cheque. If the student does not claim or cash the opt-out cheque within twelve (12) months after date of issue, the funds will be allocated to the operation of the Health and Dental Plan.

## **Mailing Services**

CESAX offers free mailing services to students on the Health and Dental plan for the purpose of submitting claims to Green Shield Canada.

CESAX bears no responsibility for the time and delivery of postal mail. Any cheques that are mailed will be done so through regular postal mail.

# **Cheque and Payments Expirations**

Adopted: 2018-04-05; Amended: 2022-02-23;

## **Preamble**

To ensure accounting practices are sound and sustainable year to year, and to ensure members' money is properly allocated to the appropriate year of membership; CESAX must enforce 12-month expiration dates on all cheques, electronic transfers and other payments (known hereafter collectively as "the payment") issued.

## **Cheque Expiration**

All CESAX cheques, as is standard with all cheques, will go stale six months after the date of issue. Anyone who does not cash their CESAX cheque within this time is allowed up to a maximum of 6 months from the stale date to request a new cheque. In total, cheques will be honoured up to 12 months from the issue date.

If the cheque is not cashed within 12 months after the issue date, the payment expires, and the funds will be allocated back to the operation of CESAX and the applicable program or service.

## **Expired Electronic Transfers**

E-transfers expire within one (1) month of the date of issue. Students who do not claim their electronic transfer within this time are allowed up to a maximum of twelve (12) months from the original e-transfer date of issue to request a new e-transfer or cheque. If the student does not claim or cash the second electronic transfer within one (1) month the funds will be allocated back to the operation of CESAX and the applicable program or service.

## **Responsibility of Payee**

It is the sole responsibility of the CESAX payment recipient to ensure the payment is deposited in a timely manner. It is also the responsibility of the student or receiver of the payment to read, and respond if necessary, to all CESAX emails and communications. It is the responsibility of the student or receiver of the payment to communicate in a timely manner with CESAX if an issue arises.

# **Reproductive Justice Policy**

Adopted: 2018-10-31

## **Preamble**

The Continuing Education Students' Association of X University (CESAX) prohibits all forms of harassment and discrimination on the basis of grounds protected by the Ontario Human Rights Code. Beyond this minimum of legal protection, CESAX strives to uphold anti-oppressive frameworks. It is in this spirit that CESAX strives to create a safe space on campus and supports principles of Reproductive Justice and an individual's right to choose what to do with their body.

## **Definitions**

1. Reproductive Justice is the human right to maintain personal bodily autonomy, have children, not have children, and parent the children in safe and sustainable communities. It includes reproductive rights, like the legal right to abortion, but also includes access to affordable healthcare, adequate prenatal and pregnancy care, and comprehensive and LGBTQ+ inclusive sex education. Reproductive justice is the idea that everyone has the human right to full bodily autonomy, free from any form of reproductive oppression.
2. Anti-choice groups or organizations are those which compromise and, or threaten the freedom or wellbeing of any individual who may contemplate an abortion or have chosen to have an abortion.

## **Protocol**

CESAX respects and affirms the individual right to control one's body.

No CESAX resources, space, recognition, or funding will be allocated to enhance groups or individuals whose purpose is anti-choice activities. Such activities are defined as campaigns, actions, distribution, solicitation, or lobbying efforts that seek to limit an individual's right to choose what they can or cannot do with their body.

# **Conditional Membership**

Adopted: 2020-04-30

## **Preamble**

CESAX members have a diverse and unique experience navigating post-secondary education and the post-secondary community. With membership of part-time degree programs, certificate degrees, full-time degree students taking Chang School courses and non-degree each student has different access to CESAX based on course selection. With growing cuts to public funding for post-secondary education and the continual shifts in Chang School course offering, many courses are often not available or are cancelled. This means that CESAX membership ceases when required courses are not available or are cancelled. This policy seeks to provide an avenue for CESAX members to maintain full membership in CESAX and to have access to CESAX services, events, campaigns and community despite not being currently enrolled in courses. This policy also seeks to create reasonable restrictions to avoid abuse and ensure that CESAX members are members in good faith.

Conditional Members are defined in the Bylaw Article 2.1.e.

## **Eligibility**

Students will be considered eligible for Conditional Membership if they meet the following criteria:

- a) The student has been enrolled in a CESAX-fee assessed course within the previous two academic sessions; and
- b) The student is enrolled in a Certificate Degree or Part-time Undergraduate Degree program; and
- c) The student is unable to enroll in courses either due to lack of course offerings, course cancellations, lack of financial resources due to status or some other barrier that has impeded course enrollment for the academic session.

## **Fee**

Conditional members will be required to pay the compulsory and optional CESAX fee (full fee) and Canadian Federation of Students fee to the amount of one credit for the given term. This fee is non-refundable.

## **Opt-in Process**

Students who wish to become Conditional Members shall apply and pay fees by the first drop-course deadline of the semester. Applications shall be made available at the CESAX Office and on the CESAX website. Payments will be accepted at the CESAX Office, by mail, and upon special request, digitally.

CESAX will collect all necessary information from Conditional Members including name, student number, email and phone number. CESAX's Privacy Officers shall be responsible to update membership lists. CESAX shall maintain an email listserv to communicate with all Conditional Members.

## **Restrictions**

The Board of Directors may reasonably deny, restrict or reduce services for Conditional Members that may not be sustainable to the health of the organization. The Board of Directors shall apply such rules to all Conditional Members.

Conditional members shall not be eligible for CESAX's Health & Dental Plan by virtue of paying the conditional fee.

## **Board of Director Discretion**

The Board of Directors shall have the discretion to deny or retroactively deny (with full refund) any applicant for Conditional Membership if they believe that the benefits of Conditional Membership are being abused. Examples of abuse may include, but are not limited to, accessing Conditional Membership to solely access monetary benefits of CESAX such as the Bursary or Emergency Grant, not actively pursuing their post-secondary education, or solely attempting to seek elected office at CESAX.

For procedural fairness, the Board of Directors should attempt to address any possible abuse by reviewing and recommending amendments to this policy on an annual basis.

# **Staff Media Protocol**

Adopted 2014

## **Preamble**

Staff members, full-time, part-time, work-study and contract employees, all play important roles in the maintaining, growing and sustaining CESAX. Without their work the organization would not be able to provide an excellent level of service and quality representation. The work of employees should focus on creating actions or implementation on behalf of CESAX, however Executive members, namely the President, must remain and continue to be the spokesperson(s) for CESAX.

To ensure accurate information to the media, member(s) of the Executive will consult with staff members about issues in their area of work that the media are reporting on. It is important that staff members do not directly speak with the media without approval or direction from the Employer's Representative; as such the following protocol is put in place for all employees of CESAX.

This protocol governs all staff members including, full-time, part-time, work-study and contract employees who are employed by CESAX; and is in effect for the duration that they are employed.

## **Protocol**

### **1. DEFER**

If a staff member is approached for an interview, the staff member should always defer the interview to the President, or another member of the Executive who's portfolio is responsible for the issue; best practice is to always defer to the official spokesperson who is the person in the President's position. In deferring the interview or making a comment, it is important to ask the media representative the following questions so that all vital details can be passed on to the Executive member.

#### *a. ASK FOUR QUESTIONS*

- i. What is your story about
- ii. What information are you looking for from me
- iii. What is your timeline/deadline
- iv. What is the best method to contact you, and do you have the email address for the President?

#### *b. RECORD THE ANSWERS TO EACH OF THE QUESTIONS.*

- i. Direct the information via email to the President (president@myCESAX.ca).

### **2. CONSULT**

The staff member should consult first with the Employer's Representative about speaking to the media, and secondarily if approved the staff members should consult and check in with the

member of the Executive who is responsible for the area that the interview involves. If you cannot reach/locate the responsible Executive member on the issue, please consult with the President. All contact information for the media representative and the interview should be passed on to the President.

### 3. SEEK AUTHORISATION

The staff member should inquire if they can conduct the interview on behalf of the Executive member to ensure the timeline is met and an important media opportunity is not lost. This may also be useful if the staff member is more knowledgeable about the area or issue.

### 4. SEND PROGRESS REPORT

If the Employer's Representative provided authorisation for the staff person to conduct an interview on behalf of CESAX, the staff person should send an email regarding the outcome of the interview. After the media interview takes place jot down a couple of points. By the end of the day that the interview took place be sure to send an email to all Executive members and to copy the Internal Coordinator outlining what the interview was about, when it will go to print or on air. Be sure to include the name and contact information for the person who conducted the interview and for what media outlet it was.

### 5. KEEP A RECORD

If a staff person was interviewed, they will take the responsibility to locate or inform the Internal Coordinator of where to locate a copy of the print version and place it in the media binder, in the event it is radio or television a log sheet will be filled out to document this.

# **Sustainability Policy**

Amended: 2011-03-10; 2016-04-05

## **Preamble**

CESAX supports environmentally sustainable practices and aims to preserve natural resources.

Wherever possible the students' union will aim to use environmentally friendly products and recycle waste or unwanted objects. In keeping with these principles, the guidelines below should be followed.

## **Paper**

1. All documents will be printed on paper with 100% post-consumer recycled content, FSC certification, or combinations thereof where possible;
2. As much as possible, all documents, including external and administrative communications, will be printed on both sides of the paper;
3. Where technology permits, double-sided printing (duplexing) will be set as the default for all computers, printers and photocopiers;
4. All paper which has been printed on one side, does not contain sensitive information, and is no longer needed, will be placed into a basket to be reused as scrap paper.

## **Green Purchasing**

1. CESAX should establish preferred business relationships with socially responsible and environmentally sustainable companies, such as Greenshift or re-orient established business relationships to focus on environmentally sustainable products (increase purchases of sustainable products from companies we currently buy from);
2. As much as possible, ensure that appliances are Energy Star rated and include energy consumption of all equipment as a factor when purchasing;
3. Purchase materials and equipment with an emphasis on long-term material and energy reduction;
4. Purchase high efficiency compact fluorescent light bulbs;
5. Create an environmentally-conscious "catering list" of food services and suppliers on campus and near campus that are leaders in sustainability;
6. Serve food with re-useable containers and utensils as much as possible;
7. Serve food with biodegradable containers and utensils as much as possible;
8. Purchase cleaning products that are biodegradable and environmentally friendly.

## **Bottled Water Free**

1. CESAX will not purchase bottled water. As a replacement for hauling bottled water to events, the students' union should provide biodegradable cups or reusable containers and tap water. In addition, CESAX will provide reusable water bottles where and when possible and will encourage

other campus groups, coalition partners etc. to restrict the use of bottled water at events. When sponsoring events, CESAX will remind partners of this policy.

## **Sustainable Transportation**

1. CESAX will encourage the use of bicycles and other forms of active transportation as much as possible; when active transportation is not possible, the use of public transit will be prioritized;
2. When rental cars are absolutely necessary, the renting of hybrids or fuel efficient cars are encouraged;
3. Use of public transportation and discounted or subsidized monthly passes/tickets/U-Passes is encouraged where possible.

## **Promotion of the Sustainability Policy**

1. The students' union will share this policy with all members, volunteers, and staff via electronic means on the website;
2. During training, incoming staff and elected members should be informed of this policy;
3. This policy will be shared with other groups and CESAX will review similar policies on environmental sustainability to keep this policy as relevant as possible.

# **Workplace Violence and Harassment Policy**

Approved: 2011-08-17

## **Preamble**

CESAX will comply with occupational health and safety legislation to maintain a safe workplace and a pleasant working environment for all employees. CESAX does not tolerate any type of workplace violence or workplace harassment committed by or against employees.

To ensure a safe and pleasant workplace and to reduce the risk of workplace violence and workplace harassment, all employees should review and understand all provisions of this Workplace Violence and Workplace Harassment Policy.

## **Who does this policy apply to?**

This policy applies to all full time and part time employees, temporary staff, contractors, Directors and Officers, and volunteers of CESAX. The use of the term employee throughout this policy shall include all those positions listed above.

## **WORKPLACE VIOLENCE**

### **What is workplace violence?**

Workplace violence is:

- (a) The exercise of physical and/or psychological force by a person against a worker, in a workplace, that causes or could cause physical and/or psychological injury to the worker;
- (b) An attempt to exercise physical and/or psychological force against a worker, in a workplace, that could cause physical and/or psychological injury to the worker;
- (c) A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical and/or psychological force against the worker, in a workplace, that could cause physical and/or psychological injury to the worker.

### **What should you do if you witness workplace violence?**

In the event of an emergency, Campus Security should be contacted immediately, unless the situation appears to require the police or other emergency services, in which case they should be called.

Take all necessary and reasonable steps to ensure your own safety and the safety of others.

CESAX will actively respond to any indication of a possibly hostile or violent situation. This response may include calling the police and/or Campus Security.

## Domestic Violence

Employees are encouraged to advise CESAX's Staff Relations Officer, or a member of the CESAX Health and Safety Committee of an issue in the employee's non-work life that might impact on the safety of the employee or a co-worker at the workplace.

Any employee who applies for or obtains a restraining order or peace bond, which lists CESAX's location or the work or other location of another employee as being a protected area must provide CESAX's Staff Relations Officer with a copy of the restraining order or peace bond and any other relevant documents or information requested.

If CESAX is aware that domestic violence is likely to expose an employee to workplace violence, every reasonable precaution reasonable in the circumstance will be implemented to protect the employee at the workplace.

## History of Violent Behaviour

If CESAX is aware that a person with a history of violent behaviour is likely to expose an employee to workplace violence, every precaution reasonable in the circumstance will be implemented to protect the employee at the workplace.

## **WORKPLACE HARASSMENT**

### What is workplace harassment?

Workplace harassment is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment generally involves a course of conduct and a single incident is generally not sufficient to amount to workplace harassment. In addition, the conduct must be vexatious, meaning it must generally be without reasonable grounds and intended to annoy, harass or bother an individual.

Performance management and work related feedback are not workplace harassment.

### What should you do if you witness workplace harassment?

Report the workplace harassment to CESAX's Staff Relations Officer, or a member of the CESAX Health and Safety Committee.

CESAX will actively respond to any indication of a possibly hostile or violent situation. This response may include Campus Security and/or the police.

## REPORTING/INVESTIGATING WORKPLACE HARASSMENT

### Alerting CESAX

A complaint of workplace violence or workplace harassment may be made orally or in writing to CESAX's Executive Director, and should be made as soon as possible after the incident.

If you witness or are aware of an incident of workplace violence or workplace harassment, notify CESAX's Executive Director as soon as possible after the incident.

### What will CESAX do if an incident is reported?

#### *Investigating Complaints*

All reported incidents will be investigated in an appropriate manner and in an effort to resolve the matter.

Before an incident is investigated, the individual reporting the incident may be asked to make a written report of the incident.

The individual reporting the incident will be consulted as appropriate during the investigation and will be advised of the results of the investigation and the resolution, if any, and where appropriate. Reports of incidents will be kept confidential except as necessary to investigate or resolve the matter or as required by law.

Investigations will usually involve speaking with the following people:

- Anyone who is alleged to have committed Workplace Violence or Workplace Harassment;
- Anyone who claims to have been targeted or harmed by Workplace Violence or Workplace Harassment;
- Anyone who may have witnessed Workplace Violence or Workplace Harassment

The Investigation may also include additional steps such as reviewing CESAX records (including emails and internet traffic logs) and speaking to health care professionals (with the patient's consent).

Employees are encouraged to report any act that they believe may constitute workplace violence or workplace harassment. CESAX will not punish an employee for reporting, in good faith, an act of suspected workplace violence or workplace harassment.

### What will CESAX do to a person who commits workplace violence or workplace harassment?

Depending on the circumstances, the CESAX Health and Safety Committee may recommend one or more of the following to the Board of Directors:

- a. That CESAX make a note of the incident on the employee's record;
- b. That CESAX provide the employee a written warning in an appropriate form;

- c. That CESAX require the employee to attend training;
- d. That CESAX require that the employee attend counselling;
- e. That CESAX suspend the employee without pay and/or on other appropriate terms;
- f. That CESAX terminate the employee's employment and/or other involvement with CESAX for just cause; and/or
- g. That CESAX ask the police to charge the employee with an offence under the Canada Criminal Code.