

## **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 15<sup>th</sup> 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 15<sup>th</sup> for fall semester bursary awards, and no later than March 15<sup>th</sup> 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 10<sup>th</sup> for fall submissions and no later than May 5<sup>th</sup> 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.

<b>PB-1-07 :</b>	<b>Climate Change</b>
------------------	-----------------------

### **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 16<sup>th</sup>, 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

<b>PB-2-08: Quality in Food Service and Exclusive, Multi-Year Food Service Contracts</b>
--

### **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 1<sup>st</sup>, 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**



<b>Product</b>	<b>Company</b>	<b>CA Registration Number</b>	<b>Locations where Product was made.</b>	<b>Person in Charge of Order</b>