

Policy on Community Action Fund

Oversight Body: CSU Council of Representatives, CSU Executive Team, CAF Committee

Date Passed by Council: 2020-05-28

Date of Next Review: May 2022

Related policies, bylaws, legislation: CSU By-Laws, CSU Code of Conduct.

Definitions

“By-Laws” means the By-Laws of the Concordia Student Union;

“Council” means the Council of Representatives of the Student Union;

“Executives” means a member of the Executive of the Student Union;

“member” means a person who fulfills the conditions of membership under section 3.1 of the By-Laws;

“Representative” means a duly elected member of Council who has taken office;

“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

“University” means Concordia University.

Purpose

This policy document should serve to provide information on procedures for the Community Action Fund administered by the Concordia Student Union. The Community Action Fund was established to grant funding to both on and off-campus initiatives that are aligned with the CSU Positions Book. The fund is also meant to cover costs needed by a Concordia Undergraduate Student Association

in case of a strike voted for the members of that association. It will prioritize projects that have scarce access to funding.

Scope

1. Any ordinary motion, resolution or regulation that deviates from these regulations 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 a motion requires a 2/3 majority vote and will cease to have effect four months following its approval.
2. The following is a list of general provisions to apply to this policy:
 - 2.1. English and French can be used equally in any Student Union Meetings and elections materials.
 - 2.2. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
 - 2.3. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
 - 2.4. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.

Policy Statement

Section 1: Mandate of the Fund

- 1.1. The mandate of the Community Action Fund (CAF) is:
 - 1.1.1. to grant funding to initiatives or organizations aligned with the CSU Position Book,
 - 1.1.2. to accommodate the costs needed by a Concordia University undergraduate student association in case of a binding strike mandate voted by said association.
- 1.2. The purpose of the Community Action Fund is to finance on and off-campus initiatives and organizations. Special attention shall be made to prioritize funding to initiatives organized by and for Black, Indigenous, People of Colour, students with disabilities and other marginalized groups. Special attention shall be made to prioritize funding initiatives and organizations that face barriers to accessing funding otherwise.
- 1.3. The Community Action Fund Committee shall ensure that the Fund retains at all times a ten thousand (10,000) dollars reserve for the express purpose the Fund defined in regulation 1.1.

Section 2: Community Action Fund Committee

Subsection 1: Composition of the Committee

2.1.1. The composition of the Community Action Fund Committee is:

2.1.1.1. Four (4) CSU members, independently appointed by incorporated non-CSU organizations that collect fees from CSU membership and are accountable to the CSU membership.

2.1.1.2. Three (3) representatives appointed by the CSU.

2.1.2. Committee members shall have voting, moving, and speaking rights.

Subsection 2: Chair and Minute-Keeper

2.2.1 The Committee shall elect a Chair and Minute Keeper annually from among its voting members.

2.2.2. The Committee Chair position may be held by any Externally appointed CSU member.

The Committee Chair shall:

2.2.2.1. Endeavour to set a regular meeting time for each semester;

2.2.2.2. Notify members of the committee of the dates, times, and places of the meeting of the committee;

2.2.2.3. Prepare the Agenda and any relevant documents for each meeting and send them to members of the committee within a reasonable delay to be considered before each meeting;

2.2.2.4. Manage the communications for the Committee, unless otherwise determined by the Committee.

2.2.3. The Committee Minute Keeper position may be held by any committee member. The Committee Minute Keeper shall:

2.2.3.1. Record and prepare meeting minutes of the Committee and forward them to the members of the Committee. Minutes must include the topics of discussion, and any decisions reached.;

2.2.3.2. Submit a written report to each first regular Council meeting of the month for information containing all matters that have been considered and decided by the committee, including a closed session report for anything considered in a closed session of that meeting, and the account statement of the Fund. Should the committee not have considered any new business, a report shall be submitted which indicates there is nothing to report.

2.2.3.3. Submit any resolutions that require approval from Council to Council for ratification, and forward any recommendations it may produce for Council's consideration.

2.2.3.4. Submit an Annual Report on the state and the activities of the Fund, to be presented at the June Regular Council Meeting.

Subsection 3: Externally Appointed CSU members

- 2.3.1. Each of the following organization shall be able to appoint one (1) undergraduate student each to seat on the Community Action Fund:
- 2.3.1.1. The Quebec Public Interest and Research Group - Concordia;
 - 2.3.1.2. The Centre for Gender Advocacy;
 - 2.3.1.3. Sustainable Concordia;
 - 2.3.1.4. The Community-University Research Exchange Concordia.
- 2.3.2. In the event that one of these organizations no longer wish to appoint a representative, another organization shall be chosen by the Council of Representatives to sit on the committee. The organization must give its consent, and it must be among the Concordia fee-levy organizations that have a social justice mandate.
- 2.3.3. Organizations shall appoint a representative according to their own procedures, for a two (2) year term. This appointment does not require ratification by Council.
- 2.3.4. The appointed representatives shall serve on the Committee for the duration of this two (2) years, or until such time as they:
- 2.3.4.1. Notify in writing the Committee and the organization that appointed them in writing of their resignation;
 - 2.3.4.2. Are recalled by the organization that appointed them, according to the procedures of the said organization;
 - 2.3.4.3. Cease to be a CSU member.

Subsection 4: CSU Representatives

- 2.4.1. There shall be three (3) undergraduate students to represent the CSU on the Community Action Fund Committee:
- 2.4.1.1. The External Affairs and Mobilization Coordinator, or another CSU executive appointed by the CSU Executive committee;
 - 2.4.1.2. One (1) Representative, appointed by Council;
 - 2.4.1.3. One (1) student-at-large member of the BIPOC committee, appointed by the BIPOC committee.
 - 2.4.1.3.1. In the event that no student-at-large member of the BIPOC committee wishes to sit on the Community Action Fund Committee, their seat shall go to a student-at-large, appointed by the BIPOC committee.

2.4.1.3.2. In the event that the BIPOC committee is not active during a given year, their seat shall go to a BIPOC student-at-large, appointed by the Appointment committee.

2.4.2. The terms of CSU representatives shall be one (1) year, or until such time as they:

2.4.2.1. Notify in writing the Committee and the body that appointed them in writing of their resignation;

2.4.2.2. Are recalled by the body that appointed them;

2.4.2.3. Cease to be a CSU member.

Subsection 5: Meetings of the Committee

2.5.1 The meetings of the Community Action Fund Committee shall occur in open session, except if they are required to discuss sensitive or confidential information. Any move to and from closed session must be noted in the report from that committee, and a separate closed session report shall be produced for Council's information, in closed session.

2.5.2. Any two (2) Committee members may call for a special meeting of the Committee. The notice of the meeting shall include the date, time, place, and agenda of the meeting, and shall be sent at least two (2) days in advance.

2.5.3. Quorum for meetings of the committee shall be four (4) voting members.

Section 3: Administration of the Fund

3.1. The Committee may grant funding to initiatives and organizations, within the bounds of the Fund's mandate.

3.2. Concordia University undergraduate student associations with a binding strike mandate may apply to the Committee for funding. Associations may file more than one application per strike. The maximum for such funding is one thousand (1,000) dollars per application. This maximum is not applicable to an application of the Concordia Student Union.

3.3. The student association shall include projected expenses and the minutes of the meeting where the strike resolution was passed in their application to the Community Action Fund. The Committee shall meet within five (5) days of the application's reception.

3.4. The Concordia Student Union may be provided funding for the purpose of a strike mandate by the Community Action Fund only when the annual interests accrued on the SSAELC Fund have been exhausted.

Section 4: General Provisions

4.1. The Committee shall make decisions using the principles of consensus-based decision-making. When consensus is not possible, votes shall be carried by simple majority.

- 4.2. The Committee shall be granted one (1) CSU email address to which all members of the Committee shall have access. Upon request, each individual member of the Committee shall also be entitled to a CSU email address.
- 4.3. The mailing address of the Community Action Fund shall be the address of the CSU offices. The Committee shall have full access to mailing and printing services of the CSU.
- 4.4. In order to ensure the due process of an application, the Committee may delegate the oversight of the application to any of its members. If no Committee member is designated, it shall be the responsibility of the Chair to ensure applications are processed in a timely manner.
- 4.5. Committee members shall disclose any conflict of interest, and shall abstain from voting on any funding application where a conflict of interest is present.