



Code of Standing Regulations

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INITIAL PROVISIONS - DEFINITIONS

1. “Agenda” means the order of business of a regular or special meeting, as defined in the latest edition of Robert’s Rules of Order;
“By-Laws” means the By-Laws of the Concordia Student Union;
“campaign materials” means any printed matter, paid advertisement in any media, or any other object used to promote or oppose, directly or indirectly, the election of a candidate, or a particular option in a referendum, as the case may be;
“Chairperson” means the Chairperson of Council;
“Code” means the Revised Code of CSU Standing Regulations;
“Council” means the Council of Representatives of the Student Union;
“Council-Elect” means the candidates elected to Council in the Annual General Election who have not yet taken office;
“day” means a business day which excludes Saturdays, Sundays, Good Friday, Easter Monday, third Monday of the month of May, Quebec’s National Holiday, Canada Day (or July 2nd if July 1st falls on a Sunday), Labour day, Thanksgivings day, Concordia University Holidays where the University is closed and any days starting December 20th until January 5th inclusively. These days shall not be calculated in calculating any delays under the By-Laws, regulations or policies of the Student Union;
“Election” refers to an electoral process which begins with the announcement of the Poll by the Chief Electoral Officer;
“Employee” means a person employed by the Student Union or its subsidiary, other than an Officer of the Student Union or its subsidiary;
“Executives” means a member of the Executive of the Student Union;;
“Fee levy” means any fee levied on members and approved through referendum;
“general meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;
“general public notice” means the placement of posters in the following buildings: Administration/Central (AD/CC), Hingston Hall (HA), Communication Studies & Journalism Building (CJ), Richard J. Renaud Science Complex (SP), Theatre and Dance Building (TJ), Library Building (LB), Campus Centre (SC), Commerce and Administration (GM), Hall (H), Engineering and Visual Arts (EV) and Visual Arts (VA) buildings and an announcement on the CSU website;
“member” means a person who fulfills the conditions of membership under section 3.1 of the By-Laws;
“mutatis mutandis” means “with the necessary changes”;
“office” means the office of the President, a Vice-President or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified; “ordinary resolution or regulation”; regulation or resolution requiring a majority vote at Council to be adopted;
“President” means the President of the Student Union;
“President-Elect” means a candidate who has been declared elected in the Annual General Election for the office of the President, and who has not yet taken office;
“polling period” means a period of 3 consecutive school days during which the polls in an election or referendum open at 10 a.m. and close at 8 p.m.;
“public notice” means publication on the Council electronic mailing list, the CSU website and placement of posters on the Student Union bulletin board;
“referendum committee” means a group recognised as such by the Chief Electoral Officer for the purpose of promoting a particular option in a referendum;
“regular meeting” means a regular meeting of Council as defined in the By-Laws;
“Representative” means a duly elected member of Council who has taken office;
“Secretary” means the Secretary of Council;
“special meeting” means a special meeting of Council, as defined in the By-Laws;
“student at large” means a member who is not a Representative, an Executive, the Chairperson or Council Secretary, the Chief Electoral Officer or a member of the Judicial Board;
“Student Union” means the Concordia Student Union;
“subsidiary” means CUSACORP Management Ltd. and its various operations;
“these regulations” means the regulations inside this Code
“in writing” means either by a hard copy or via electronic mail;

“University” means Concordia University;

BOOK I – COUNCIL OF REPRESENTATIVES

Chapter I – Scope

2. These regulations are adopted in accordance with section 6.3 of the By-Laws.
3. The regulations in this book apply to the Council of Representatives, its committees and other subsidiary bodies, and the proceedings thereof.

Chapter II – Composition of Council

4. In accordance with the By-Laws, the composition of Council for the following year shall be determined at the February regular meeting.
5. In accordance with the By-Laws, the offices of Council shall be allocated to each faculty proportionate to its percentage of members based on the most current enrolment figures available from the University.

Chapter III – Chairperson and Secretary

Section 1 – Appointment of the Chairperson and Secretary

6. The Chairperson and Secretary shall be elected by the Council-Elect at its May meeting, subject to ratification at the first meeting of the new Council after taking office, in accordance with the By-Laws and these regulations.
7. Before April 30th of each year, , the Council Secretary shall issue a public notice to announce the positions of Chairperson and Secretary for the following year. Such notice shall include the deadline for applications, which shall be the Friday before the Council- elect meeting;
8. The Council Secretary shall include all applications for the positions of Chairperson and Secretary in the agenda for the May meeting of the Council-Elect.
9. All applicants for the position of Chairperson and Secretary shall have an opportunity to speak at the meeting of the Council-Elect at which the positions are to be elected;

Section 2 – Chairperson

10. The Chairperson shall see to the carrying out of these regulations. In the event of a vacancy in the position of the Chairperson, the Chair of the Policy committee shall see to the carrying out of these regulations.
11. In addition to the duties stipulated in the By-Laws, the Chairperson shall:
 - (a) Have a working knowledge of Robert’s Rules of Order and see that these are respected at all meetings;
 - (b) Chair all regular, special, and general meetings;
 - (c) Conduct meetings in an unbiased and non-partisan manner;
 - (d) Administer the attendance record with respect to the By-Laws and inform Representatives of their attendance record;

- (e) Administer the Council electronic mailing list who shall be composed of all Representatives, Executives, Judicial Board members, Chairperson and Secretary of Council and any member or student media who requests to be part of the list;
 - (f) Prepare the agenda for regular, special or general meetings and forward it to the secretary for distribution;
 - (g) Forward any notice of regular, special or general meeting to the Secretary
 - (h) Oversee the work of the Secretary and report to Council thereon;
 - (i) Act as a liaison with the Chairpersons of the committees to ensure the committees reports on a regular basis to Council;
 - (j) Notify the Chief Electoral Officer of the necessity of any referendum called by petition or by Council, as provided in the By-Laws or the Election and Referendum Regulations;
 - (k) Administer the budget of the Council;
 - (l) Represent the Council of Representatives when required;
 - (m) Exercise such other powers and duties as he or she may be directed to perform by Council from time to time.
12. In the event of a vacancy in the position of Chairperson, the Chair of the Policy committee shall see to the carrying out of the duties of the Chairperson. The Secretary shall act on the behalf of the Chairperson with respect to any correspondence or notice required by these Regulations.
13. The Chairperson shall receive an honorarium of \$12 per hour for the equivalent 10 hours plus the length of the meeting. Notwithstanding should the meeting not reach quorum the honorarium shall be \$100.

Section 3 – Secretary

14. In addition to the duties stipulated in the By-Laws, the secretary shall:
- (a) Distribute the agenda and all associated documents for all regular and special meetings with the delays stipulated in the by-laws and these regulations;
 - (b) Record and prepare the minutes of all regular, special, and general meetings with the delays stipulated in the By-Laws and these regulations;
 - (c) Forward a schedule of regular meetings to the Vice-President Clubs and Internal affairs for public notice;
 - (d) Forward any notice of special or general meetings to the Vice-President Clubs and Internal affairs for public notice;
 - (e) Contact Representatives to inform them of any notice of meetings;
 - (f) Secure a location for any regular, special or general meeting;
 - (g) Keep the minute books of Council and its committees;
 - (h) Act as Secretary of the Council-Elect;
 - (i) Exercise such other powers and duties as he or she may be directed to perform by Council from time to time.
15. The Secretary shall receive an honorarium of \$12 per hour for the equivalent of 5 hours plus twice the length of the meeting. Notwithstanding should the meeting not reach quorum the honorarium shall be \$100.

Chapter IV – Committees of Council

Section 1 – Standing Committees

16. The following shall be the standing committees of Council:

- (a) Academic Caucus: The Academic Caucus consults with students and campus academic groups concerning the Student Union's academic priorities; makes reports and recommendations to Council regarding issues of academic significance, and undertakes such academic studies as Council may require of it. It is also responsible for bursary distribution as outlined in Annex A. The caucus may also make reports and recommendations to Council regarding any proposed amendments to Annex A. The Academic caucus shall be composed of members serving on the University Senate and the Board of Governors.
 - (b) Clubs and Space Committee: The Clubs and Space Committee's is responsible for overseeing the administration of CSU clubs and reviewing policies regarding space. The Committee allocates budgets to clubs, evaluates applications for new clubs and distributes clubs special project funding.
 - (c) Appointments Committee: The Appointments committee recommends appointees to any and all CSU and university bodies and/or committees. In addition the committee is responsible for overseeing attendance of appointees.
 - (d) Policy Committee: Policy Committee is responsible for the maintenance of the by-laws and standing regulations of the Student Union. It may make reports and recommendations to Council regarding any proposed amendments to the by-laws or standing regulations.
 - (e) Finance Committee: The Financial Committee is responsible for overseeing the financial operations of the Student Union. In addition to their ability to adjust the budget (as in the CSU by-laws) it also works as the committee which monitors the expenditures and revenues of the student union. A review of the CSU Financial Policy should be performed by the Financial Committee at least once per fiscal year and at the end of each year the Committee should present a year-end report regarding all disbursements made from the Special Project Fund.
 - (f) Events Committee: The Events Committee is responsible to aid and help facilitate in the planning, preparation and execution phases of events organized by the CSU. Members of this committee will be expected to help think up ideas for events, help with the planning process and help run the event(s).
 - (g) External and Campaigns Committee: The External and Campaigns Committee is responsible for overseeing the Student Union's relationship with organizations outside of the University and assisting with the planning of campaigns to be undertaken each year.
 - (h) Sustainability Committee: The Sustainability Committee is responsible for overseeing the Student Union and ensuring that it is sustainable as possible. The Committee can make recommendations to Council as to how to make the Student Union more sustainable and how to make Concordia a more sustainable university.
 - (i) Loyola Committee: The Loyola committee is responsible for advising the CSU on how best to serve students at Loyola. It will also make reports and recommendations to council regarding all CSU events, activities and projects at Loyola. In addition, the committee is responsible for ensuring more food options and Loyola events.
17. Each standing committee with the exception of the academic caucus shall be composed of the following:
- (a) Four Representatives, appointed by Council
 - (b) One member of the Executive, designated by the By-Laws or the President
 - (c) One student-at-large, appointed by Council
18. The President shall be an ex-officio non-voting member of all committees.
19. Each Representative, when possible, shall sit on at least one standing committee.
20. Any vacancy of a standing committee shall be filled at the next regular meeting of Council.
21. Quorum for standing committees shall be a simple majority of the voting members of the committee.
22. No member of the Clubs and Space Committee may hold any office in a CSU club. Holding such office in a club will be deemed a resignation from the Space & Administration committee.
23. Each standing committee shall elect from among its members a Committee Chair and a Committee Clerk. The Committee Chair can be any committee member.

24. Each committee Chair shall:
 - (a) Notify the members of the committee of the dates, times, and places of the meeting of the committee;
 - (b) Submit a written report to Council containing all matters that have been considered by the committee
25. Each committee Clerk shall record and prepare minutes of the meetings of the committee and forward such minutes to the members of the committee and the Council Secretary.

Section 2 – General Provisions

26. Ad hoc committees may be formed by Council from time to time, with such composition and mandate as determined by Council
27. The stipulations of [article 20](#), [article 24](#), [article 25](#), of these regulations apply, mutatis mutandis, to ad hoc committees.

Section 3 – Committee of the Council-Elect

28. The President-Elect shall chair the meetings of the Council-Elect.
29. The Council-Elect shall meet on the third Wednesday during the month of May.
30. For the sole purpose of applying the policy on absences (in [Chapter VII](#) of this book) and in counting absences towards a representative's removal from office by reason of absence (given under Bylaw 10.1), the Council-Elect Meeting shall be considered a regular meeting of council.
31. The Council-Elect shall determine the time of all regular meetings to be held during its term of office as Council.
32. Each Representative shall receive upon taking office a list of Representatives, Executives, the Chairperson and the Secretary including e-mail addresses
33. Upon taking office each representative will be given a CSU email account and computer login.

Chapter V – Meetings of Council

Section 1 – Regular Meetings

34. Public notice for each regular meeting shall be issued by the Secretary the week prior to the meeting and shall include the date, time and location of the meeting.
35. The dates and times, of all regular meetings shall be published in the Student Union's handbook.
36. The agenda for each regular meeting shall include:

- (a) Call to Order
- (b) Approval of the Agenda

Consent Agenda

- (c) Approval of Minutes and Business Arising
- (d) Chairperson's report and Business Arising
- (e) Executive Reports
- (f) Reports of Standing Committees and Business Arising
- (g) Report from CUSACORP
- (h) Report from University bodies and Business Arising

Regular agenda

- (i) Unfinished Business
- (j) New Business
- (k) Question Period
- (l) Announcements
- (m) Adjournment

37. Items for inclusion in the agenda of a regular meeting must be received by the Chair at least five days before the meeting and shall include all documentations and motions to be considered by Council. Notwithstanding the foregoing, motions from the floor may be considered if they are specifically related to an item on the agenda or documentation that has been distributed related to an agenda item. Should the January first regular meeting be scheduled to be held prior to January 13th the items must be received by January 6th and distributed in the shortest delays to the Council Electronic list.
38. The Chairperson can defer an item directly to a standing committee and shall note such deferral in its report to Council.
39. All Representatives are expected to read reports prior to the meeting. Any three Representatives can request when the agenda is approved that an item from the consent agenda be discussed. Said item is automatically moved at the top of the regular agenda.

Section 2 – Special Meetings

40. Notice of any special meeting shall be addressed to the Chair in writing. Such notice shall include the date, and purpose of the meeting.
41. Notice to Representatives of any special meeting shall be by the electronic mailing list of the notice addressed to the Chairperson within the delays stipulated in the By-Laws.
42. The Secretary shall issue a public notice of any special meeting at least three days before the meeting. The public notice shall include the same information as the notice sent to Representatives.
43. Only those items specified in the notice of meeting may be considered at a special meeting. Motions may arise from the floor only if specifically related to an item specified in the notice of meeting. Notwithstanding the foregoing, the Chairperson may present a report at any special meeting.

Section 3 – Minutes of Meetings

44. Minutes of any special or regular meeting shall be on the agenda of the next regular meeting.
45. Each regular or special meeting shall be recorded and the tape(s) shall be kept by the Secretary until the minutes of the meeting are approved.
46. The minutes of each regular or special meeting shall contain, on every page after the first page, a footer specifying the type of meeting, the date of the meeting and the page number.
47. The Secretary shall keep minutes during closed sessions Council meetings, including the full text of motions debated and voted on, so as to facilitate discussion. When a meeting returns to open session, these closed session minutes shall be erased, excepting the full text of any motions passed during the closed session. These will instead be inserted into the minutes of the open session, so as to remain a part of the Student Union's official record. For the purpose of transparency, these motions should still be ratified by a public vote once the meeting has returned to open session.

Chapter VI – Resignation and Deemed Resignation

48. Any resignation from Council or its committees must be addressed to the Chairperson, in writing, and shall form part of the Chairperson's Report at the next meeting of Council.

49. Any person holding office that becomes an employee of the Student Union or its subsidiary after taking office shall be deemed automatically resigned.

Chapter VII – Absences

50. Any representative absent for more than 60 minutes of a meeting shall be considered absent from that meeting.
51. Absences may be excused only by a vote of the Council of Representatives.
52. Any request for excusal must be considered at the meeting for which the excusal is requested. To that end, regrets must be sent, in writing, to the Chairperson prior to the meeting, or requested by the representative at the meeting itself, as appropriate.
53. Any request for excusal must clearly state the grounds based on exceptional circumstances for the excusal, and include any applicable supporting documentation.
54. A request for excusal arising from the meeting itself shall take precedence over any current agenda item being discussed. Notwithstanding, a request for excusal may not be considered while a vote is taking place.
55. No absence may be excused for the following reasons:
 - (a) A class, tutorial, study group or other academic event that is not a final or midterm exam
 - (b) Homework
 - (c) Work
 - (d) Vacation

Chapter VIII – Appointments

56. All internal and external appointments by Council shall be by ordinary resolution.
57. All appointments open to students at large will be considered by the appointments committees who will make their recommendations to Council following the appointment procedure ([Book V](#)). Notwithstanding the foregoing, for exceptional reasons, Council has the right to bypass the consideration of the appointments committee and proceed with the appointment.

Chapter IX – Council General Provisions

58. All meetings and records of the Student Union and its sponsored or organized groups are open to its members. Closed session of Council can be held following a 2/3 majority vote of Council for the limited purpose of dealing with issues requiring confidentiality.
59. All members and staff of the Student Union and CUSACORP shall have speaking right at Council meetings.
60. Between persons who spoke the same amount of times on a said topic the Chair shall use gender parity when granting the floor.
61. There is to be no limit on the number of times a person may speak during a particular agenda point. Notwithstanding, a speaking limit may be established by a 2/3 majority vote of council during the discussion of that point. In the event that a speaking limit is established, requests for information, points of order and points of personal privilege and direct responses to questions do not constitute a speaking turn, and the speaking limit established does not apply to subsequent agenda points.
62. Any additional item to be considered at a Council meeting brought without respecting the delays in these regulations can be considered with a 3/4 majority vote of the Council.

63. For the purposes of these regulations, any written communication to the Chairperson is deemed received when received in the inbox of the Chairperson for electronic mail or on the date it is stamped by an employee or Officer of the Student Union and placed in the Chairperson's mailbox at the head office of the Student Union. The employee or officer who receives such document shall immediately notify the Chairperson of its receipt.

BOOK II – CLUBS

Section 1 – Recognition process

64. A group shall be eligible for recognition provided that it meets the following criteria:
- (a) The objectives and activities of the group should be seen as attempting to contribute to the educational, recreational, social, or cultural values of the Student Union and the University.
 - (b) The primary activities of the group should not be commercial in nature. However, the group may engage in legitimate fundraising activities, including providing goods or services at a profit, when the proceeds of such are directed towards the non-commercial activities of the group.
 - (c) Membership in the group must be open to all members of the Student Union, without restriction on the grounds of national origin, race, religion, colour, sex, sexual orientation, disability or faculty of study.
 - (d) The group must be unique with its ideas, events and activities.
 - (e) The group must not charge a membership fee or if its membership is exclusive to Concordia students sell membership cards.
65. A group applying for recognition shall submit the following to the Vice-President Clubs and Internal Affairs:
- (a) An Application for Group Recognition form.
 - (b) A petition in support of recognition of the group, containing the name, faculty, student i.d. number, and signature, of at least 50 members of the Student Union.
 - (c) A draft constitution which must include the following:
 - i. The full name of the group.
 - ii. The purposes, goals, or objectives of the group.
 - iii. Definition of membership, including non-discrimination phrase.
 - iv. Associate and honorary membership (if any).
 - v. Composition of executive or co-ordinating body.
 - vi. Duties of executives and/or co-ordinators.
 - vii. Rights, privileges, and duties of members.
 - viii. Election eligibility and procedures where all members of any CSU group or club must be granted voting privileges in all elections, recalls and referenda.
 - ix. Replacement and impeachment procedures.
 - x. Disciplinary procedures.
 - xi. General and special meetings.
 - xii. Constitutional amending formula.
 - xiii. A reference to the precedence of the By-Laws, Regulations and policies of the Student Union.
 - xiv. A reference to the authority of the Judicial Board to rule on all disputes and appeals.
 - (d) Full disclosure of any links the group has with any body outside the University.
 - (e) A detailed tentative schedule of activities for the upcoming year.
66. Upon receipt of required documentation, the Vice-President Clubs and Internal affairs shall review the application and consult with the group as necessary.

67. Following review by the Vice-President Clubs and Internal Affairs, the required documentation shall be considered by the Clubs and Space Committee, which shall invite members of the group to the meeting at which the application is to be considered.

Section 2 – Club Constitutions

68. The Clubs and Space Committee shall have the authority to recommend approval of the group's constitution. All recommendations by the Committee shall be reported to the next regular meeting of the Council of Representatives for approval..
69. Any changes to the constitution of a recognized group must be made in accordance with the legitimate amending formula of that constitution and forwarded, along with the minutes of the meeting at which they were adopted, to Clubs and Space Committee for review.
70. The Clubs and Space Committee shall have the authority to disallow amendments to a group's constitution where those amendments violate the By-Laws, Regulations, and policies of the Student Union.

Section 3 – Revocation

71. The Clubs and Space Committee may recommend to Council that a group's recognition be revoked where that group has not acted in accordance with its constitution or with the By-Laws, Regulations and policies of the Student Union.
72. The Clubs and Space Committee shall have the authority to revoke recognition of any recognised group where the group has been inactive for one full academic year.

Section 4 – Funding

73. In order to qualify for funding groups must:
- (a) Fill out the registration form completely
 - (b) Have three or more executives
 - (c) Have filed to be recognized by the CSU four months prior to the end of the academic year in order to receive a general expenditure budget
 - (d) New groups are eligible for an Administrative budget of up to \$250.00
 - (e) Have submitted a detailed budget within the timeframe set by the Vice-President in charge of clubs
74. The following rules apply to funding:
- (a) The CSU will subsidize eligible groups operations; meaning the costs for the groups to exist;
 - (b) Any subsidy beyond operating costs has absolutely no obligation to reflect any amounts allocated in previous years;
 - (c) Any subsidy beyond operating expenses must contribute back to the CSU;
 - (d) Overall budget allocation will be reflected relative to fluctuations in the Student fees. Although the relateness will only be approximate and not a specific percentage;
 - (e) The allocation of overall funding to groups is not contingent upon any revenues generated by the CSU other than student fees;
 - (f) The CSU will not subsidize: food, lodging, transportation etc. for trips/conferences. Notwithstanding travel and lodging expenses will be reimbursed if the expense was related to the club's mandate;
 - (g) The CSU may subsidize: Delegation, registration and entrance fees to events;
 - (h) No student union club funding may be used to subsidize the purchase of alcohol by student clubs.
 - (i) Budgets will be allocated by the Clubs and Space Committee at the beginning of the academic year and will be based on the proposals submitted and past expenditures.

75. The Clubs and Space Committee is responsible for the clubs budget line.

Section 5 – Miscellaneous

76. A public event held on campus or organised by a CSU affiliated association must prioritize entrance to student union members.
77. Any club under the CSU umbrella caught with CSU furniture in their office space will be issued a written warning stating that they must return the furniture within three (3) days and the club will be fined \$100. Failure to return the furniture within three (3) days will result in loss of office space. If a club is issued a second written warning for having CSU furniture in their office they will automatically lose their office space for one (1) year after which they can reapply for office space.
78. Prior to any motion being voted at Council that would affect space or funding of another student group outside of the CSU umbrella, the Council Chairperson must give a minimum five days notice to the group(s) concerned. The notice will include a copy of the proposed resolution, the date, time and location as well as an invitation to attend the Council meeting to give its input on the proposed resolution.

Section 6 – Office Space

79. Clubs with offices are required to keep their offices open for a minimum of six (6) hours per week. Their opening hours must be posted on the door to the office.
80. The CSU reserves the right to revoke a clubs office space if the club is not making appropriate and full use of that space or are not keeping their office in good condition.

BOOK III – FINANCES

Chapter I – General Dispositions

81. Cheques are issued and kept by the general manager at all times.
82. Handwritten cheques are not allowed.
83. The accountant shall work under the authority of the general manager and he or she can be delegated the task of issuing checks.
84. The CSU shall maintain a main operating bank account, an American currency bank account, a bank account for the health and dental plan, an investment bank account for the student space, accessible education & legal contingency fund, and a liquid account for the student space, accessible education & legal contingency fund.
85. No account, be it an internal Concordia account or an external bank account, may be closed without a complete transaction record for that account. The record should be maintained in perpetuity.

Chapter II – Signing Officers

86. The union's three signing officers shall be appointed by the Council of Representatives and two of the three signing officers shall sign all cheques issued by the student union. Only one signing officer shall be a member of the executive and cannot be the Vice-President Finance.

Chapter III – Application of Policy and Expenses Pre-Approval

87. All financial transactions of the Student Union must be carried out in accordance with the Student Union's Annual Operating Budget or by a resolution of Council adopted by the Council of Representatives in a duly convened meeting of same in accordance with the By-Laws and Council Regulations.
88. All contracts, requiring the signature of the Student Union must first be approved by the following bodies, as the case may be:
 - (a) In the case of contracts, covering amounts in any related transactions in excess of \$50 000, by the Council of Representatives at a duly convened regular or special meeting in accordance with the By-Laws and Council Regulations.
 - (b) In the case of contracts, cheques, documents or any legal tender covering amounts in any related transactions between \$10 000 and \$ 49 999, by the Finance Committee at a duly convened meeting in accordance with the Council Regulations. The contracts must be part of the following report of the financial committee to Council.
 - (c) In the case of contracts, cheques, documents or any legal tender covering amounts in any related transactions up to \$9999, by the signature of two of the authorised Signing Officers according to the regular procedure. "Related transactions" is understood to mean all payments for a single item or event.
89. Under emergency circumstances only the President and two of the authorised signing officers can approve a contract, cheque, document or legal tender covering an amount above \$9999 and must report the approval at the next Council meeting.
90. All financial regulations, policies, or other instrument(s) of Council or the financial committee or its associated bodies shall be forwarded to all employees whose duties, as outlined in the collective agreement, include the application of financial policy or the carrying out of financial transactions.
91. The Student Union's Annual Operating Budget and any resolution or other act of Council to authorise any financial transaction(s) shall be forwarded to all employees whose duties, as outlined in the collective agreement, include the application of financial policy or the carrying out of financial transactions.
92. Any requisition for carrying out any financial transaction(s) must include reference to the approval or authorisation of the transaction(s) along with the signature of two of the authorised signing officers.

Chapter IV – University Internal Accounts

93. The university internal accounts will be under the authority of the signing officers. One signature is acceptable on an internal fund transaction except for a cheque requisition to withdraw funds from the account where two signatures are required.
94. The CSU shall maintain with the university the following internal accounts: CSU Operating account, CSU Health and Dental Plan, CSU Clubs, CSU Advocacy Fee, Federation Etudiante Universitaire du Quebec (FEUQ), International Ethnic Associations Council (IEAC), and the CSU student space, accessible education & legal contingency fee.

Chapter V – Revenue Recordings and Surplus

95. All student fees for the summer semester collected in May will be recorded as a deferred revenue and recorded in the following fiscal year.
96. An accumulated net surplus of \$300,000 will be maintained at the end of every fiscal year to cover for the Student Union activities until the fall/winter fees are collected.

Chapter VI – Requisition process

Section 1 – Procedure

97. All cheque(s) requisitions have to be submitted to the Vice-President Finance before the end of the day on Monday in order to be processed that week. The requisition must include all supporting documentation to justify the cheque. The requisition needs the approval and signature of the Vice-President Finance, based on their informed assessment of the justificatory material included with it. The Vice-President Finance then specifies which budget line the cheque should be associated to. The requisition is then forwarded to the general manager who enters the expense into the appropriate budget line and prints the cheque. The cheque is then forwarded to the CSU signing officers with all supporting documentation for signature. Cheques will normally be available on the following Monday..
98. In case of a requisition for a cheque written to the order of the Vice-President Finance the approval needs to be done by the President instead of the Vice-President Finance.

Section 2 – Disagreements

99. If the general manager disagrees with the Vice-President Finance on the budget line that the amount should be taken out of the issue shall be referred to the President with the financial committee to ratify the decision of the President. Should the Financial committee not ratify the decision it shall decide which budget line to allocate the expense and include such decision in a report to the Council of Representatives.
100. Should the general manager issue a cheque that will exceed a budget line approved by the Council of Representatives, he/she will notify in writing the vice-president finance and the Chair of the financial committee. The financial committee will take the appropriate course of actions and report accordingly to the Council of Representatives.

Chapter VII – Clubs under the CSU umbrella

101. Every club under the CSU shall have an internal account where their internal budget is kept.
102. Requisitions must be filed with the Vice-President Finance by the end of the day Monday in order to be processed for that week. The requisition must be signed by the club's two signing officers and accompanied by all supporting documentation. The Vice-President Finance then deducts the amount from the appropriate club budget and forwards the requisition to the general manager who reviews the requisition and issues the cheque following the general CSU Financial policy..
103. Associations registered with the CSU, with special permission from the VP Finance, may have an external bank account with the following conditions:
 - (a) The account exists as a sub-account under the profile of the CSU main operating account;
 - (b) The monthly banking statements are sent directly to the VP Finance for review before they are forwarded to the association;
 - (c) The signing officers of the CSU main operating account shall have authority, by the request of the VP Finance, to enact banking resolutions on the external account of an association, including but not limited to change of signing officers, transfer of balances and account closures in the event that a club account becomes inactive, opening of new association accounts, and other banking resolution as deemed necessary in special circumstances as requested by the association's executive.
104. The association shall appoint two signing officers who shall sign all cheques requisitions. These same signing officers shall be the signing officers on any external bank account of the association, in addition to the CSU VP Finance.

Chapter VIII – Financial Reporting and Transparency

105. The vice-president finance must present a financial report at every regular meeting of Council. The vice-president will also bring a file containing the following documents:
- (a) The current budget for the financial year and the latest actuals;
 - (b) A reconciled bank statement up to the end of the previous month and a list of all uncleared cheques for all accounts described in [article 84](#) of these regulations;
 - (c) A copy of the ledgers as of the end of the previous month of the internal accounts described in [article 94](#) of these regulations;
 - (d) A copy of the latest audited financial statements;
 - (e) A signed document by the vice-president finance and the general manager that all deductions at sources payments (EI, QPP, QPIP, CSST, CNT, Health Fund contribution and federal and provincial income taxes deducted from employees), GST/QST payments, and the respective employer's contribution payments have been remitted to the respective governments, the justification pieces and proof of payments;

Any member present at the meeting can consult these documents from the beginning to the end of the meeting.

106. Representatives shall be allowed to exercise their legal rights to consult the financial books of the Student Union within 3 days of making a request. It is the responsibility of the vice-president finance and the general manager to ensure they have access to the financial books and that all questions are answered;
107. The vice-president finance shall maintain at least three consecutive hours every week to allow members to consult the financial books of the Student Union. These hours will be publicized at least 5 days in advance on the Student Union website. The vice-president finance is responsible for giving members access to the information requested. Should the vice-president finance be unable to apply this regulation the general manager shall be responsible for its implementation.

BOOK IV – SPACE AND SERVICES

108. Credit card companies may not solicit or advertise their services or products using any CSU space whatsoever.
109. Council shall be given permanent office space be furnished with at least one desk and chair, one couch, one computer and printer, as well as anything else deemed necessary.
110. Any member of Council may enter the CSU offices during regular business hours.

BOOK V – APPOINTMENTS

Chapter I – Appointments committee procedure

Section 1 – Posting

111. All available seats on boards and committees will be posted 10 days in advance on the public notice bulletin board prior to the appointment.

112. A memo will go out to the CSU electronic mailing list and to all CSU clubs, Faculty Associations and Fee Levy Groups to notify them of all available seats.
113. Posters advertising for positions on the University Senate or Board of Governors will include a list of all of the academic requirements necessary to sit on the University Senate or Board of Governors.

Section 2 – Appointments procedure

114. The appointments committee chair will collect the candidatures and forward them to the committee members.
115. The committee will meet to interview potential appointees and make recommendations to Council. Notwithstanding the foregoing Judicial board candidates will be subjected to an interview by Council.
116. Council will appoint the candidate(s) as per **Chapter VIII** (Book I) of the Code of Standing Regulations.

Section 3 – Removal from appointment

117. The appointment committee has the right to recommend the removal of appointed candidates and members of the Judicial Board from seats for serious grounds or poor attendance.
118. An appointed member who has missed more than one meeting will be considered in bad standing and eligible to be removed from his/her position.
119. Upon recommendation by the appointments committee, Council can remove a member from his/her appointment via a Council resolution.

Chapter II – Board of Governors

120. The two seats for Board of Governors shall be appointed in the following manner:
 - (a) The Executive shall appoint, from among itself, the student Governor, to be ratified by Council at its June Meeting.
 - (b) The “alternate governor” shall be a Councillor or a student at large appointed by Council at its June Meeting.
121. All student Governors, whether elected, appointed or ex-officio, must sign a form, at the time of their nomination or appointment, as the case may be, stating:
 - (a) They are eligible to sit on the Board of Governors as per the University’s regulations.
 - (b) They accept to attend all Board of Governors meetings.
 - (c) They recognize and accept that any absence from a Board of Governors meeting must be reported to the Chair of Council, and that Council may deem them resigned because of their absence at a duly convened Council meeting.
 - (d) They agree to write a report to CSU Council after every Board of Governors meeting, in conjunction with the Academic Caucus, on their work as Governors on both the Board of Governors and on its committees.
122. The term of seats on the Board of Governors are for 1 year from July 1st until June 30th.
123. Any vacancy on the Concordia University Board of Governors can be filled by Council for the unexpired term of the vacant seat.
124. The Council of Representatives may, by a 2/3 majority vote, on an issue affecting its membership not specifically faculty related; issue directives to student representatives on the Board of Governors.

Chapter III – Senate

125. The 12 seats are divided as follows

- (a) CSU President (ex-officio) or a delegate chosen by the President.
- (b) CSU VP Academic (ex-officio)
- (c) 2 Representatives appointed by Council at the June regular meeting (2)
- (d) 3 CSU members appointed by CSU Council (3)
- (e) 1 elected senator from Arts & Science in the Annual General Election (1)
- (f) 1 elected senator from John Molson School of Business in the Annual General Election (1)
- (g) 1 elected senator from Engineering & Computer Science in the Annual General Election (1)
- (h) 1 elected Senator from Fine Arts in the Annual General Election (1)
- (i) 1 elected Independent student senator in the Annual General Election (1)

126. All student Senators, whether elected, appointed or ex-officio, must sign a form, at the time of their nomination or appointment, as the case may be, stating:

- (a) They are eligible to sit on Senate as per the University's regulations.
- (b) They accept to attend all University Senate meetings.
- (c) They recognize and accept that any absence from a Senate meeting must be reported to the Chair of Council, and that Council may deem them resigned from their position due to absence at a duly convened Council meeting.
- (d) They agree to write a report to CSU Council after every meeting of Senate, in conjunction with the Academic Caucus, on their work as Senators on both Senate and on its committees.

127. The term of seats on the Concordia University Senate shall be for 1 year from September 1st until August 31st.

128. Any vacancy on the Concordia University Senate can be filled by Council, preferably from the faculty of the vacant seat, for the unexpired term of the vacant seat.

BOOK VI – ELECTIONS AND REFERENDUM REGULATIONS

Chapter I – Scope

129. These regulations apply to all Annual General Elections, By-Elections and Referenda of the Student Union.

Chapter II – The Holding of Elections and Referenda

Section 1 – Annual General Election

130. The Annual General Election shall be held such that the polling period ends on the last Thursday in March.

Section 2 – By-Elections

131. In accordance with the By-Laws, a by-election for vacant seats on Council shall be held such that the polling period begins during the month of November if more than one fourth of Council seats are vacant, should all seats in one faculty be vacant or if a referendum in accordance with these regulations and the By-Laws is held.
Should less than one fourth of Council seats be vacant Council can still call a by-election by resolution;

Section 3 – Referenda

132. Referenda may be called by resolution of Council to be held concurrently with elections or by-elections
133. Referenda shall be held such that the polling period shall begin as specified in the resolution of Council
134. Referenda may be held concurrently with each other or with any election or by- election, subject to the delays stipulated in these regulations.
135. The Chief Electoral Officer shall have the authority to reject the wording of a referendum question that he or she deems is prejudicial to the outcome of the referendum. Any referendum question regarding student fees must clearly state the amount of the fee. The CEO's rejection of a referendum question should be submitted in writing without prejudice to the interested parties, Council and the Judicial Board.
136. Any referenda that seeks to introduce a student fee must be submitted to the Custodial and Services committee for review and approval at least three months before it is to be considered by Council for the fall by-elections or the March general elections.

Section 4 – Fee Levies

137. The CSU may, through referendum, approve the collection of fees from its membership.
138. Any non-CSU group seeking a new fee levy must submit an application to the Policy committee for review and approval at least 2 months before the first day of the nomination period of the Fall by-elections, or at least 3 months before the first day of the nomination period of the March general elections in order to be considered by Council. The application must contain:
- (a) The group's constitution and regulations
 - i. The constitution and/or regulations must state a majority of the board of directors voting seats shall be held by currently registered Concordia students.
Notwithstanding, the above shall not apply to fee levies used to collect membership fees for multi-membership provincial or federal educational lobby groups.
 - (b) A list of at least 3 officers responsible for the organization
 - (c) A petition in support of the fee levy's collection, containing the name, faculty, student ID number, and signature, of at least 750 undergraduate students
 - (d) The group should prepare a draft question to be approved by council and the CEO.
139. Any referenda that seek to increase existing fee levies must be submitted to the Policy committee for review and approval at least 1 month before the first day of the nomination period of the fall by-elections or the March general elections for it to be considered by Council. The application must include:
- (a) The group's incorporation documents and general by-laws.
 - i. The constitution and/or regulations must state a majority of the board of directors voting seats shall be held by currently registered Concordia students.
Notwithstanding, the above shall not apply to fee levies used to collect membership fees for multi-membership provincial or federal educational lobby groups.
 - (b) A list of at least 3 officers responsible for the organization.
 - (c) An audit or review engagement prepared by an external accountant for the previous fiscal year.
 - (d) Last published annual report.

(e) Minutes of the last annual general meeting .

140. Any resolution to put a fee levy to referendum shall require a 2/3 majority vote of the Council of Representatives.
141. Should a new non-CSU group's fee levy question be approved by the members the group will have to show the Student Union proof of incorporation before the results are brought to the university Board of Governors for adoption.

Chapter III – Parties to an Election or Referendum

Section 1 – Electors

142. Every person who is a member of the Student Union on the day before the start of the campaigning period shall be considered an elector.
143. Each elector may cast a ballot in an election for each Executive office.
144. Each elector may cast a ballot in an election for Council or the university senate allocated to the faculty in which he or she is registered. For the purposes of this article, the collectivity of Independent Students is deemed a faculty.
145. Each elector may cast a ballot in a referendum.
146. Notwithstanding the foregoing, the Chief Electoral Officer may not vote in any election, by-election or referenda. The Chief Electoral Officer can cast a vote in case of a tie only after a recount has confirmed the tie.

Section 2 – Candidates

147. Every person who is an elector is eligible to seek office for which he or she is entitled to cast a ballot.
148. Notwithstanding the foregoing, the following persons are ineligible:
 - (a) Any member of the Judicial Board
 - (b) Any election officer
149. Notwithstanding the foregoing, all former CSU Chief Electoral Officers are ineligible to run for any elected or appointed positions within the CSU or participate as a candidate for any office in any CSU annual general elections or by-elections.

Section 3 – Executive Affiliations

150. Candidates for the Executive may be authorized to run as an executive affiliation using a common name.
151. An executive affiliation may share the same campaign materials and platform.
152. No person outside of the affiliated candidates may represent the executive affiliation to the Chief Electoral Officer or any other person.
153. In accordance with the By-Laws, Candidates for University Senate and for Council cannot run affiliated with any other candidates.

Section 4 – Referendum Committees

154. Every person who is an elector is eligible to participate in a referendum committee.

155. Notwithstanding the foregoing, the following persons are ineligible:

- (a) Members of the Judicial Board
- (b) Any election officer

Section 5 – Chief Electoral Officer

156. The Chief Electoral Officer shall be appointed by a 2/3 majority vote of Council until such time as he or she is no longer a member.

157. The Chief Electoral Officer may resign by notifying the Council Chairperson or the President in writing.

158. The Judicial Board may, with cause, dismiss the Chief Electoral Officer after giving him or her an opportunity to be heard.

159. Council shall normally fill a vacancy in the office of the Chief Electoral Officer within thirty days of such vacancy.

160. The Chief Electoral Officer shall see to the carrying out of these regulations.

161. The Chief Electoral Officer shall,

- (a) Verify that the parties are complying with these regulations;
- (b) Ensure the integrity and independence of the electoral process;
- (c) Issue directives on the carrying out of these regulations;
- (d) Receive and examine the reports and returns transmitted to him or her;
- (e) Inquire into the legitimacy of election expenses of the candidates and of referendum expenses;
- (f) Be responsible for the archive of election results;
- (g) Propose electoral reforms to Council;
- (h) Provide any person applying therefore with advice and information regarding the carrying out of these regulations;
- (i) Give public access to the information, reports, returns or documents relating to these regulations;
- (j) Hold information meetings for the benefit of candidates and referendum committees;
- (k) Create and maintain an elections website

Section 6 – Election Officers

162. The election officers include the Chief Electoral Officer, deputy electoral officers, polling clerks, and any other person whose services are temporarily required by the Chief Electoral Officer for the purposes of administering an election of referendum.

163. The following persons may not hold office as an election officer:

- (a) Members the Judicial Board
- (b) Members of the Council of Representatives
- (c) Members of the Executive
- (d) Members of the University Senate
- (e) Members of the Board of Governors

164. The Chief Electoral Officer shall hire or appoint deputy electoral officers, polling clerks, and other election officers as may be the case.

165. The Chief Electoral Officer shall ensure that the election or referendum is properly conducted, and, for that purpose, shall see to the training of the other election officers and direct their work.

166. The Chief Electoral Officer shall establish a remuneration scale for election officers.

Chapter IV – Election and Referendum proceedings

Section 1 – Announcement of Poll

167. Not later than 17 days before the polling period, the Chief Electoral Officer shall issue a general public notice to announce the holding of a poll.

168. Such announcement shall include, as the case may be,

- (a) The particulars of the offices open for election, specifying the number of Council seats open in each faculty, and/or the question(s) on a referendum, as the case may be;
- (b) The place(s) where nomination forms may be obtained;
- (c) The place(s) and dates fixed for the filing of nomination papers in accordance with these regulations;
- (d) The place(s) and dates fixed for the formation of referendum committees in accordance with these regulations;
- (e) The dates fixed for the campaigning period in accordance with these regulations;
- (f) The dates of the poll in accordance with these regulations;
- (g) The dates, times, locations of all information sessions and public debates;
- (h) Notice of any additional regulations or directives made by the CEO that are supplemental to CSU by-laws or regulations. If any such regulations or directives are made they must be made available at the CSU office no later than 24 days before the polling period.
- (i) The introduction of supplemental regulations and procedures by the CEO shall be of no force and effect if they are not issued with the prescribed time period
- (j) Notwithstanding the foregoing, the CEO may issue supplemental regulations or directives after the prescribed deadline only if the issuance of such regulations are confined to responding to an unexpected situation and/or unforeseeable action committed by an elector(s) and/or candidate(s).

Section 2 – Issue of Additional Policies and Directives by the CEO

169. Not later than 16 days before the polling period, the Chief Electoral Officer shall issue public notice of additional policies and directives for the duration of the elections period.

170. Such announcement shall include, as the case may be,

- (a) Dates, times and locations of scheduled information sessions and public debates,
- (b) General poster policy guidelines for the campaigning period, beyond those in [Section 6](#),
- (c) A designated means of issuing new or changed elections policies or directives,
- (d) Any other information that the CEO deems relevant.

171. Subsequent policies or directives (including changes thereof) issued by the CEO, must be made publicly available. This information must be disseminated as soon as reasonably possible, through means outlined by the CEO in [article 170](#). Though the means of dissemination of this information ultimately falls under the CEO's discretion, it may include electronic communication or postings on the Elections Office door.

Section 3 – Nomination of Candidates

172. Every eligible person may be nominated as a candidate for one office in an election period by filling the prescribed nomination paper with the Chief Electoral Officer or his/her designate.

173. The nomination paper shall be filled at the place(s) and times designated by the Chief Electoral Officer during the period beginning 16 days and ending 12 days before the polling period.
174. The nomination paper shall state the name of the candidate, as well as his or her Concordia I.D. number, address, telephone, e-mail address (if applicable) and the faculty in which he or she is registered, and the office for which he or she is a candidate..
175. The nomination paper shall include a statement signed by the candidate(s) in the presence of the person authorized to receive the nomination, stating that he or she consents to the nomination and is eligible to run for the position.
176. All candidates and referendum committee chairpersons need to disclose all financial matters relating to the CSU in the past 12 months along with their nomination form.
177. The nomination paper shall include the printed name, signature and Concordia I.D. number, of at least 45 electors who are eligible to vote for the office for which the candidate is being nominated. In the case of Executive, the nomination paper must include the printed name, signature, and Concordia I.D. number of at least 125 electors. Notwithstanding the foregoing, the nomination paper of a candidate for an office of Council or Senate allocated to Independent Students shall include the printed name, signature, and Concordia I.D. number of at least 45 electors.
178. Executive candidates who choose to run affiliated must submit an executive affiliation form to the Chief Electoral Officer before the end of the nomination period.
179. The executive affiliation form must state the executive affiliation name, the number of executive candidates running affiliated, the names and signatures of the executive candidates, the positions for which they are running, and their main representative for communications with the Chief Electoral Officer.
180. A candidate for an elected university senate seat cannot be a candidate for either the CSU Executive or CSU Council.
181. Candidates for President, VP Academic and Advocacy, and Senate must also sign an additional form, at the time of nomination, in accordance with [article 126](#).
182. Upon filing the nomination paper, the candidate shall be immediately provided with a paper receipt for the nomination, signed by the candidate and the Chief Electoral Officer.
The candidate shall also be provided with electronic copies of the following, to be sent by electronic mail by the Chief Electoral Officer no later than 2 days following the receipt of nomination:
 - (a) A copy of the By-Laws;
 - (b) A copy of these regulations;
 - (c) A copy of any additional directives set by the Chief Electoral Officer in accordance with these regulations;
 - (d) The dates, times and locations of all information sessions and public debates as soon as they are organized by the Chief Electoral Officer in accordance with these regulations;
 - (e) A form to be used for the return of election expenses provided for by these regulations;
 - (f) Any other information the Chief Electoral Officer deems appropriate.

A paper copy of these documents shall be provided by the Chief Electoral Officer to a candidate upon request.
183. Upon filing the executive affiliation form, the main representative for the executive affiliation shall be immediately provided with a paper receipt authorizing the executive affiliation, signed by the main representative and the Chief Electoral Officer.
184. The Chief Electoral Officer shall have the sole authority to verify the validity of nomination papers. Notwithstanding the foregoing, the Chief Electoral Officer may designate any other election officer(s) to assist him or her in the verification of nomination papers.
185. For the sole purpose of verifying the requirements for nomination as stipulated in [article 147](#), [article 177](#), and, should it apply, [article 181](#), nomination papers for all candidates shall be submitted by the Chief Electoral Officer to the Dean of Students office on the day before the start of the campaigning period.

186. A candidate may withdraw his or her nomination by transmitting to the Chief Electoral Officer in writing to that effect signed by him or her. The deadline to withdraw shall be one day before the polling period. The death of a candidate has the same effect as a withdrawal.

Section 4 – Formation of Referendum Committees

187. Council can appoint a member to act as chairperson of a referendum committee in favour of any question. If council does not choose to do so the CSU president may appoint a member of the executive to serve as chairperson.
188. Before the campaigning period, the Chief Electoral Officer shall, hold a public meeting for the purpose of forming referendum committees not prescribed in the foregoing. At such a meeting, members of each committee shall elect a chairperson, in the presence of the Chief Electoral Officer and in a manner prescribed by the Chief Electoral Officer. No elector may hold office on more than one referendum committee on the same question.

Section 5 – Campaigning period

189. The campaigning period shall begin 10 days before the polling period and end at 9 pm the day before the polling period.
190. Campaign material may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaigning period. For greater clarity websites and videos can remain online but no new material can be added after the end of the campaigning period.
191. No Executive, Director or employee of the student union, its subsidiary or of a of a faculty/departmental association, club, service or media organisation may use his or her position to aid in his or her campaign for a CSU elected position.
192. No space or facilities used or maintained by the University and/or the Student Union, its subsidiary or its affiliated groups and associations, may be used for campaign purposes by any candidate unless it is equally available to all other candidates for the same office.
193. The Chief Electoral Officer shall organize public debate(s), after the close of nomination, on both campuses, open to all presidential candidates. Debates can also be organized for other candidates or all referendum committees on each question, as the case may be. During the debates candidates shall give question priorities to Student Union members and not ask questions unless no other member wishes to ask a question.
194. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, and misrepresentation of facts.

Section 6 – Poster Policy

195. All posters used by candidates and referendum committees for the purpose of campaigning must be printed on 100% recycled paper.
196. The Chief Electoral Officer shall designate which boards are to be used for campaigning purposes in the H, LB, MB, EV, VA, AD and SP buildings. The Chief Electoral Officer shall also designate a general poster policy for movable boards in all buildings included in the Additional Directives distributed as per [Section 2](#). No campaign materials are allowed outside of any board designated by the Chief Electoral Officer.
197. The Chief Electoral Officer shall designate space on the aforementioned boards as equally as possible between candidates for Senate, Council, Executive, and chairs of referendum committees. The method by which the space is distributed shall be decided by the Chief Electoral Officer and included in the Additional Directives distributed as per [Section 2](#).
Any designated space left empty by a candidate or a referendum committee 6 days before the start of the polling period can be used by any candidate or referendum committee on a first come first serve basis.

198. Affiliated executives may place individual or executive affiliation posters in their individually designated spaces.
199. For safety reasons, candidates and referendum committees may start poster in their designated spaces on the day before the start of the campaigning period at 9pm.
200. Within 72 hours of the close of polls all candidates, referendum committees, and executive affiliations must make every reasonable effort to remove and, wherever possible, recycle all their campaign materials posted in the University.

Section 7 – Poll

201. Not later than 7 days before the polling period, the Chief Electoral Officer shall give public notice setting forth the following particulars, as the case may be:
 - (a) The designation of each office for which a poll must be held;
 - (b) The names of the candidates for each office;
 - (c) The wording of each referendum question;
 - (d) The day, time, and locations of the polling stations
202. In the case of a general election the CEO shall ensure the presence of one polling booth during the polling period in the following buildings:
 - (a) Hall building (H) Lobby and 4th floor
 - (b) Visual Arts building (VA) - Lobby
 - (c) Library building (LB) Atrium
 - (d) JMSB Building (MB)
 - (e) Engineering and Visual Arts Complex (EV)
 - (f) Administrative building (AD) - main entrance
 - (g) Hingston Hall (HH) - main entrance
 - (h) Richard J. Renaud Science Complex (SP) - main entrance
203. In the case of a by-election the CEO shall ensure that at least 4 polling stations are placed in high traffic locations on the Sir George Williams campus and at least 2 polling stations are placed in high traffic locations on the Loyola campus.
204. A separate ballot paper, distinct in colour, shall be used for each office being elected. Referendum questions may be contained on a common ballot paper.
205. Each ballot paper shall contain a serial number.
206. The ballot papers must allow each candidate to be identified by name.
207. The ballot papers must contain, on the obverse,
 - (a) The name of each candidate in alphabetical order of surname with the given name preceding the surname;
 - (b) A circle for the elector's mark opposite the particulars pertaining to each candidate;
 - (c) In the case of candidates for the Executive, the executive affiliation name, if applicable;
 - (d) In the case of candidates for Council or university senate, the number of votes allowed to each elector, which shall correspond to the number of seats being elected in the appropriate faculty;
 - (e) In the case of a ratification poll, three circles designated "Yes", "No" and "Abstention" opposite the particulars pertaining to each executive slate or candidate;
 - (f) In the case of a referendum the question must be provided in both official languages of Canada;

- (g) In the case of a referendum, two circles designated “Yes” and “No” opposite the particulars pertaining to each option, as the case may be.

208. All circles, as the space between consecutive circles, must be of the same size. The particulars pertaining to candidates must correspond to those contained in the nomination papers, and must appear in alphabetical order of the candidates’ surnames and, as the case may be, of the candidates given names.

Section 8 – Procedures at the Polling Station

209. No person may be present at a polling station who is not

- (a) An election officer engaged in the fulfilment of his or her duties;
- (b) An elector who is waiting to vote;
- (c) An elector who is in the process of voting or placing his or her ballot(s) in the ballot box(es).

210. No elector may vote by proxy.

211. The Chief Electoral Officer shall establish such procedures as he or she deems necessary to ensure that

- (a) Every elector exercise his or her right to vote privately and individually;
- (b) No elector is able to vote more than once for any office or referendum question
- (c) No person who is not an elector is able to vote;
- (d) The secrecy of the vote is maintained;
- (e) No campaign materials shall be within view of a polling station from the beginning until the end of the polling period. Any campaign material within view will be removed by the election officers;
- (f) A short biography or statement, 75 words maximum, prepared by each candidate or referendum committee and approved by the Chief Electoral Officer is available for every elector to familiarize themselves with the candidates or positions of referendum committees;
- (g) The integrity of the ballot boxes is preserved during the polling period;
- (h) Ballot boxes are sealed at the close of each day and securely transported to the strong room designated by campus security.;
- (i) Every box is to be accompanied by a security guard from the time that they leave the strong room in the morning to the time when they are returned to it at night.
- (j) Overnight, the boxes must be stored in the security office with limited access and access must be restricted to the CEO in the presence of a security guard and the chair of Judicial Board.
- (k) Blank materials must be stored by campus security in a separate secured room with a single observable door.
- (l) Each box must be marked in the morning with the date, time and location with the CEO or DEO’s signature. The same must be done at the end of the day over the tape.

Section 9 – Counting of the Ballots

212. No person shall be present at the counting of the ballots who is not

- (a) An election officer whose presence is authorized by the Chief Electoral Officer
- (b) A candidate
- (c) A chairperson of a referendum committee
- (d) A Judicial Board member
- (e) A member of the campus media

213. The Chief Electoral Officer shall establish such procedures regarding the opening of the ballot boxes and the counting of the ballots as he or she deems necessary. Each box shall be opened and counted individually. After the count ballots will be identified to each box they originated from.

214. A ballot shall be rejected if it is marked, as the case may be,
- (a) For more than one candidate for an Executive office;
 - (b) For more than the allowed number of candidates for the office of Council;
 - (c) For more than one choice for each executive slate or candidate in a ratification poll;
 - (d) For more than one option pertaining to a referendum question;
 - (e) Outside of the space provided for the mark(s);
 - (f) In a manner that does not clearly indicate the intention(s) of the voter.
215. The Chief Electoral Officer is the final authority on the rejection of ballots.
216. Following the counting of ballots for the office of Executive, if applicable, the Chief Electoral Officer shall declare the candidate for each executive office who has received the greatest number of votes to be elected.
217. Following the counting of ballots for the office(s) of Council and the university senate for each Faculty or the total members, as the case may be, the Chief Electoral Officer shall declare the candidates who have received the greatest number of votes, equal to the number of contested seats subject to the minimums of article 5 of these regulations, to be elected.
218. Following the counting of ballots for any office(s) subject to a ratification poll, the Chief Electoral Officer shall declare each candidate who has received more “Yes” votes than “No” votes to be elected.
219. Following the counting of the ballots for any referendum, the Chief Electoral Officer shall declare the option that has received the greatest number of votes to be adopted by the members.
220. Not later than 24 hours following the counting of the ballot, the Chief Electoral Officer shall issue an announcement, which shall include, as the case may be,
- (a) a list of the candidates for each office with the number of votes each candidate has received;
 - (b) a list of candidates who have been declared elected
 - (c) a list of the referendum questions with the number of votes cast in favour of each option.
221. The ballots of any election or referendum shall be kept in a secure manner by the Chief Electoral Officer for a period of 60 days following the announcement of the results, following which they shall be disposed of by the Chief Electoral Officer in a manner prescribed by the Judicial Board.

Section 10 – Recount of Ballots

222. The ballots for any office or for any referendum shall be subject to an automatic recount if the margin of victory is less than 5
223. Any recount(s) shall be conducted by the Chief Electoral Officer, his or her deputies, the electoral staff working on the recount and at least three (3) members of the Judicial Board. No other person may be present at a recount who is not, as the case may be,
- (a) A candidate for the office that is the object the recount,
 - (b) A chairperson of a referendum committee on the question that is the object of the recount.
 - (c) A member of the Judicial Board

Chapter V – Contestations & Complaints

224. Every elector may contest a referendum or an election, or a part thereof relating to specific office(s), on the grounds that
- (a) A person declared elected was ineligible;

- (b) A person declared elected did not obtain the greatest number of valid votes, as applicable;
 - (c) That a corrupt electoral practice was used;
 - (d) There have been violations of these regulations;
225. A contestation of an election or a referendum must be filed in writing with the Chief Electoral Officer not later than 5 days following the announcement of the results by the Chief Electoral Officer. The Chief Electoral Officer shall issue a written decision within 3 days of receiving such contestation. Such decision would be made in accordance with **Chapter IX**.
226. Every candidate may file a complaint with the Chief Electoral Officer during the campaign period. Such a complaint shall indicate how a candidate or referendum committee have breached electoral regulations, and shall include evidence of the infraction.
Notwithstanding the above, the main contact for affiliated candidates shall be the sole submitter of complaints for any such affiliated candidates.
227. The Chief Electoral Officer may, as a result of a filed complaint, exercise any action afforded to him/her by these regulations.
228. The Chief Electoral Officer may dismiss a complaint where he/she considers the request frivolous, vexatious, made in bad faith, or unnecessary in the circumstances.
229. All complaints received by the Chief Electoral Officer, the response thereof, and any actions resulting therefrom, must be issued in writing no later than 48 hours following the filing of such a complaint. Any dismissed complaint must indicate the reason for dismissal.

Chapter VI – Related Rights and Obligation

230. At the request of an employee who is a candidate in an election, the Student Union or its subsidiary shall grant leave without pay to the employee.
231. The leave begins, at the earliest, on the day the employee becomes a candidate, and terminates the day after the closing of the poll.
232. At the expiry of the leave, the Student Union or its subsidiary shall reinstate the employee, on the conditions of employment prevailing before the beginning of the leave.
233. The Student Union or its subsidiary shall not, by reason of the leave, dismiss, lay off, suspend, demote or transfer the employee or give him or her less favourable conditions of employment than he or she is entitled to or diminish any benefit attached to his or her employment and to which he or she is entitled. The Student Union or its subsidiary shall not subtract the leave granted to an employee who is a candidate from the period of vacation of the employee, if applicable.
234. The Student Union or its subsidiary must terminate employment of any candidate who has been declared elected before taking office or, should it apply, before starting training.

Chapter VII – Election and Referendum Expenses

Section 1 – Election Expenses

235. The cost of any goods or services used during an election period to promote or oppose, directly or indirectly, the election of a candidate, or a particular option in a referendum, as the case may be, is an election expense. The cost of common campaign material such as posters and fliers and other goods or services as determined by the Chief Electoral Office will be the same for all candidates. The Chief Electoral Officer will publish the cost of each of those good as part of the additional directives. This cost will be calculated for all candidates regardless of the cost paid. The value of creative content produced by volunteers or the candidate themselves shall not be counted towards the maximum amount of expenses.

236. Only a candidate or the chairperson of a referendum committee, as the case may be, may incur election expenses.
237. Any third party wishing to incur an expense relating to the elections must do so by obtaining prior written permission from the Chief Electoral Officer. The Chief Electoral may act to remove any unauthorized materiel or stop any unauthorized activities on behalf of the student union done by a third party. 2004-05-05
238. All sources of revenues for the campaign need to be disclosed with the return of election expenses.
239. The maximum amount of election expenses that may be incurred by a candidate for a particular office or a referendum committee is as follows:
 - (a) Office of Executive: \$200.00
 - (b) Office of Council or University Senate - \$50.00
 - (c) Referendum Committee - \$300.00

Executive affiliations may collectively spend their individually allocated amounts.

240. Every payment of election expenses must be justified by an invoice showing the name and address of the supplier, the date the goods or services were supplied and the amount of the expense.
241. The Chief Electoral Officer may establish such procedures regarding the incurring and payment of election expenses as do not contravene these regulations.

Section 2 – Reimbursement of Election Expenses

242. The Chief Electoral Officer shall, within 30 days of the close of the poll, reimburse to all candidates and chairpersons of referendum committees, out of the electoral budget, an amount equal to half of the allowed election expenses set out in [article 239](#). The expenses must have been incurred and paid in accordance with these regulations. Should an executive affiliation submit a single expense return, the main representative of the executive affiliation shall be reimbursed.
243. No reimbursement shall be made to a candidate or the chairperson of a referendum committee, as the case may be, unless his or her return of election expenses has been filed before the deadline set by these regulations.
244. Candidates who fail to follow [article 200](#) will not be reimbursed for any campaign expenditures.

Section 3 – Return of Election Expenses

245. Whether incurring an election expense or not, every candidate and every chairperson of a referendum committee, as the case may be, must, within 4 days after the close of the poll, file with the Chief Electoral Officer a return of election expenses using the form distributed to them as per [article 182e](#). This return must be accompanied with the invoices, receipts and other vouchers, and a list thereof. Executive affiliations shall submit a single return for all candidates listed in the executive affiliation, if applicable.
246. Any fine imposed in accordance with [article 251b](#) must be paid at the time of filing the return of election expenses indicated in [article 245](#).
247. Upon filing the return of election expenses, the candidate, executive affiliation, or chair of a referendum committee, as the case may be, shall be immediately provided with a paper receipt indicating the return of election expenses, and any fine imposed per [article 251b](#) and paid per [article 246](#) should it be applicable, has been received. This receipt shall be signed by the Chief Electoral Officer and the candidate, main representative of the executive affiliation, or chair of the referendum committee, as the case may be.
248. The Chief Electoral Officer must, on the first day following the closing of polls, send an email to all candidates and chairpersons of referendum committees reminding them of this Section's Regulations.

Chapter VIII – Report of the Chief Electoral Officer

249. The Chief Electoral Officer shall submit a report of the Annual General Election to the Annual General meeting of the members or to Council in the case of a By-election.
250. The report of the Chief Electoral Officer shall contain, as the case may be,
- (a) A list of the candidates for each office with the number of votes each candidate has received;
 - (b) A list of the candidates who have been declared elected;
 - (c) A list of referendum questions with the number of votes cast in favour of each option;
 - (d) A summary of the actual costs incurred for the election;
 - (e) A summary of every return of expenses filed by a candidate or a referendum committee within the prescribed time;
 - (f) A list of all candidates who have failed to file a return of expenses within the prescribed time;
 - (g) A list of all contestations and decisions rendered by the CEO;
 - (h) A list of all complaints received by the Chief Electoral Officer, and any actions of the Chief Electoral Officer resulting from it;
 - (i) A list of all written decisions and declarations issued for sanctions and disqualifications as per [article 252](#) and [article 256](#);
 - (j) A general report on the proceedings of the election and referenda and any recommendations the Chief Electoral Officer deems appropriate;
 - (k) Any other information the Chief Electoral Officer deems appropriate;

Chapter IX – Sanctions and Disqualifications

Section 1 – Sanctions

251. A candidate who is found by the Chief Electoral Officer to have violated these regulations or acted in bad faith may be subject to the following sanctions:
- (a) Written warning or reprimand.
 - (b) A fine which cannot exceed the maximum amount of election expenses that may be incurred by the candidate in accordance with these regulations. The fine imposed shall not be considered an election expense, and must be paid in accordance with [article 245](#).
 - (c) Disqualification from the election, which shall be the most severe sanction, for gross violation of the regulations in this book.

Section 2 – Sanctions General Provisions

252. Any sanction imposed by the Chief Electoral Officer must be issued in writing no later than 48 hours following the decision, and must include a motivated, reasoned judgement for the sanction as well as all evidence used in the decision.

Section 3 – Automatic Disqualification

253. The Chief Electoral Officer shall declare a candidate disqualified should the candidate:
- (a) be found ineligible through [article 184](#) or [article 185](#);
 - (b) not file a return of election expenses by the deadline stipulated in these regulations;
 - (c) not pay a fine imposed by the Chief Electoral Officer by the deadline stipulated in these regulations;

- (d) sign a false declaration of eligibility; or
- (e) file a false return of election expenses.

The disqualification shall be effective immediately.

Section 4 – Disqualification by Sanction of the Chief Electoral Officer

- 254. A disqualification sanction by the Chief Electoral Officer and/or their agents must clearly demonstrate evidence that both a serious breach of electoral regulations has taken place and the disqualified party was responsible for the breach. Neither circumstantial evidence nor imputed interest shall be sufficient to justify disqualification.
- 255. A Sanction issued by Chief Electoral Officer resulting in a disqualification must follow all rules prescribed by **Section 2** in addition to those listed in this section.

Section 5 – Disqualification General Provisions

- 256. Any disqualification declared by the Chief Electoral Officer must be issued in writing no later than 24 hours following the declaration, and must include include all evidence used in the decision.
- 257. A disqualification occurring after the polling period must be issued no later than seven (7) days after the end of the polling period.
- 258. In the event that a candidate who has been declared elected is disqualified from holding or taking office, the office is deemed to be vacant and shall be filled in accordance with the By-Laws and these regulations.

Section 6 – Forfeiture of Rights

- 259. Notwithstanding **article 147** of the Code, an elector who is found to have signed a false declaration of eligibility shall forfeit his or her rights as an elector for a period of two years.
- 260. Notwithstanding **article 147** of these regulations, a candidate who is found to have filed a false return of election expenses shall forfeit his or her right to seek or hold office for a period of two years.
- 261. Notwithstanding **article 147** of these regulations, a candidate who has not filed a return of election expenses or who has not paid a fine imposed in accordance with these regulations shall forfeit his or her right to seek office until the return is filed or the fine is paid, as the case may be.

Chapter X – Appeals

- 262. Any sanction imposed by the Chief Electoral Officer may be appealed, in writing, to the Judicial Board, not later than 3 days following the issuance of such decision. Such an appeal may be made on the grounds that the evidence used was false or the judgement of the Chief Electoral Officer was manifestly unreasonable.
- 263. Any automatic disqualification may be appealed, in writing, to the Judicial Board, not later than 3 days following the issuance of such decision. Such an appeal may be made on the grounds that the evidence used was false or insufficient. Should the Judicial Board fail to reach a decision by the beginning of the polling period the disqualification decision shall be suspended and any candidate reinstated for the polling period. The suspension will expire with the announcement of the results by the Chief Electoral Officer as per **article 220** of the Code.
- 264. Should an appeal be filed per **article 262** or **article 263**, the judicial board shall issue a written decision within 5 days of receiving such an appeal. This appeal procedure is a special procedure and the delays for election appeals take precedence over the Judicial Board Code of Procedure which shall be adapted to respect the delays of this article.

Chapter XI – Elections and Referenda General Provisions

265. The Judicial Board shall always be available on the Monday prior to the polling period for emergency hearings. The Judicial Board shall also have the authority to establish their own procedures in order to be able to deal with issues in a timely manner following the principles of natural justice. Should a disqualification occur during the campaigning period the Judicial Board shall deal with the case as fast as possible not to the detriment of natural justice principles.

BOOK VII – EXECUTIVE

266. All Executive members are expected to attend Council meetings from beginning until end.
267. Any executive absent without an exceptional excuse as determined by a majority vote of Council shall be deducted \$100 from their paycheck.
268. Any executive who does not submit a report within the prescribed delays of 5 days prior to every regular meeting of Council shall be deducted \$100 from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
269. Executives must be paid a minimum of the Quebec assessed poverty line of a single income home for the City of Montreal per year as salary.
270. Executive bonuses can only be granted by a Council resolution.
271. A minimum of 2 executives must be present in the SGW office between the working hours starting at 10am until 6pm Mondays until Thursdays and 10am until 4pm Fridays.
272. The President is prohibited from signing any agreement with Concordia University containing fees which could be considered administrative fees.
273. The President is prohibited from signing any draft of the Health Plan Agreement containing administration fee for bad debt.
274. The Executives must submit a joint written annual work plan to Council no later than the September regular meeting. This report must include a projected timeline of events, projects, campaigns and objectives for their mandate. Any executive that does not submit their portion of the report for the annual work plan shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
275. The VP Student Life must present a written post-mortem report to Council regarding Fall Orientation no later than the second regular October meeting and Winter Orientation no later than the March regular Council meeting. This report must include a timeline of events, bookings, equipment used, list of contracts signed, preliminary budget, a list of employees and number of students in attendance for each event. The report must also include each event's strengths, weaknesses, and overall assessment. Should the VP Student Life not submit a report in time for the prescribed Council meeting 350\$ will be deducted from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
276. The Executives must submit a joint written mid-mandate report to Council no later than the first January regular meeting. This report must include but is not limited to the objectives of the annual work plan. This report must provide an overview of all events, projects, campaigns, and services provided by the Union. Any executive that does not submit their portion of the report for the mid-mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
277. The Executives must submit a joint end of mandate report to Council in writing which must be presented no later than the Annual General Meeting. This report must include but is not limited to the objectives of the annual work plan and the mid-mandate report. This report must provide an overview of all events,

projects, campaigns and services provided by the Union. Any executive that does not submit their portion of the report for the end of mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote at a Special Meeting called for that purpose.

BOOK VIII – JUDICIAL BOARD

278. Judicial Board shall function independently of Council and the Executive. It will have the autonomy to create its own administrative structure to carry out its activities. Any change to the administrative structure will be reported at the next regular meeting of Council.
279. No members of the Judicial Board may serve as executives on any CSU clubs, hold positions on any Concordia student or university associations, or be regular employees of any Concordia student or university associations.
280. Judicial Board shall be provided with an office with furniture, a telephone and a modern computer and printer with access to the Internet.
281. Judicial Board shall have access to a photocopier and a room where it can hold meetings for up to nine persons.
282. The Executive is responsible for allowing Judicial Board members access to the building after-hours.
283. Judicial Board members will be granted key access at all time to the CSU main office, the communications office as well as their own office.
284. Judicial Board will be granted annually a global budget of at least \$5,000, the final amount to be set by Council in the annual budget. 2004-10-13
285. Judicial Board has the power to self-administer their budget and will report directly to the general manager. They must produce a mid-year and year-end report to the financial committee of Council.
286. The general manager has the authority to suspend the power of self-administration of the Judicial Board if he or she suspects fraud, negligence or gross misconduct done by the Board.
287. The general manager will write a report for the next regular meeting of Council stating the reasons, length as well as conditions for ending the suspension.

BOOK IX – CUSACORP

288. The CSU acting as a sole shareholder will respect the autonomy of the CUSACORP Board.
289. The current mandate of CUSACORP is to operate a student bar on both the SGW and Loyola campuses as well as administer the space the CSU has sublet to CUSACORP on the SGW campus and the Hive on the Loyola campus.
290. The CUSACORP Board can expand its mandate but need to keep the CSU informed of any new projects initiated. Said projects must be presented at the next Council meeting.
291. CUSACORP is entitled an advance to cover Summer costs of a maximum of \$20,000 annually which needs to be reimbursed by the end of the fiscal year.
292. In order for a sole shareholder resolution concerning the general mandate of CUSACORP to be valid it requires a simple majority vote of Council.

293. In order for a sole shareholder resolution to take effect to remove a director already elected to CUSACORP Board it requires a 2/3 majority vote of Council at a duly convened meeting. The person facing the removal must be given a 7 days notice of said meeting. The notice must include the date, time and location of the meeting as well as the grounds for removal of that or those directors.

BOOK X – STUDENT MEDIA

294. The Student Union respects the role and independence of student media and believes that they play an essential role in the University community.
295. The recognized student media are The Link Publication Society, the Concordian, CJLO Radio 1690 AM and Concordia University Television (CUTV).
296. Recognized student media will be given access to all open session of Council and all General Meetings of the Student Union. Radio and television broadcasts are allowed for recognized student media.
297. Television broadcasts will follow general rules of parliamentary broadcasts such as avoiding filming people who are not active participants in the debate and not focusing on a single individual voting record unless the vote is taken by roll call.
298. Journalists from recognized student media will be allowed at the ballot counting following the Annual General Elections. Journalists shall not interfere with the counting process and will be provided results after each box is counted. CJLO Radio 1690 AM and CUTV will each be provided a table in the room to allow them to have a radio or television broadcast accordingly.

BOOK XI – MISCELLANEOUS

Chapter I – Annual Retreat

299. The Annual Retreat shall be held annually before September 1st.
300. The people automatically invited are at minimum the Members of the Executives, Council of Representatives, Judicial Board and the Academic Caucus.

BOOK XII – FINAL PROVISIONS

Chapter I – Modification of the Code Standing Regulations

301. Every standing regulation needs to be included in the Code of Standing Regulations and have an article number. Failure to include that regulation will result in the regulation being qualified as an ordinary regulation.

302. Any proposal of a modification to the Code of Standing Regulations requires a notice to be sent to all members of Council on the mailing list 3 days prior to the meeting date. That notice shall be deemed received at the time sent by the Chairperson and must include the date, time and location of the meeting where it will be debated as well as complete text of the proposed modification. Every Standing Regulation modification proposal should normally be initiated or sent first to the policy committee for a recommendation.

Chapter II – Notwithstanding clause

303. Any ordinary motion, resolution or regulation who derogates from the code can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article (s) are not to be applied towards the motion. Such motion requires a 2/3 majority vote and will cease to have effect 4 months following its approval.

Chapter III – General Provisions

304. English and French can be used equally in any Student Union meetings.
305. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
306. Any member can appeal the decision of an executive, committee or any official body under the jurisdiction of the CSU by petitioning the Council of Representatives for remedy. Notwithstanding Judicial Board decisions can only be appealed pursuant to the General By-Laws.
307. Any member can appeal the decision of an executive, council, committee or any official body under the jurisdiction of the CSU violating the By-Laws or policies of the student union by appealing to the Judicial Board for remedy.
308. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
309. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.
310. The Code will come into effect 5 days after its date of adoption by Council. Any future modifications to the Code shall take effect at the date of adoption unless specified differently in the resolution.

Annex A

Chapter 1: CSU Bursary Distribution Policy

Section 1. Mission Statement

- 1.1. The Concordia Student Union (CSU) is hereby mandated to distribute thirty (30) bursaries, valued at \$500.00 each, to Concordia Undergraduate students selected by the Academic Caucus in accordance with the guidelines set out in the 'CSU Bursary Distribution Policy'.

The goal of the CSU bursaries is to help students with demonstrated financial need alleviate some of the pressures associated with the high costs of post-secondary education and to recognize their achievements whether academic or extra-curricular.

Section 2. Duties of the Vice-President

- 2.1. The Vice-President responsible for the Academic portfolio (hereinafter referred to as the “**Vice-President**”), shall oversee and administer the bursary distribution process.
- 2.2. The Vice-President is responsible for the fulfillment of all guidelines set out in the 'CSU Bursary Distribution Policy'.
- 2.3. The Vice-President shall explain this policy to the incoming Vice-President no later than May 15th of every year. If there is no incoming Vice-President, the newly elected President must be informed.
- 2.4. The Vice-President shall advertise to the Concordia Student Body that the CSU will select students to receive bursary awards according to the criteria stipulated in section 6.
- 2.5. The Vice-President shall inform Council by the regularly scheduled September meeting whether bursaries will be distributed during the fall and/or winter semester.
- 2.6. The Vice-President shall undertake all reasonable means to contact, inform, and distribute monies to all applicants selected to receive a bursary.

Section 3. Eligibility Requirements

- 3.1. Bursaries will be awarded to current Concordia Undergraduate students in good standing and with demonstrated financial need.

- 3.2. Applicants must have completed at least one (1) semester of study and/or received a minimum of three (3) credits at Concordia.
- 3.3. Where necessary, additional eligibility requirements may apply at the discretion of the Vice-President, and are subject to the approval of the Academic Caucus.
- 3.4. Conflict of Interest: Councillors, executives, members of the Judicial Board, employees of the CSU, as well as the chair and secretary of Council are deemed ineligible.

Section 4. Advertisement

- 4.1. All advertisements must clearly outline where, when and how applications can be submitted. Advertisements should also clearly state what criteria and eligibility requirements will be considered when selecting bursary recipients.
- 4.2. A minimum of 100 posters must be visible for at least 30 days before the application deadline. Posters must be placed in highly visible locations of all Concordia buildings and facilities that students frequent on both campuses.
- 4.3. Advertisements should be included on the CSU Website and e-newsletter, and through any other media the Vice-President sees appropriate.

Section 5. Standing Bursary Awards

- 5.1. There shall be nine (9) Standing Bursary Awards distributed by the CSU, namely: Arts and Science Student Bursary; Engineering and Computer Science Student Bursary; Fine Arts Student Bursary; Independent Student Bursary; John Molson School of Business Student Bursary; Concordia Student Athlete; Outstanding Contribution to Concordia Student Life; Outstanding Academic Achievement; and Outstanding Contribution to an External Community; and Female Leadership at Concordia.

Section 6. Distribution Guidelines

In an attempt to distribute the bursaries in a fair and equitable manner the bursaries will be awarded as follows:

- 6.1. Bursaries will be awarded in either the fall and/or winter semester.
- 6.2. Bursaries awarded must conform to the principles of gender parity.
- 6.3. A majority of bursaries should be awarded to full-time students.

- 6.4. At least three (3) bursaries will be awarded per faculty. Additionally, at least one (1) bursary will be awarded to students with Independent Status.
- 6.5. At least two (2) bursaries will be awarded to students with Mature Status.
- 6.6. At least three (3) bursaries will be awarded to students with International Status.
- 6.7. At least four (4) bursaries will be awarded to Concordia Student Athletes, with two recipients from Concordia's athletic teams.
- 6.8. At least two (2) bursaries will be awarded to Students with Disabilities as recognized by the Access Centre for Students with Disabilities of Concordia University.
- 6.9. At least two (2) bursaries will be awarded to Canadian out of Province students.
- 6.10. At least two (2) bursaries will be awarded to students who have made an Outstanding Contribution to Student Life.
- 6.11. The Academic Caucus can only circumvent the above guidelines in the event that following these guidelines would lead to a scenario where less than 15 bursaries would be distributed in a given semester.
- 6.12. Should less than 15 bursaries be distributed, the Academic Caucus must carry over the remaining funds and award additional bursaries for the following semester.
- 6.13. If there is a carry over in the winter semester the Vice-President is responsible for informing the newly elected Vice-President. If there is no incoming Vice-President the newly elected President must be informed.

Section 7. Candidate Submissions

- 7.1. Applications must include contact information, a copy of the applicant's current student record and/or transcript, curriculum vitae (CV) and a letter describing why they are deserving of a bursary.
- 7.2. Applicants will be required to make declarations regarding their personal and/or financial situation. The information provided will be considered when evaluating their submission.
- 7.3. All claims made by applicants must be accompanied by supporting and/or explanatory documents. Potential bursary recipients will be contacted in a timely manner to provide any and all documents supporting their claims. Failure to validate any claims made may result in the default of the applicant's eligibility for award.

- 7.4. Supporting documents must be submitted in a sealed envelope addressed to the Vice-President. This envelope should be given to the receptionist during normal business hours at the CSU offices.
- 7.5. The Vice-President must inform receptionists to stamp the date on the envelope and place the contents in the mailbox of the Vice-President.
- 7.6. All relevant supporting documents must be received no later than November 15th for fall semester bursary awards, and no later than March 15th for winter semester bursary awards.

Section 8. Decision Making Process

- 8.1. The Academic Caucus shall meet to evaluate all applications within the time period stipulated.
- 8.2. A holistic approach will be taken when reviewing each application. The applicant's academic achievement, extra-curricular activity, curriculum vitae (CV), and statement of merit will all be considered when selecting award recipients.
- 8.3. The Academic Caucus may choose to interview candidates if needed.
- 8.4. Decisions should be made by consensus whenever possible. Where consensus is not possible, a majority vote will decide on the successful candidates.
- 8.5. In the eventuality of a tie, the Vice-President will be permitted a vote to select the bursary recipient.
- 8.6. Academic Caucus members must remove themselves from reviewing any applicants with whom they have a pre-existing relationship.
- 8.7. Academic Caucus members must remove themselves from any decisions where a conflict of interest exists.
- 8.8. Academic Caucus members and the Vice-President must keep the contents of bursary applications confidential.
- 8.9. Notwithstanding the above, the names of bursary recipients may be released, with expressed consent, for the purpose of future promotion.

Section 9. Distribution of Bursaries

- 9.1. Bursaries must be distributed no later than December 10th for fall submissions and no later than May 5th for winter submissions.
- 9.2. If the candidate cannot be located 45 days after the selection period has ended, and after all measures and avenues have been unsuccessful in trying to locate the candidate, the undistributed money must be used to create an additional bursary for the following semester.

Annex A was incorporated to the code 2004-05-05
Modified 2008-02-06

Annex D was incorporated to the code 2007-11-14

Annex D

CSU Policy Book

1. This book shall be made available on the CSU website and at the CSU's offices on both campuses
2. Policies can be adopted either by a general vote of the students at a referendum or general meeting or as a resolution of Council
3. All positions listed in the policy book shall be binding on the CSU
4. Policies shall expire 5 years from the day they are adopted
5. Every policy needs to be included in Annex C of the Code of Standing Regulations with an article number, the date on which it was adopted and a note explaining if it was adopted by a general vote or by Council resolution.
6. Any proposal to modify the policy book requires a notice to be sent to all members of Council on the mailing list 5 days prior to the meeting date. That notice shall be deemed received at the time sent by the Chairperson and must include the date, time and location of the meeting where it will be debated as well as complete text of the proposed modification.
7. Proposals to modify the policy book by referendum or at a general meeting shall follow the procedures set out in the by-laws and standing regulations

8. Any adoption, repealing or modification of policies requires a 2/3 vote of the Council of Representatives or a simple majority at a general meeting or by referendum

9. Council cannot repeal or modify policies adopted at a general meeting or by referendum

10. Any resolution or referendum question that seeks to modify the policy book must explicitly state in its wording that it is doing so.

PB-1-07 :	Climate Change
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Preamble

Climate Change is considered by many scientists and organizations to be the most serious environmental; threat facing the world today. In recent years, the true impact of human activity on climate change has become obvious. Accordingly, environmental sustainability has become a top priority for students across Canada, especially those at Concordia.

On February 16th, 2006, the Kyoto Protocol officially entered into force. The Kyoto Protocol is an international agreement that sets targets for reduction in greenhouse gas emissions that cause climate change. Canada signed onto the Protocol, but successive federal governments have not put into place plans to meet its targets. As of 2004, Canada's emissions were 27 percent above the 1990 level, contrary to the Kyoto target of 6 percent below the 1990 level for 2008-2012.

Policy

The CSU supports the Kyoto Protocol and other initiatives aimed at reducing greenhouse gas emissions and minimizing the environmental impact of human activity.

The CSU supports the regulation of industry in order to reduce greenhouse gas emissions.

The CSU supports the creation of new technologies, employment and infrastructure that reduces greenhouse gas emissions and that have minimal impacts on the ecosystem.

The CSU supports the use of public policy to spur innovation, investment, technological progress and behavioral change in support of environmental sustainability.

Adopted 2007-11-14

PB-2-08: Quality in Food Service and Exclusive, Multi-Year Food Service Contracts
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Preamble

Food services and food service providers play an integral role in providing adequate nutrition to students on campuses across Canada. As such, food services on campus should provide foods that allow students with diverse cultural, religious, and dietary needs with a variety of meal options. Furthermore, foods should, whenever possible, be prepared with locally produced, organic ingredients in order to support local economies and promote environmental sustainability. Food services locations must also have opening hours that provide flexibility to students and accommodate their schedules.

The current trend in Food Service agreements is for contracts offering exclusivity to providers. Environments free of exclusivity and multi-year contracts foster competition, leading to better services at lower rates.

At Concordia University food services are managed by Chartwells Inc. a member of Compass Group Canada. Chartwells has been granted an exclusive, multi-year contract by Concordia and is likely to obtain another such contract in the future. Not only does Chartwells have a monopoly on food services over most of Concordia's campus but students living in residence are required to purchase meal plans for the entire school year.

Policy

The CSU supports the provision of foods that are locally produced, organic, and culturally appropriate by food service providers on campus.

The CSU supports the right of each and every student to have access to food on campus that is suitable to their personal beliefs, faith, and conscious choices and provides for a healthy, balanced diet.

The CSU supports the inclusion of students appointed by the CSU in food service contract negotiations and contract reviews.

The CSU supports open and transparent food service contracts.

The CSU supports food service opening hours that are flexible and accommodate students schedules, especially students living in residence.

The CSU opposes insufficient provision of culturally appropriate foods, or vegetarian and vegan food options because of claims of insufficient demand.

The CSU opposes all exclusive, multi-year food service contracts.

The CSU opposes all food service contracts that mandate students living in residence to purchase a meal plan.

Adopted 2008-07-10

Preamble

In the 2001 Montreal municipal election mayor Gérald Tremblay's party *l'Union des Citoyens de l'île de Montréal* promised that all full-time students, regardless of age, would have access to student rates for STM passes. On January 1st, 2002 Tremblay partially fulfilled his promise by creating student STM passes at approximately 50% of the regular tariff for full-time students between the ages of 18-25.

At Concordia, almost half of all students are over the age of 25. Furthermore, rates of income and employment are almost equal for all full-time students regardless of age.

Policy

The CSU supports accessible public transportation for all students.

The CSU opposes public transportation policies that discriminate against a portion of the student body on the basis of age.

Adopted 2008-07-10

Preamble

Income contingent loan repayment (ICR) schemes are a style of post-study funding model in which students pay back their student loans in installments proportional to their income over the course of their working life. Originally proposed by U.S. Economist Milton Friedman, ICR is a means of reducing the role of the state in funding post-secondary education (PSE). It is advocated by those who believe that education is a 'market' commodity for which the burden of payment should fall exclusively on the immediate beneficiary.

Several nations including Australia, New Zealand, and Great Britain have adopted ICR schemes beginning in 1989. Australia's ICR scheme was implemented alongside a 500% increase in tuition. The Australian government promised that henceforth tuition would fluctuate with the Consumer Price Index but broke that promise within three years. In Great Britain, university applications from lower income students have dropped by 10%. New Zealand now has a total student debt of over \$5 billion and the New Zealand University Students' Association predicts that it will rise to \$20 billion by 2020. Women, aboriginals, and students from minority groups in New Zealand have faced the greatest hardship as a result of ICR. Aboriginal women in New Zealand now face an average repayment time of 33 years.

The *Parti Libéral du Québec* and the *Parti Québécois* are considering adopting post-study repayment schemes to replace traditional tuition fee payments as the means of student contributions to funding for PSE. This shift threatens accessibility to PSE for all students,

especially women, aboriginals, and students from minority groups. More generally, post-study repayment schemes represent an attempt by the government to withdraw from its responsibility towards providing accessible, high-quality education. Finally, a transition from tuition fees to post-study repayment may entail a number of systemic problems, including problems with repayment by international students who chose not to stay in the Quebec after they finish their studies.

Policy

The CSU supports an accessible, high-quality education system that is properly funded by a progressive taxation system.

The CSU supports the elimination of financial barriers to education and student debt.

The CSU opposes post-study repayment schemes.

The CSU opposes any form of student contribution scheme that reduces accessibility to education for women, aboriginals, and students from minority groups.

The CSU opposes any form of student contribution scheme that increases student debt.

Adopted 2008-07-10
Annex E was incorporated to the code 2008-2-6

Annex E

Ethics and Sustainability Policy

Preamble

As a Union representing more than 30,000 students the CSU recognizes the importance of upholding human rights and dignity. This policy represents the implementation of these ideals into the day to day functioning of the Union. The Concordia Student Union recognizes it exists as part of a larger regional, national and global community, and has a responsibility to uphold the same high standard in each. In all instances the Concordia Student Union will make every possible effort to respect standards set by the International

Labour Organization and other recognized standards agencies and recognize boycotts conducted on humanitarian grounds by internationally recognized non-governmental organizations.

This policy establishes the Union as a good global and corporate citizen. It both requires the union to whenever possible avoid companies that do not meet global labour standards and by proactively seeking out companies that do.

1. Where alternatives exist in the industry the Students' Union will not conduct business of any kind with companies that:
 - a. Fail to meet basic standards for labour (appendix a);
 - b. Fail to meet any other standards for labour that are generally accepted and/or filed in a policy of an internationally recognized standards organization.
 - c. Inflict excessive or unnecessary suffering upon animals by the procedures to which they are subjected.
2. The Union will actively identify and establish business relationships with companies that:
 - a. Voluntarily adhere to standards of employee care in excess of statutory requirements;
 - b. Effectively implement and monitor equal opportunity policies covering race, gender, disability, sexual orientation and religion;
 - c. Effectively enforce policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;
3. The Union will be responsible for ensuring that these regulations are followed.
4. Companies shall be asked to provide information on items 1 and 2 at the time of initiation of discussions between them and the Students' Union.
5. Where applicable, all companies entering into business arrangements with the union involving more than \$500 will sign the disclosure form (appendix B) indicating they have read and understood these regulations and agree to abide by them.

Article 1 - Certification

6. The CSU shall attempt to seek products carrying the eco-logo certification
7. The CSU shall attempt to purchase organic foods which carry organic certification from, including, but not limited to the following agencies: OCIA (with regulation number); Quebec Vrai; Demeter; or Garantie Bio.
8. The CSU shall seek products that are fair-trade certified, particularly coffee.

Article 2 - Sustainability in Research and Education

9. The CSU shall, in collaboration with the University's Sustainability Coordinator and University Senate, work to improve integration of the concepts of sustainability into the University curriculum

Article 3 - Transportation Demand Management

10. The CSU shall continue the campaign to increase the percentage of biodiesel used in Concordia's shuttle buses.
11. When sponsoring the travel of CSU members to events in other cities, the CSU shall encourage the use of train transportation, whenever possible.
12. The CSU will attempt to carbon offset all its travels and miscellaneous activities through *Tree Canada*.

Article 4 - Waste Management

13. The CSU will attempt to purchase chlorine-free Forest Stewardship Council (FSC) certified paper and/or paper made from recycled paper
14. Whenever possible the CSU shall print all documents that are more than one pages double-sided.
15. The CSU shall provide space for various recycling bins at the reception of it's head office, including for batteries, printer cartridges etc.
16. When organizing events, especially during orientation week, The CSU should use the Sustainable Concordia, Sustainable Event Guide, as a blueprint to reducing the events' impact. All events should achieve a minimum of silver certification (20 actions), with emphasis on; Eliminating single use items such as plastic cutlery and dishes, paper napkins and individually packaged condiments
17. Taking the same considerations for promotional material as cited for office supplies above in 11.01
18. The CSU shall make Extensive use of the World Wide Web, for promotion and event registration
19. In August of every year a workshop will be organized for instruction on four R's of waste management. This could be organized and run by the CSU or a representative from the R4

working group

Article 5 - Communication

20. The Chair of the Sustainability Committee will work with members of the CSU executive to promote sustainable living to CSU members through:
 - a. Providing a Campus Sustainability workshop to student union members at the beginning of each academic semester.
 - b. Educating the CSU membership through a Campus Sustainability section in the annual Member Handbook and Dayplanner
 - c. Disseminating information on collaborative projects and events between the CSU, student groups, and the University and community organizations.
21. The CSU shall actively encourage the University to adopt an official comprehensive strategy regarding Sustainability

Article 6 – Dietary Choice

22. In the interest of offering increased dietary choices to the student population that one-third (1/3) of food offered at any Concordia Student Union (CSU) related event must be vegetarian.
23. At least one option be offered at any Concordia Student Union (CSU) related event must be vegan
24. The CSU will seek to encourage all businesses that work with the union to follow the above policy.

Appendix A

Forced Labour

1. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.
2. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.

Discrimination

3. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership, or political affiliation.

Harassment or Abuse

4. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.

Hours of Work

5. Hours of work shall comply with applicable laws and industry standards for working hours.

6. In any event, personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.

7. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.

Freedom of Association and the Right to Bargain Collectively

8. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

9. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.

10. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.

Wages and Other Compensation

11. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.

12. In any event wages paid for a standard working week should always be enough to meet basic needs of workers and their families and to provide some discretionary income.

13. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions

from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.

Pricing and Timelines

14. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.

Health and Safety

15. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

16. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

17. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.

18. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.

Employment Relationship

19. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.

20. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

21. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.

Reproductive Rights

22. No employee or prospective employee shall be subjected to the involuntary use of

contraceptives or pregnancy testing.

23. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

Child Labour

24. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).

25. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.

26. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.

Homeworkers

27. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular work week and the piece rate or other form of remuneration shall constitute a living wage.

28. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.

29. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.

30. The other provisions of this policy shall also apply to homeworkers.

Appendix B: CSU Purchasing Policy Contact

Date:

Company Name and Address:

We, the undersigned,

- Have read the Concordia Student Union's (CSU) Sustainable and Ethical Purchasing Policy.

- Agree to fill out the CSU policy disclosure form.
- Will encourage our subcontractors to do the same.

Signature _____

Date _____

CSU Signing Officer _____

Appendix C: CSU Policy Disclosure Form

Product	Company	CA Registration Number	Locations where Product was made.	Person in Charge of Order