



CESAR

Continuing Education Students'
Association of Ryerson

Local 105 of the Canadian Federation of Students

ANNUAL GENERAL MEETING REPORT

March 11, 2021

5:00pm | Zoom



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LETTER FROM THE BOARD

Dear CESAR Members,

Thank you for taking the time out of your busy schedules during this difficult and unprecedented time of COVID-19 to hear about your students’ union, the Continuing Education Students’ Association of Ryerson. Your students’ union represents over 16,000 students who are taking courses in the Chang School for Continuing Education. Whether you are enrolled in a part-time degree or certificate, studying from abroad digitally or just taking a one-off Chang School course, you are a valuable part of our students’ movement.

Last November, we had our first General Meeting online with the far-off hope that we would be seeing the end of the pandemic soon. Clearly, that is not the case. Over the past year, the University and CESAR have changed substantially to adapt to an online environment. CESAR took this as an opportunity to digitize services, build up wellness practices in our organizing and find ways to engage with members outside of the in-person classroom. We are proud of the work we have accomplished and acknowledge the work that still needs to be done.

CESAR continues to keep an eye on the actions of the University and will never shy away from advocating for our members. We continue to raise questions at the Senate, policy committees, with the Dean of the Chang School and in spaces that we know Continuing Education and part-time students need a voice. Now, more than ever, we need to be diligent in advocating against austerity and cuts to education. Now more than ever we need you to be part of the students’ movement.

Our students’ movement is one based in creating a system of post-secondary education that is accessible to all and which is of high quality. That notion also requires our students’ movement to fight for fair wages, fairness for international students, action on Indigenous reconciliation, opposing white supremacy and securing a just transition in the battle against the climate crisis. When we forget one of these fights, or the numerous others, we forget about why movement building matters.

Together, as CESAR members, we can create radical change. We become more than a social issue; we become a social movement. This is why it is more important than ever to get involved, make your voice heard and to encourage our friends, family and social bubbles to become part of our students’ movement.

In solidarity,
the CESAR Board of Directors
Janet Rodriguez, President
Maddy Fast, Vice President Equity and Campaigns
Carol Sutherland, Vice President Services and Finance
Hemanshu Bhargav, Part-Time Director

Elaine Ng, Part-Time Director
Parthiban R, Certificate Director
Omotayo Apampa, Certificate Director
Britney Viechweg, Member at Large
Jasdeep Sekhon, Member at Large

EQUITY & CAMPAIGNS

This year has presented new challenges and opportunities for solidarity. We have been working with community partners such as the Canadian Federation of Students and the Workers' Action Centre to ensure a continuous stream of engagement opportunities for members like yourself.

Do you have an idea for a campaign or want to improve your outreach skills? Join CESAR's Equity & Campaigns Committee! Email:

vp.equity@mycesar.ca or visit mycesar.ca/campaigns for more information.



[Click here for the meeting agenda.](#)

Students and Workers United

We worked with campus labour unions to draft [a statement on mental health](#) and [another statement on paid sick days](#), as well as to launch [a campaign against the University's partnership with Navitas](#), an international company profiting from international student recruitment.

Toronto Transit Commission

The cost of taking public transit has become unaffordable for many students living in the GTA. Many of us take the TTC to get to school, work, and around the city, on a daily basis. As students, we deserve an adequately funded public transit system that is accessible for all TTC riders. We have been working closely with the riders organization TTCriders to provide resources to members like you. We recently hosted an information session alongside other students' unions in the Greater Toronto Area and TTCriders where we launched our student TTC ridership survey. Please consider participating in this survey by visiting mycesar.ca/ttc-survey

Education for All

The Canadian Federation of Students launched the Education for All campaign to fight for public funding of postsecondary education and free education for all students. To answer questions and provide information about barrier-free public education, CESAR held a panel discussion on fully funded public education systems and barriers to education. CESAR shared

on our social media an automatic emailing tool made by the CFS that students can use to lobby the Premier and provincial members of parliament, and is collecting student testimonials about what education for all means to our members.

Egerton Statue

Indigenous students, faculty, staff, and alumni have been calling for the removal of the Egerton Ryerson statue for years. To support students and the renewed calls for statues of racists and colonizers to be toppled, CESAR sent an open letter to President Lachemi calling for the Egerton Ryerson statue to finally be removed and replaced with a tribute decided upon by Indigenous students and community members. The letter also called for President Lachemi to issue a public statement that the charges against artistic protestors who were arrested for painting the statue should be dropped. To date, over 1,200 Ryerson students, staff, faculty, and alumni have added their names to the open letter.

Canadian Federation of Students

CESAR is member local 105 of the Canadian Federation of Students (CFS). The CFS is our national and provincial students' movement that coordinates research, lobbying, organizing and action across the province. We are all stronger when we work together!

[Click here for the meeting agenda.](#)

SERVICES & FINANCE

Finance and Tax Clinic Series

CESAR is hosting two financial aid workshops focused on equipping students with financial literacy on RRSP and TFSAs in the context of increasing student debt.

Legal Service

CESAR provides legal services to its members free of charge. Bill Reid, in-house lawyer for CESAR, will discuss and help students with their personal legal issues. Furthermore, this winter, CESAR offered three workshops hosted by Bill Reid on matters important to students: work-from-home tax relief, tenant's rights and current legislation that governs tenants and landlord agreements, and student debt and tax issues surrounding COVID-19 emergency grants.

mycesar.ca/legal

Visit the above link to find out more about the legal services, how to book legal appointments, and to participate in the workshops

offered by CESAR.

Bursary

Every term, CESAR members who are in need of financial assistance can apply for a bursary. It is a needs-based, non-refundable grant of up to \$500, which is paid directly to bursary recipients.

Since the beginning of the pandemic, CESAR not only gave out bursaries to students each semester, but also partnered with the Raymond Chang School of Continuing Education to provide additional emergency funding during these difficult times to students.

Since the spring of 2020, CESAR has given out a total amount of \$148,900 in bursaries and emergency funding, not including the CESAR Emergency Grant. At the time this report was being prepared, CESAR was working on the CESAR winter 2021 bursary and will be giving out another 200 bursaries this semester.

Emergency Bursary

The Emergency Grant is a separate fund created by CESAR for part-time continuing education, certificate, and continuing education students who encounter unforeseen emergency situations. Initially, the annual Emergency Grant budget was set at \$7,000 annually. Due to the record number of applications received during the COVID-19 pandemic, CESAR has already disbursed grants in the amount of \$22,000 during its current fiscal year ending April 30, 2021.

mycesar.ca/emergency

Sponsorship & Donations

CESAR will occasionally receive requests for sponsorship and donations. Prior to the COVID-19 pandemic, many requests would focus on room bookings and promotion requests. During the pandemic, CESAR has focused more of its donations on providing small financial support for local initiatives and issues. Below are some of the donations over the past year

- Urban Alliance on Race Relations "Racial Justice Summit"
- TTC Riders Annual Membership
- Tumpane Public School
- Justice for Regis
- Toronto Prisoner's Rights Project
- Body in Movements
- Toronto Disability Pride March
- Ryerson Pow Wow
- Land Back 6
- Ryerson Social Justice Week
- All Out September 30
- Indigenous Harm Reduction
- Toronto Environmental Alliance
- Bond Place Hotel Emergency Distance Shelter
- Justice for Eisha Hudson
- Malton People's Movement



Health & Dental

All Winter 2021 part-time degree students were automatically enrolled in the CESAR Health & Dental plan, as the fee is compulsory under the part-time students' program fees. This prorated coverage begins January 1, 2021 and ends August 31, 2021. For Winter 2021, 248 members were enrolled onto the plan. New Winter 2021 enrollees had the opportunity to opt-out if they have valid proof of alternate, pre-existing coverage. The deadline to opt-out was February 12. Just over half of the newly enrolled students applied to opt out of the plan and are undergoing the opt-out refund audit process.

With the ongoing pandemic, refunds continue to be distributed to students via e-transfers instead of the usual cheques. The e-transfers have been very efficient at providing students with their opt-out refunds. CESAR may consider using this option into the future as it has increased access for our members.

Plan Enhancements & Resources:

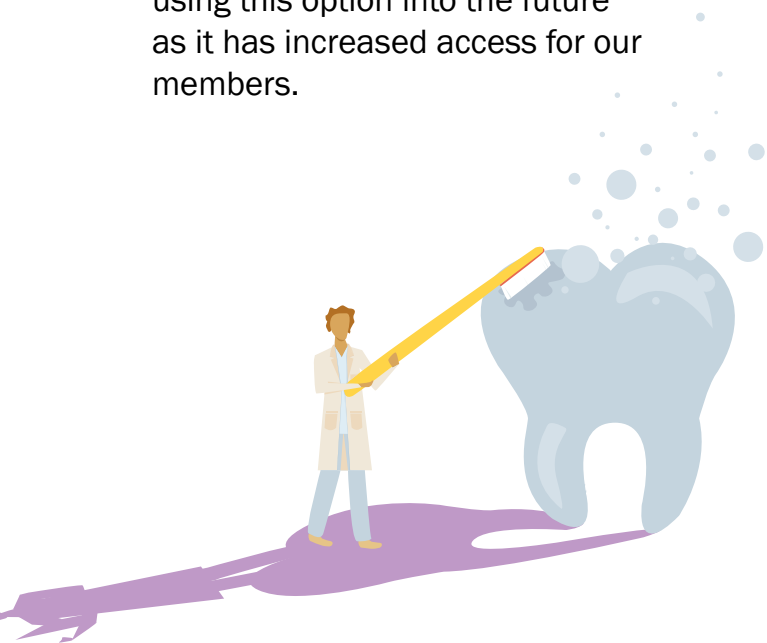
1.

Green Shield Canada (GSC) and Maple have teamed up to bring students free access until August 31. Maple is Canada's premium virtual care service that offers students timely and effective care from Canadian-licensed doctors online without copays or other cost barriers. Students can access Maple through GSC at [this link](#).
2.

BEACON has recently updated content available for promotion to students. BEACON assists students with their mental health and wellness by utilizing cognitive behaviour therapy. Students can access BEACON to seek support. Materials are available at [this link](#) in both French and English.
3.

GSC has updated the GSC main website and now student centre, which can be found at [this link](#).

These services are provided to our students because of CESAR's membership in the National Student Health Network and the Canadian Federation of Students.



STUDENT RIGHTS & APPEALS

CESAR employs a full-time Student Rights Coordinator to assist CESAR members with all matters related to academic misconduct, grade and standing appeals, as well as any administrative issues or complaints with the University.

University Policy Review

CESAR has two representatives on the committee to review Senate Policy 61, the Non-Academic Code of Conduct. This is the Senate Policy that outlines what student behaviour is inappropriate and how complaints about harassing or inappropriate behaviour will be considered, how discipline could be

enforced, and the appeal process for decisions and sanctions. This committee has been meeting since 2019 and is expected to recommend a revised policy to Ryerson's Senate in May or June of 2021. The CESAR representatives on this committee have advocated for more student consultations, one of which occurred on January 20, with additional consultation dates to be announced soon. There will be a new decision-making process for this policy that will include the Executive Director of Student Affairs as an additional decision-maker. Overall, the language of the policy is being revised for clarity so that it is made more accessible for students to understand.

There are review committees for Senate Policy 159, the Academic Accommodation of Students with Disabilities Policy, Senate Policy 46, the GPA Policy, and the Discrimination and Harassment Prevention Policy (DHP) and its Procedures; however these committees do not include any representatives from CESAR or the Ryerson Students' Union (RSU). This is concerning because both students' unions have advocates who interact with these important

policies to guide and support members in resolving their issues with the University. CESAR has asked to have a seat on these committees; however we were told there are already Student Senators on these committees so in the University's view, the student representative positions are filled.

CESAR is devoted to making sure student input is included and at the forefront of all decision-making at Ryerson. We continue to collect feedback from members regarding these policies, which we then compile and relay to the relevant committee. Please contact CESAR's Student Rights Coordinator at studentrights@mycesar.ca if you have any additional questions, or are interested in sharing your perspective.

Academic Standing and Appeals workshops

Every semester CESAR and the RSU host workshops to support students facing issues with their academic standings (such as Academic Probation, Required To Withdraw, or Permanently Program Withdrawn) or who want to file grade appeals to challenge the final grades they received. The following workshops were held as Zoom webinars since the last reporting period:

Academic Probation, RTW, PPW: What are my options?
January 13, 2021
January 19, 2021

How to Write a Strong Appeal
January 14, 2021
January 20, 2021

Roughly 15-30 students attended each session of the webinars. There was an increase in attendance in January 2021 compared to the webinars offered in May or September of 2020.



Statistical Data on Student Appointments for Academic Advocacy

In order to track information about the students who seek advice from the Student Rights Coordinator, CESAR (along with the RSU) ask students to fill out an Intake Form for a meeting regarding student advocacy. From October 20, 2020, more than 48 students have met with or sought support from the Student Rights Coordinator. Combined with the data reported at the Semi-Annual General Meeting back in November, the total number of filled Intake Forms for this fiscal year was 82. This amount is lower than the previous year where the total number of students who completed Intake Forms was 110. The total number for 2020-21 is misleadingly low because CESAR was not able to implement the online Intake Form until July of 2020, so many students were not asked to complete the form during the pivot to working and meeting remotely due to the COVID-19 pandemic protocols.

The statistical information below reflects what was indicated by students. Keep in mind that some students chose to identify themselves in certain ways, filling in some fields and not others, and that completing the form is not at all mandatory.

Statistical Data on Students

STUDENTS’ PROGRAM INFORMATION

FACULTY	MAR - OCT 20 2020	OCT 20 - FEB 9 2021
Faculty of Communication and Design	3	0
Faculty of Community Services	9	17
Ted Rogers School of Management	6	12
Faculty of Arts	6	3
Faculty of Engineering and Architectural Science	3	5
Faculty of Science	3	5
Faculty of Law	0	1

STATUS OF ENROLLMENT

FACULTY	MAR – OCT 20 2020	OCT 20 – FEB 9 2021
Fulltime	15	30
Part-time	11	4
Continuing Education	8	7
Graduate	1	1

REASON FOR VISIT

FACULTY	MAR – OCT 20 2020	OCT 20 – FEB 9 2021
Grade Appeal	14	17
Standing Appeal	1	7
General Complaint	2	1
Fee Appeal	1	1
Academic Misconduct	12	17
Other	2	5

EVENTS

CESAR puts on a variety of events and workshops throughout the year. Ranging from topics like free education, Indigenous sovereignty or just some plain old fun trivia- we have events for everyone!

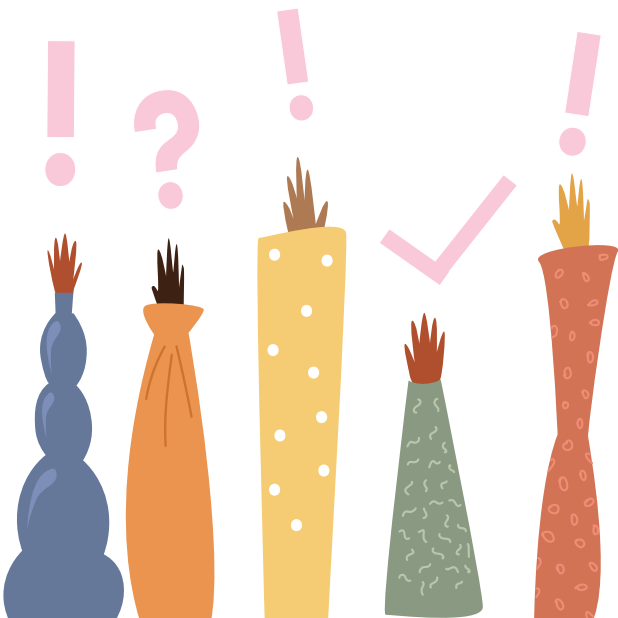
A highlight this year were two new event series CESAR started: CESAR Talks and Trivia Nights.

CESAR Talks

The CESAR Talks series came out of the ongoing COVID-19 pandemic and the rising cost of therapeutic services. Mental health support and services should not only be for the wealthy but for all. CESAR Talks aim to provide students with a safe(r) space to discuss mental health topics and equip themselves with various coping skills. So far this year we have had some amazing facilitators. CESAR was able to bring Cass Myers, an internationally awarded slam poet to lead us through the therapeutic benefits of writing. Sandra Bombay also joined us to facilitate some Indigenous hand drumming and provide some teaching surrounding drumming, songs and coping. Coming up next in March we hope to have Lucinda Qu, a student mental health organizer, to provide a holistic image of how our institutions are failing students with mental health concerns and what we can do to organize to win.

CESAR Trivia Nights

Trivia Night was created to provide a fun break from our day to day lives of being a student in the pandemic, to meet some classmates and escape some of that COVID loneliness. As our most attended series Trivia has proven to be a member favourite, with new topics every month there are always opportunities to win! Trivia has been a successful member engagement tool and has led to a thriving volunteer and Class Rep program. Have a trivia topic idea you'd like to see? Email our Events & Outreach Coordinator, at outreach@mycesar.ca, he'd love to hear your ideas! Make sure to not miss out on trivia and come out and laugh with us!



Summary of Events

DEC 03	CESAR TALKS WITH SHANDRA BOMBAY
DEC 15	NALOXONE TRAINING
DEC 16	<u>SOCIAL ISSUES SERIES: LEADERSHIP AND MENTORSHIP DURING COVID-19</u>
JAN 25	<u>FROST WEEK: CESAR 101</u>
JAN 27	FROST WEEK: GAME NIGHT
JAN 28	FROST WEEK: DRAG BINGO
FEB 12	<u>VIOLENCE ON THE LAND VIOLENCE ON OUR BODIES</u>
FEB 25	BLACK HISTORY TRIVIA
FEB 26	MOVIE NIGHT!: CELEBRATING BLACK FILM
MAR 03	CESAR BUY BLACK MARKET LAUNCH
MAR 03	<u>SOCIAL ISSUES SERIES: TECHNOLOGY AND EDUCATION DURING COVID-19</u>
MAR 04	THE NEED FOR CARIBBEAN HISTORY

ORGANIZATIONAL

Human Resources

CESAR currently employs five unionized full-time staff, one Executive Director and a number of part-time staff and placement students. CESAR was able to maintain a record number of part-time employees and guarantee student work opportunities during the pandemic.

CESAR continues to advocate for the inclusion of Continuing Education students in the Career Boost program and provincial Work Study program.

Staff Appreciation

On behalf of the CESAR Executives and Board of Directors, we would like to thank the hard work and dedication of all our full-time, part-time and placement student staff. Without the work of these individuals CESAR would not be able to run the services, host the events, advocate for campaigns or answer questions from members. Thank you!

Finances

CESAR is currently in a healthy budget position. However, while the Student 'Choice' Initiative was found unlawful by a panel of judges in November 2019,

there is currently an appeal by the provincial government. The CESAR Board will continue to monitor the appeal and update the membership.

With COVID-19, the CESAR Board of Directors has had to review the operating budget and the current demands and needs of the membership. This has resulted in a reduction in common expenses from in-person programming, such as food for attendees, and re-invest funds into communications software, emergency grants and more digital programming.

In the Summer 2020, CESAR identified an irregularity with part-time degree student fees and worked with the Vice-Provost Students Office to identify that the wrong fee framework was applied to part-time degree students taking three or more courses. The CESAR Executive has worked with the University to address the issue and refund part-time degree students for incorrect fees back to the Winter 2020 term. CESAR has taken specific steps to also create a system to contact students who have graduated or are no longer enrolled, so that they can have the opportunity to be refunded.

Communications

The shift to online platforms due to the COVID-19 pandemic forced CESAR to establish clear protocols for event planning and promotion. Almost all events by CESAR are currently available live through Zoom, livestreamed on either Facebook or Youtube, and livestreamed on our website. Additionally, events are closed captioned and re-posted on our youtube channel. Please consider subscribing to our channel:

mycesar.ca/youtube

Zoom webinar requests are being streamlined through an internal form which also takes into account event promotion strategies. We are currently emailing the membership at least once per month with updates that include opportunities for involvement and advancement, as well as partner content.

Our social media accounts are actively monitored and partner content is shared wherever possible and appropriate. From March 2020 to March 2021 we have grown:

INSTAGRAM
FOLLOWERS

From 443 to 730

64%

FACEBOOK
LIKES

From 1130 to 1187

7.9%

TWITTER
FOLLOWERS

From 697 to 783

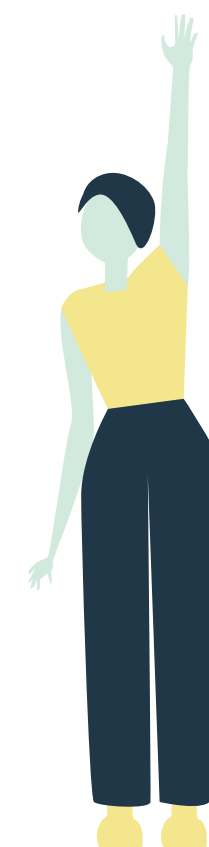
12.3%

Class Representative Program

The Class Representative Program continues to run every term. During COVID-19, Class Representatives have been recruited through a google form available on the CESAR website and advertised through the e-newsletter, D2L and social media. The success of the class representative program has typically been through in-person outreach and recruitment which has made moving the program to a digital format more difficult. The students' union has begun hosting monthly Class Representative forums to better engage representatives. The forums are an opportunity to get updates on monthly projects, new materials and discussion circles for new ideas.

Volunteer Program

Despite issues in the Spring and Summer terms, CESAR has been able to relaunch the volunteer program in the Fall and Winter terms with digital opportunities to get involved. Members can now volunteer for a number of opportunities which include the Class Representative Program, doing digital and social media outreach, participating in committees, taking notes and speaking at events, amongst other tasks. Members can sign up for the volunteer program on Track-it-Forward. A volunteer training was hosted on Monday, January 18.



APPENDIX A MEETING AGENDA

Annual
General Membership
Meeting

Date:
Thursday March 11, 2021

Time:
5:00pm – 7:00pm

Location:
Zoom
(register at
mycesar.ca/agm)

1. Call to Order

2. Remarks from the Chair

- a. Welcome and meeting procedure overview
- b. Recognition of and Respect for Unceded Traditional Territories of First Nations People
- c. Equity Statement

3. Approval of Agenda

4. Elections Candidates Forum

5. Bylaw Amendment A: Force Majeure

[Appendix B - Bylaw Amendments](#)

6. Bylaw Amendment B: Contingency Fund

[Appendix B - Bylaw Amendments](#)

7. Bylaw Amendment C: Executive Committee

[Appendix B - Bylaw Amendments](#)

[Appendix B1 - Five Executive Committee Structure](#)

8. Bylaw Amendment D: Board of Director Honoraria (Appendix B - Bylaws Amendments)

[Appendix B - Bylaw Amendments](#)

9. AGM Report

10. Announcements

11. Adjournment

APPENDIX B

BYLAW

AMENDMENTS

Bylaw Amendment A: Force Majeure

Motion: AGM-21/03/11-02

Whereas the COVID-19 pandemic has indicated a necessity for provisions within the bylaws of CESAR to address situations outside the control of the organization; and

Whereas force majeure is understood as unforeseeable circumstances that prevent a party from fulfilling a contract; and

Whereas current bylaws regulate the basic governance of general meetings and elections; and

Whereas the Canadian Federation of Students and other students’ unions have put similar motions on their general meeting agendas to incorporate force majeure clauses to cover certain sections of their bylaws; therefore

Be it resolved that Bylaw Section 12 be amended to include:

12.3 Force Majeure

In the event of force majeure, sections of the Bylaws and Operations Policy related to the structure and logistics of general meetings and elections covered in Bylaw IV: General Meetings and Bylaw IX: Elections may be temporarily suspended by the Board of Directors.

MOVED: SUTHERLAND SECONDER:

RESULT:

[Click here to return to meeting agenda.](#)

Bylaw Amendment B: Contingency Fund

Motion: AGM-21/03/11-03

Whereas CESAR is currently required to maintain an operational reserve of six months; and

Whereas recent issues regarding the Student ‘Choice’ Initiative, Ryerson vs. Ryerson Students’ Union dispute and concerns about ongoing enrollment have posed concerns over the need for a long-term safety fund to maintain CESAR operations; therefore

Be it resolved that Bylaw Section 8.6 be amended to read:

8.6 Reserve Fund

*CESAR must maintain a reserve fund equal to the basic minimum operating expenses of the organization for **6 18** months to ensure the continuation of CESAR in the event that it is prevented from obtaining or utilizing member fees for any reason.*

MOVED: SUTHERLAND SECONDER: RESULT:

[Click here to return to meeting agenda.](#)

Bylaw Amendment C: Executive Committee

Motion: AGM-21/03/11-04

Whereas the CESAR Executive Committee is currently made up of three executives: President, Vice-President Services & Finance and Vice-President Equity & Campaigns; and

Whereas prior to the Student ‘Choice’ Initiative, the CESAR Executive Committee was made up of five executives: President, Vice-President Services & Finance, Vice-President Internal, Vice-President Equity & Campaigns and Vice-President Events & Outreach; and

Whereas the reduction of the Executive positions has put an unrealistic expectation on three executives that is better suited for five executives; and

Whereas the following proposal also includes a reduction in maximum hours; and

Whereas the following proposal is a restoration of the bylaws from 2019; therefore

Be it resolved that the CESAR Executive Committee be made up of five Executive Committee members; and

Be it further resolved that these changes be subsequently reflected in Bylaws (to see tracked changes please refer to Appendix B(1)):

The Entirety of Bylaw VII: Executive Committee

5.1 Membership of the Board

5.10 Conflict of Interest

8.3 Signing Officers

MOVED: RODRIGUEZ SECONDER: RESULT:

[Click here to return to meeting agenda.](#)

Bylaw Amendment D: Board of Director Honoraria

Motion: AGM-21/03/11-05

Whereas the CESAR Board of Directors currently receive no honorarium in fulfilling their duties;

Whereas there has been much discussion about accessibility, inequities and representation trends of relying on unpaid work; and

Whereas by providing a small honorarium, Board members are able to access CESAR Board opportunities without being expected to miss meals, take time off work and receive some type of honorarium in line with the expectations of the role;

Whereas the CESAR Board of Directors are not able to access financial aid resources such as the Emergency Grant and CESAR Bursary; and

Whereas the honorarium is not meant to be pay in lieu of work but as an accessibility feature and/or for low-income and marginalized people to access the CESAR Board of Directors; therefore

Be it resolved that Bylaw 5.1 be amended as follows to be implemented May 1, 2021; and

Be it further resolved that the Bylaws & Policies Committee be tasked with revising the Board of Director Honorarium Operational Policy with a one-year review period.

5.1 Membership of the Board

*The Board is comprised of nine (9) members duly elected from the membership at the Annual General Meeting or at a Membership Meeting should a by-election be required. Board position terms shall be held from May 1 to April 30. **If Board members satisfy the duties and responsibilities listed below, they will be eligible for an honorarium of \$50 per month which shall be paid out three times during the fiscal year (see Policy Manual on Board of Directors' Honouraria).***

MOVED: RODRIGUEZ SECONDER:

RESULT:

APPENDIX B(1): BYLAW AMENDMENT – FIVE EXECUTIVE COMMITTEE STRUCTURE

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~~Removed text in Strikethrough Blue~~

[Click here to return to meeting agenda.](#)

Bylaw V: Board of Directors

5.1 Membership of the Board

The Board is comprised of **eleven (11)** ~~nine (9)~~ members duly elected from the membership at the Annual General Meeting or at a Membership Meeting should a by-election be required. Board position terms shall be held from May 1 to April 30.

The Board shall be comprised of the following positions:

- a. President who shall be the chief spokesperson, staff relations officer, and responsible for the membership and all communication, university or government relations strategies;
- b. Vice-President Services & Finance who shall be the Secretary, Treasurer and responsible for finances and services and in the absence of the President shall fulfill that role;
- c. Vice-President Equity & Campaigns who shall be responsible for campaigns **and equity**;; ~~equity and student life~~;
- d. Vice-President Events & Outreach who shall be responsible for events, workshops and programming, and building a campus community for part-time and continuing education students;**
- e. Vice-President Internal who shall be responsible for record keeping, good governance, policy and academic relations, and act as Secretary;**
- f. Two (2) Members-At-Large who shall be responsible for designated projects as determined by the Executive, to engage in outreach to the membership and generally promote the work of CESAR.
- g. Two (2) Certificate Directors who shall be responsible for representing Certificate members and engaging in outreach to the membership, as well as generally promoting the work of CESAR.
- h. Two (2) Part-time Directors who shall be responsible for representing Part-time Degree members and engaging in outreach to the membership, as well as generally promoting the work of CESAR.

5.2 Director Qualifications

- a. Be at least 18 years of age;
- b. Be a Full Member and a Member in Good Standing.

5.3 Duties and Responsibilities of Directors

CESAR Directors shall:

- a. Carry out decisions of the General Meetings;
- b. Serve as Directors of CESAR under the Ontario Not-For-Profit Corporations Act;
- c. Comply with the Ontario Corporations Act, the Ontario Not For Profit Corporations Act, CESAR By-laws and Policies, all other Ontario, Canadian and International laws;
- d. Not miss more than two (2) Board of Directors meetings or General Membership Meetings without valid reason presented to the Board of Directors;
- e. Enroll in and attend a minimum of one (1) course during each fiscal year of the Director's term of

office;

- f. Pay all compulsory and optional fees for CESAR-fee-assessed courses;
- g. Not be a CESAR staff member at any point during their term of office;
- h. Not be eligible for a CESAR bursary or emergency grant during their term of office;
- i. Receive petitions from the membership, act on petitions with due diligence in a reasonable time, report on the petition and any actions to General Membership Meetings;
- j. Report on work done, and important information, at meetings;
- k. Be responsible to ensure adherence to any labour laws, regulations and the Collective Agreement that governs working conditions of CESAR's staff;
- l. Suspend or Impeach any Director found not to be a CESAR member, or in violation of the By-laws;
- m. Participate and chair CESAR committees, and establish ad-hoc committees when necessary;
- n. Attend all board training, AODA training, anti-oppression training, and the Canadian Federation of Students' Skills Symposium; and
- o. Approve the annual budget during the Spring/Summer term.

5.4 Violations by Directors

Grounds for discipline include, but are not limited to, the following:

- a. Poor attendance at Board or General Membership Meetings, including missing meetings without notice;
- b. Failure to pay all compulsory and optional fees for CESAR-fee-assessed courses;
- c. Just cause, theft, fraud, or embezzlement of funds;
- d. Failure to disclose a significant or obvious conflict of interest;
- e. Breach of confidentiality or privacy data collected from members;
- f. Misuse of CESAR property, information or contracts/agreements;
- g. Failure to perform duties as specified by the By-Laws or Policy of CESAR;
- h. Not completing and submitting reports to Membership Meetings;
- i. Any Violation of the Board of Directors Code of Ethics.

5.5 Disciplining Board Members

The procedures outlined below should be followed if a notice of violation is submitted:

- a. Notice of violation should be submitted in writing to either the President, or to the Vice-President Internal. If the type of violation alleged is not overly severe in nature, and it is the first notice of its kind, the matter should be discussed privately with Director in question and treated as a warning.
- b. If the notice of violation is deemed to be serious, has put the organization at risk, is the result of

fraud, theft, criminal activity, or is a repeat violation, it shall be brought before the Board either at the next meeting or a Board meeting that has provided no less than 48 hours' notice. In the event the violation was committed by the President whom is the Chair of the Board, the meeting shall be chaired by another Director. The Director accused of the violation should be given at least twenty four (24) hours' notice in advance of the Board meeting to discuss the matter.

- c. The member/s will be cautioned by the Chair that an alleged violation of the By-Laws or CESAR policy has occurred.
- d. The Chair will seek the Board's opinion by allowing both the accused Director and their accuser to present evidence of such claim. Each Director should be given the right to speak. The Board Meeting will ensure that Directors while addressing their points do so without violating this policy. In emergency circumstances the Chair is empowered to act immediately to remove a member who poses an immediate threat either to him/herself, a Ryerson community member, or to the Board.
- e. The Board will decide if a violation has indeed occurred. Should a significant majority of members present two-thirds (2/3) feel that a violation has occurred the member will be automatically censured for inappropriate conduct for a first offence. The Director may either accept that a violation has occurred, and withdraw, amend, adjust or apologize for their actions or deny the charge.
- f. The Board may impose whatever reasonable penalty it feels is appropriate given the nature and degree of offence. Penalties may include suspension or impeachment. In the case of a second violation, a motion to impeach the member will be made at the next meeting.
- g. Any director removed from office by the CESAR Board of Directors will be ineligible to hold any elected position within CESAR. The Board Meeting may decide at any time by a significant (2/3rd) majority of the members present to reverse this decision.

5.6 Board Meetings

The Board of Directors must meet no less than three (3) times per academic session. Advance notice of at least forty-eight (48) hours must be provided to members. Proxies shall not be allowed.

5.7 Quorum for Board Meetings

Quorum for meetings is a majority of the Board of Directors present either in person, via telephone, or video conferencing.

5.8 Motions over Electronic-Mail

In the event that the Board of Directors is unable to meet in person, any Director may issue a Motion using electronic mail (email) using the email address of the Board of Directors for their consideration. A Mover and Seconder of the Motion must be included as part of the Motion. After two business days of the motion being sent, the Chair will call for a final vote via email if Directors have not yet responded. If the vote cannot be emailed back, a fax will suffice. Directors will have twenty-four hours to respond. No response by a Director will be deemed to be an abstention from the vote. Motions and votes will be ratified into the minutes of the next scheduled meeting of the Board of Directors.

5.9 Board of Directors Code of Ethics

All Directors must sign the Board of Directors Code of Ethics Declaration as a condition of ratification of their position on the Board. Any Director refusing to sign the Declaration shall not assume their position and shall be reported to the membership at the earliest General Membership Meeting or Emergency Meeting called for this purpose. In cases where the Code of Ethics has not been signed, no applicable honoraria shall be paid to this position for any period unless otherwise directed by the membership at the General Members Meeting.

It is CESAR's desire that Directors of the Board reflect honesty and integrity that is beyond doubt and that is done in a manner that:

- a. Avoids conflict of interest;
- b. Protects confidential information, in accordance with the Freedom of Information and Protection of Privacy Act;
- c. Complies with all applicable governmental laws, regulations, the Collective Agreement and rules;
- d. Adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.

5.10 Conflicts of Interest

A conflict of interest arises when a member of the Board or any Committee of CESAR has or could be seen to have an opportunity to use the authority, knowledge, or influence derived from her or his position to financially benefit the member or another person. Such situations include, but are not limited to, the following:

- a. Participating as a Director, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to CESAR;
- b. Having personal financial dealings with an individual or company whose business with CESAR involves the member's sphere or responsibility;
- c. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child, or step-child).

Any member of the Board having an interest in any matter other than the interest of CESAR whether or not it is in conflict, whether a pecuniary interest or otherwise, whether directly or indirectly, shall, if present at the meeting at which the matter is considered, declare such an interest. The **Vice-President Internal** ~~Vice-President Services & Finance~~ (Secretary) shall record all such declarations.

Possible courses of action to be taken in the event that the presiding officer declares there is a conflict of interest include, but are not limited to:

- i. Requiring the individual to abstain from discussion on the issue;
- ii. Requiring the individual to abstain from voting on the issue and requesting that that abstention be noted in the minutes;
- iii. Asking that individual to excuse themselves from any meeting during which the conflict arises;
- iv. Requiring the individual to withdraw from the activity or situation in which the conflict arises.

Board members who do not declare their interests and who are subsequently found to be in a conflict of interest situation, will have breached this Code of Ethics.

5.11 Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, Board members shall:

- a. Not disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in CESAR;

- b. Not use any confidential information acquired by virtue of their position at CESAR for their personal and private financial benefit or for that of their friends or relatives;
- c. Not permit any unauthorized person to inspect or have access to any confidential documents or other information.

5.12 Compliance with Laws

Members, in the course of their position with CESAR, shall comply with all applicable government laws, rules and regulations, including without limitation:

- a. CESAR by-laws and policies;
- b. Ontario Corporations Act and Ontario Not For Profit Corporations Act;
- c. Freedom of Information and Protection of Privacy Act;
- d. Ontario Human Rights Code;
- e. Accessibility for Ontarians With Disabilities Act;
- f. Ontario Occupational Health and Safety Act;
- g. Collective Agreements and all employment related laws and policies.

5.13 Director Conduct and Discipline

In addition to abiding by CESAR's 'Workplace Violence and Harassment' policy, directors will under no circumstances:

- a. Use hateful language to express themselves at Board meetings;
- b. Harass, bully, extort, coerce or threaten any member of the Ryerson community including but not limited to the Board and Staff of CESAR;
- c. Make threatening gestures or overtures;
- d. Make transphobic, homophobic, sexist, racist, ableist or any other discriminatory comments; slander, libel, malign or accuse another member of misconduct without presenting evidence of such allegations having occurred.

Bylaw VII: Executive Committee

7.1 Composition of Executive Committee

There will be a President, Vice-President Equity & Campaigns, **Vice-President Events & Outreach**, **Vice-President Internal**, and Vice-President Services & Finance, who shall be the officers of CESAR and make up the Executive Committee.

7.2 Responsibilities of the Executive Committee

- a. The President, Vice-President Equity & Campaigns, **Vice-President Events & Outreach**, **Vice-President Internal** and Vice-President Services & Finance must work a minimum of twenty (20) to **twenty-five (25)** ~~thirty (30)~~ hours per week either in the office, undertaking outreach, at sanctioned meetings, or at events of the union. The **five (5)** ~~three (3)~~ Executive positions receive honoraria of \$19 per hour (tied to the Consumer Price Index as of May 1, 2019), plus benefits, to fulfill their respective position requirements as long as the minimum hours have been met (see Policy Manual on Board of Directors' Honouraria).
- b. Serve as Directors and Officers of CESAR under the Ontario Not-for-Profit Corporations Act;
- c. Carry out all responsibilities and duties of the Board of Directors, in addition to:
 - i. Supervise the hiring and dismissal of full-time and part-time staff, and negotiate the Collective Agreements;
 - ii. Negotiate, review and execute contracts related to management and operations of CESAR;
 - iii. Be responsible for all matters relating to labour relations, staffing, and any other legal obligations required as the Employer or Officers of the Corporations in the Province of Ontario or Municipality of Toronto.

7.3 Executive Portfolios

a. President

- i. **Shall be the Chief Executive Officer of CESAR and its corporation, and the official spokesperson of CESAR to the general public, Ryerson University, campus groups, and at University functions;**
- ii. **Shall be a signing officer of the corporation;**
- iii. **Shall be responsible, along with the Vice-President Services & Finance, for ensuring that all contracts entered into by CESAR are with due authority and in the best interests of CESAR;**
- iv. **Chair meetings of the Board of Directors and sit on the Finance Committee;**
- v. **Chair all Board meetings and membership meetings or select an appropriate external Chair;**
- vi. **Ensure that membership meetings are organized;**
- vii. **Oversee all communications and engage in appropriate outreach and any government relations strategies;**
- viii. **Recommend a communications budget and strategy;**

- ix. Shall oversee the coordination of the CESAR Members' Handbook and Day planner and bulk purchasing program through the Canadian Federation of Students;
- x. Shall work with the Vice-President Equity & Campaigns to develop education, political and equity based campaigns on issues that affect Ryerson students;
- xi. Act as CESAR's representative and meet with members of the administration, university departments or government officials as required and as necessary;
- xii. Recruit and outreach to Members;
- xiii. Coordinate with all other Directors in their work, ensuring that each Director carries out their assigned duties in accordance with these By-Laws and as directed by the Board;
- xiv. Shall attend all meetings of The Board and Executive Committee;
- xv. Shall create a transition binder for the incoming President;
- xvi. Shall train and advise the incoming President.

b. Vice-President Services & Finance

- i. Shall be a signing officer of the corporation;
- ii. Shall be treasurer of the corporation;
- iii. Chair meetings of the Finance Committee and Bursary Committee;
- iv. Responsible to receive, review and administer the Emergency Grant program;
- v. Shall be responsible, along with the President, for ensuring that all contracts entered into by CESAR are with due authority and in the best interests of CESAR;
- vi. Shall liaise regularly with the appropriate staff member(s) and the auditor during the yearly audit of CESAR and the preparation of CESAR's audited financial statements;
- vii. Shall develop, recommend and present the annual budget to the General Members after consultation with the Board;
- viii. Shall monitor the financial status of CESAR including budget variances and makes recommendations to the Board regarding major expenditures and investments;
- ix. Shall prepare and present monthly financial reports to the Board;
- x. Shall present financial reports and audited statements to the membership at a duly called membership meeting;
- xi. Shall assist with the co-ordination of fundraising endeavors;
- xii. Responsible for overseeing the services of CESAR and developing new services for members;
- xiii. Approve spending and ensure financial records are properly kept;
- xiv. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these By-Laws and as directed by the Board are fulfilled;

- xv. Assist with the coordination of events and campaigns at CESAR.
- xvi. Conduct outreach regularly to foster and build an inclusive community at Ryerson.
- xvii. Shall attend all meetings of the Board;
- xviii. Shall create a transition binder for the incoming Vice-President Services & Finance;
- xix. Shall train and advise the incoming Vice-President Services & Finance.

c. Vice-President Internal

- i. Regularly review CESAR By-laws and Policies to ensure they are up to date and relevant;
- ii. Shall be responsible for sending notice for meetings of the Board, coordinating the creation of Board meeting agendas, keeping a record of attendance at Board meetings, arranging proxies for meetings when necessary, and in all other ways acting as the Secretary of CESAR;
- iii. Ensure CESAR records are accurately kept and filed;
- iv. Shall be responsible for updating CESAR's Policy Manual and By-laws in accordance with the motions passed, amended, or repealed by the Board or the General Membership;
- v. Shall be an alternate signing officer of the corporation in the event of emergency or vacancy of either the President or Vice-President Services & Finance;
- vi. Seek to improve and expand CESAR's advocacy service and the advancement of student rights;
- vii. Regularly review Ryerson University academic policies and inform the membership about policies, or amendments to current policies;
- viii. Provide updates regarding university affairs to Class Representatives and at General Members Meetings;
- ix. In collaboration with the other Directors and in conjunction with the President, shall lobby the University Administration on academic issues;
- x. Attend Senate and Chang School Council meetings and advocate for CESAR members and public, accessible, quality post-secondary education;
- xi. Shall represent CESAR on relevant Ryerson University committees and taskforces as determined by the Board concerning but not limited to academics, tuition, ancillary and other university fees;
- xii. Coordinate with all other Directors in their work to ensure their duties in accordance with these By-Laws and as directed by the Board are fulfilled;
- xiii. Chair meetings of the Bylaws Committee
- xiv. Conduct outreach regularly to foster and build an inclusive community at Ryerson;
- xv. Assist with the coordination of campaigns and events at CESAR;
- xvi. Shall attend all meetings of the Board;
- xvii. Shall create a transition binder for the incoming Vice-President Internal;

xviii. Shall train and advise the incoming Vice-President Internal.

d. Vice-President Equity & Campaigns

- i. Ensure equity considerations are taken in all aspects of CESAR's work and Policies;
- ii. Chair meeting of the Campaigns and Equity Committee;
- iii. Coordinate with the Equity Service Centres in the Student Centre;
- iv. Recommend a campaigns budget and strategy in collaboration with the VP Services & Finance;
- v. Direct and engage in appropriate outreach to foster and build an inclusive community and address oppression and discrimination on campus;
- vi. Shall promote the Board's initiatives and activities that aim to raise awareness of discrimination on campus and in the community;
- vii. Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of CESAR;
- viii. Shall be responsible for ensuring that all Directors and Staff receive anti-oppression training within five months of the elected term;
- ix. Shall act as CESAR's chief delegate to all provincial or national meetings of the Canadian Federation of Students;
- x. Shall represent CESAR when issues regarding discrimination and equity are raised in the Ryerson University community and need to be addressed;
- xi. Shall work with the President to develop education, political and equity-based campaigns on issues that affect Ryerson students, public services or equity and human rights internationally;
- xii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these By-Laws and as directed by the Board are fulfilled;
- xiii. Assist with the coordination of events at CESAR;
- xiv. Shall attend all meetings of the Board;
- xv. Shall create a transition binder for the incoming Vice-President Equity & Campaigns;
- xvi. Shall train and advise the incoming Vice-President Equity & Campaigns.

e. Vice-President Events & Outreach

- i. Assist with the coordination of events at CESAR in collaboration with the Events & Outreach Coordinator;
- ii. Shall assist with the coordination of fundraising endeavors and sit on the Finance Committee;
- iii. Shall ensure that CESAR promotional material is up-to-date on all CESAR social media outlets and on campus;
- iv. Shall be responsible for ensuring that all activities and endorsements reflect the mandate and values of CESAR;
- v. Gather feedback on events and workshops to report on student engagement;
- vi. Shall oversee the coordination of the bulk purchasing program through the Canadian Federation of Students;

vii. Chair the Events Committee;

viii. Plan and oversee CESAR events and workshops;

ix. Recommend an events budget and strategy;

x. Develop and manage an outreach strategy and volunteers/members recruitment strategy;

xi. Assist in volunteer recruitment and training (volunteer program) in collaboration with the Events & Outreach Coordinator;

xii. Direct and engage in appropriate outreach and campus events;

xiii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these By-Laws and as directed by the Board are fulfilled;

xiv. Assist with the coordination of campaigns at CESAR;

xv. Shall attend all meetings of the Board;

xvi. Shall create a transition binder for the incoming Vice President Events & Outreach;

xvii. Shall train and advise the incoming Vice-President Events & Outreach.

President

Administration

- i. ~~Shall be the Chief Executive Officer of CESAR and its corporation, and the official spokesperson of CESAR to the general public, Ryerson University, campus groups, and at University functions;~~
- ii. ~~Shall be a signing officer of the corporation;~~
- iii. ~~Shall be responsible, along with the Vice-President Services and Finance, for ensuring that all contracts entered into by CESAR are with due authority and in the best interests of CESAR;~~
- iv. ~~Chair all Board meetings and membership meetings or select an appropriate external Chair;~~
- v. ~~Ensure that membership meetings are organized;~~

Communications

- vi. ~~Oversee all communications and engage in appropriate outreach and any government relations strategies;~~
- vii. ~~Recommend a communications budget and strategy;~~
- viii. ~~Shall oversee the coordination of the CESAR Members' Handbook and Day planner and bulk purchasing program;~~
- ix. ~~Shall work with the Vice-President Equity and Campaigns to develop education, political and equity-based campaigns on issues that affect Ryerson students;~~

University Governance

- x. ~~Act as CESAR's representative and meet with members of the administration, university departments or government officials as required and as necessary;~~
- i. ~~Seek to improve and expand CESAR's advocacy service and the advancement of~~

student rights;

- vi. Regularly review Ryerson University academic policies and inform the membership about policies, or amendments to current policies;
- vii. Provide updates regarding university affairs to Class Representatives and at General Members Meetings;
- viii. In collaboration with the other Directors, shall lobby the University Administration on academic issues;
- ix. Attend Senate and Chang School Council meetings and advocate for CESAR members and public, accessible, quality post-secondary education;
- x. Shall represent CESAR on relevant Ryerson University committees and taskforces as determined by the Board concerning but not limited to academics, tuition, ancillary and other university fees;

General

- xi. Conduct outreach regularly to foster and build an inclusive community at Ryerson;
- xii. Coordinate with all other Directors in their work, ensuring that each Director carries out their assigned duties in accordance with these By-Laws and as directed by the Board;
- xiii. Shall attend all meetings of the Board and Executive Committee;
- xiv. Shall create a transition binder for the incoming President;
- xv. Shall train and advise the incoming President;

b. Vice-President Equity & Campaigns

Equity and Campaigns

- i. Ensure equity considerations are taken in all aspects of CESAR's work and Policies;
- ii. Chair meeting of the Campaigns and Equity Committee;
- iii. Coordinate with the Equity Service Centres in the Student Centre;
- iv. Recommend a campaigns budget and strategy in collaboration with the Vice-President Services and Finance;
- v. Direct and engage in appropriate outreach to foster and build an inclusive community and address oppression and discrimination on campus;
- vi. Shall promote the Board's initiatives and activities that aim to raise awareness of discrimination on campus and in the community;
- vii. Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of CESAR;
- viii. Shall be responsible for ensuring that all Directors and Staff receive anti-oppression training within five months of the elected term;
- ix. Shall act as CESAR's chief delegate to all provincial or national meetings of the Canadian Federation of Students;
- x. Shall represent CESAR when issues regarding discrimination and equity are raised in the Ryerson University community and need to be addressed;

- xi. Shall work with the President to develop education, political and equity-based campaigns on issues that affect Ryerson students, public services or equity and human rights internationally;

Events and Outreach

- xii. Chair the Events Committee;
- xiii. Plan and oversee CESAR events and workshops;
- xiv. Recommend an events budget and strategy;
- xv. Develop and manage an outreach strategy and volunteers/members recruitment strategy
- xvi. Direct and engage in appropriate outreach and campus events;

General

- xvii. Shall be an alternate signing officer of the corporation in the event of emergency or vacancy of either the President or Vice-President Services;
- xviii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these By-Laws and as directed by the Board are fulfilled;
- xix. Assist with the coordination of services at CESAR;
- xx. Conduct outreach regularly to foster and build an inclusive community at Ryerson;
- xxi. Shall attend all meetings of the Board;
- xxii. Shall create a transition binder for the incoming Vice-President Equity and Campaigns;
- xxiii. Shall train and advise the incoming Vice-President Equity and Campaigns.

c. Vice-President Services and Finance

Finances

- i. Shall be Treasurer and signing officer of the corporation;
- ii. Chair meetings of the Finance Committee;
- iii. Shall be responsible, along with the President, for ensuring that all contracts entered into by CESAR are with due authority and in the best interests of CESAR;
- iv. Shall liaise regularly with the appropriate staff member(s) and the auditor during the yearly audit of CESAR and the preparation of CESAR's audited financial statements;
- v. Shall develop, recommend and present the annual budget to the General Members after consultation with the Board;
- vi. Shall monitor the financial status of CESAR including budget variances and makes recommendations to the Board regarding major expenditures and investments;
- vii. Shall prepare and present monthly financial reports to the Board;
- viii. Shall present financial reports and audited statements to the membership at a duly called membership meeting;
- ix. Shall assist with the co-ordination of fundraising endeavors;

~~x. Approve spending and ensure financial records are properly kept;~~

~~Internal~~

~~xi. Shall be the Secretary of the corporation and ensure CESAR records are accurately kept and filed, including maintaining the CESAR Policy Manual and By laws;~~

~~xii. Chair meetings of the By laws and Policy Committee;~~

~~xiii. Regularly review CESAR By laws and Policies to ensure they are up to date and relevant;~~

~~xiv. Shall be responsible for sending notice for meetings of the Board, coordinating the creation of Board meeting agendas, keeping a record of attendance at Board meetings, arranging proxies for meetings when necessary, and in all other ways acting as the Secretary of CESAR;~~

~~Services~~

~~xv. Chair meetings of the Bursary Committee;~~

~~xvi. Responsible for overseeing the services of CESAR and developing new services for members;~~

~~xvii. Responsible to receive, review and administer the Emergency Grant program;~~

~~General~~

~~xviii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these By Laws and as directed by the Board are fulfilled;~~

~~xix. Assist with the coordination of events and campaigns at CESAR.~~

~~xx. Conduct outreach regularly to foster and build an inclusive community at Ryerson.~~

~~xxi. Shall attend all meetings of the Board;~~

~~xxii. Shall create a transition binder for the incoming Vice President Services and Finance;~~

Bylaw VIII: Finances

8.1 Fiscal Year

The fiscal year of CESAR is from May 01 to April 30 of the following year.

8.2 Bank

The Union must maintain its financial accounts, as decided by the Vice-President Services & Finance with the advice and consent of the Board of Directors, at a credit union or chartered bank.

8.3 Signing Officers

The President and Vice-President Services & Finance shall be designated as the signing officers for the Board of Directors of CESAR. In the event that either one of the signing officers are absent or the position is vacant, the Vice-President **Internal Equity and Campaigns** shall be deemed to be a second signing officer or alternate.

8.4 Financial Transactions

The Vice-President Services & Finance must approve all cheque requisitions and financial transactions. Two signatures shall be required on all cheques. Before the Vice-President Services approves any cheque requisition, or electronic fund transfer for an amount over \$500, that was not explicitly budgeted for or directed by the Board of Directors to spend, the details of the expense must be circulated to all signing officers, and approved by a majority.

8.5 Audit

The Vice-President Services & Finance shall see that annual audited financial statements of CESAR are prepared and presented to the Board of Directors and the General Membership Meeting within no more than eight (8) months of the end of the fiscal year. The annual audited financial statements of CESAR will be published on CESAR's website.

8.6 Reserve Fund

CESAR must maintain a reserve fund equal to the basic minimum operating expenses of the organization for 6 months to ensure the continuation of CESAR in the event that it is prevented from obtaining or utilizing member fees for any reason.

8.7 Bursaries and Awards

CESAR shall establish a number of bursaries and/or awards as decided by the Board of Directors.



The Continuing Education Students' Association of Ryerson (CESAR) is located on the third floor of the Ryerson Student Centre:

SSC301, 55 Gould St.
Toronto, ON, M5B 1E9
416-979 5193

Office Hours:
Monday to Thursday | 11:00 a.m.-6:30pm
Fridays | 10:00am to 6:00pm



@RyeCESAR | mycesar.ca



CESAR

Continuing Education Students'
Association of Ryerson

Local 105 of the Canadian Federation of Students