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Date: March 19, 2007

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CACSD POLICY AND PROCEDURE

Draft Date: May 27, 2009

1. IDENTITY

1.1 MISSION

The Canadian Association for Christians in Student Development is a professional organization focused on *Developing, Educating* and *Collaborating* with colleagues, students, and peers.

1.2 PURPOSE

CACSD was formed for evangelical Christians (students and professionals) involved in Student Development, Student Affairs, Student Services, Student Activities, or Student Life. CACSD's purpose is to glorify God by providing resources for fellowship, professional development, encouragement and leadership, resulting in greater effectiveness for ministering to students in Canada.

1.3 CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Canadian Association for Christians in Student Development.

ARTICLE II – HERITAGE & PURPOSE

CACSD was formed for evangelical Christians (students and professionals) involved in Student Development, Student Affairs, Student Services, Student Activities, or Student Life.

CACSD's purpose is to glorify God by providing resources for fellowship, professional development, encouragement and leadership, resulting in greater effectiveness for ministering to students in Canada.

ARTICLE III - DOCTRINAL STATEMENT

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. We believe the Bible to be the inspired, the only infallible, authoritative, written Word of God. We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood,

in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory. We believe that humanity was created in the image of God, was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and is empowered to carry out Christ's great commission to the Church, the Body of Christ. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

ARTICLE IV - MEETINGS

Section A - Annual Meeting

The Association shall hold a regular meeting annually at a time specified in the Bylaws. The annual reports, recommendations, election of officers and other business of the Association shall be conducted at this time.

Section B - Special Meetings

The Association may hold special meetings or inform/ elicit information from members by email as deemed necessary by the Executive Committee.

ARTICLE V - OFFICERS AND ORGANIZATION

Section A

The executive committee of the Association shall be composed of President, Vice-President, Secretary-Treasurer, Membership Coordinator, and Publications Editor. In addition to the executive committee, there shall be a Regional Representative for each CACSD region, at minimum for British Columbia, Alberta, Saskatchewan, Manitoba, Ontario and Quebec, and the Atlantic provinces.

Section B

The executive committee officers shall be elected by the delegates from the member institutions at the Annual Meeting for terms of two years; all may succeed themselves in the same office for one term except the Secretary-Treasurer, who may succeed him/herself indefinitely. The President and Vice-President shall be elected on alternate years. The Regional Representatives shall be elected by the delegates from the member institutions at the Annual Meeting for terms of one year; all may succeed themselves in the same office for four terms.

ARTICLE VI - AMENDMENTS

Amendments to the Constitution may be made at any regular meeting of the Association, provided that the proposed amendment shall be submitted to the membership sixty days prior to the meeting at which it is to be considered. A two-thirds vote of all delegates present shall be necessary for adoption.

1.4 BYLAWS

Amendments to Bylaws may be made at any regular meeting of the Association. A two-thirds vote of all delegates present shall be necessary for adoption.

ARTICLE I - MEMBERSHIP

Section 1 Requirements for Membership

- a. Each applicant must freely and officially subscribe to the Doctrinal Statement and accept the Constitution and Bylaws of the Association. Each member must annually reaffirm adherence to the doctrinal statement.
- b. Each member shall pay annual dues established by the Association.

Section 2 Termination of Membership

Membership in the Association may be terminated by:

- a. Voluntary withdrawal in writing.
- b. Action of the Association upon recommendation of the Executive Committee based upon:
 1. Proof that such member no longer conforms to the constitution of the Association or
 2. Failure on the part of the member to pay annual membership fee within the set time.

ARTICLE II - OFFICERS

Section 1 Nomination and Elections

A nominating committee shall be appointed by the Executive Committee and shall submit a slate of one or more names for each officer to be elected by official delegates from Association members. These, with any other names nominated from the floor, shall be voted upon. The candidate who receives the highest number of votes shall be elected.

Section 2 Duties of Officers of the Association

a. President. The President shall act as chair of the meetings of the Executive Committee and the Association; s/he shall give over-all leadership to the activities of the Association in achieving its objectives and implementing its policies; s/he shall follow through on actions delegated to individuals and committees for performance; s/he shall, with the other officers, represent the Association to relevant educational and governmental agencies, s/he will oversee an annual employment survey and shall make an annual report to the Association.

b. Vice-President shall serve on the Executive Committee; serve as chair in the absence of the President, and carry out such responsibilities as may be delegated to her/him. S/He shall be responsible for, with the involvement of the host campus, organizing the CACSD annual conference. He/She should conduct an annual review of the Constitution and Bylaws.

c. Secretary-Treasurer shall record the minutes of the Executive Committee and the annual meeting of the Association. S/he shall maintain the archives of the Association. S/he shall carry out other responsibilities as may be delegated to her/him. The Secretary-Treasurer shall be custodian of all funds of the Association subject to policies of the Association and the Executive Committee. S/he shall receive and deposit most income from fees, sales, contributions and services of the Association. S/he shall make all payments authorized by the Executive Committee. S/he shall keep an itemized account of all income and expenditures and have the books prepared for annual audit.

d. Membership Coordinator shall receive and process applications for membership in the Association; maintain a file including general correspondence and membership lists. S/He shall encourage previous members to renew their membership and should seek to find new members. S/he shall be responsible for collection and deposit of annual membership fees.

e. Publications Editor shall handle key publications of CACSD: the professional journal entitled *Partner*, the website (www.cacsdhome.com), and a regular E-bulletin. S/he shall work the necessary technical support people to produce these publications; s/he shall pursue a high standard for diversity, content and style; s/he shall represent CACSD fairly in all official publications.

f. Regional Representative. Each Regional Representative shall be responsible for the organization of at least one regional meeting during his/her term, to promote collegiality, professional development, and

Christian worldview integration in his/her region. Each Regional Representative shall report his/her region's activities to the CACSD annual business meeting.

Section 3 Duties of the Executive Committee

- a. The Executive Committee is charged with formulating and implementing policies and carrying out the purpose of the Association. The Executive Committee shall review the operation of the Association, shall bring recommendations to the Association relating to such matters, and shall provide for the annual audit of the Associations' accounts.
- b. The Executive Committee shall have the right and authority to represent the Association in all matters during the interim between sessions of the Association.

Section 4 Vacancies

Any vacancies that may occur on the Executive Committee shall be filled by vote of the remaining members until the next annual meeting with the exception of the office of the President, which shall automatically be filled by the Vice-President, until the next annual meeting. Any changes in the executive committee must be reported to the membership in a timely fashion.

Section 5 Qualifications

All officers of the Association shall officially and actively be members of the Association.

Section 6 Term of Office

- a. The members of the Executive Committee, except the Treasurer, shall take office immediately following the annual conference at which they are elected.
- b. The treasurer's term of office shall coincide with the fiscal year.

Section 7 Visual Identity

The Canadian Association for Christians in Student Development Logo represents a Christian organization for student development professionals in post-secondary institutions across Canada. The four colours of yellow, green, red, and blue represent the diversity of the institutions represented. The connection of the four puzzle pieces into a larger square represents the unity that occurs when professionals from diverse institutions come together to educate, develop, and collaborate. The puzzle pieces also represent the intentionality needed by each individual to find their unique place within CACSD.

ARTICLE III - VOTING PRIVILEGES

All official members of the Association shall have the right to vote.

POLICIES AND PROCEDURES

Draft Date: Mar 19, 2007

2. PERSONNEL

2.1 POSITION DESCRIPTIONS

a. President

The president shall be responsible to:

- chair the meetings of the Executive Committee and the Association;
- give overall leadership to the activities of the Association in achieving its objectives and implementing its policies;
- follow through on actions delegated to individuals and committees for performance;
- with the other officers, represent the Association to relevant educational and governmental agencies;
- present a president's report to the CACSD annual business meeting.

b. Vice President

The vice president shall be responsible to:

- serve on the Executive Committee;
- serve as chair in the absence of the president;
- carry out such responsibilities as may be delegated to her/him.
- organize the CACSD annual conference;
- conduct an annual review of the constitution and bylaws;
- present a vice president's report to the CACSD annual business meeting.

c. Secretary Treasurer

The secretary-treasurer shall be responsible to:

- receive and deposit income from fees, sales, contributions and services of CACSD;
- maintain records and keep track of all receipts, bank statements and cheques;
- maintain the archives of the association;
- take minutes at meetings - keep track of membership and contact information;

- help with general CACSD planning, including helping with the conference as appropriate;
- keep an itemized account of all income and expenditures and have the books prepared for annual audit;
- present secretary-treasurer and financial reports to the CACSD annual business meeting.

d. Membership Coordinator

The Membership Coordinator shall be responsible to:

- prepare CACSD promotional materials;
- conduct a membership drive each year;
- receive and process applications for membership;
- deposit membership dues;
- promote CACSD membership at CACSD and other student affairs events;
- maintain and circulate the CACSD membership directory;
- present a membership coordinator report to the CACSD annual business meeting.

e. Publications Editor

The Publications Editor shall be responsible to:

- prepare and publish two issues of *Partner* a year
- communicate regularly with the membership through the e-bulletin and list-serv.
- produce all official CACSD websites.
- oversee development and approval processes concerning media products which CACSD promotes and distributes, such as dvds and e-books.
- resent a publications editor report to the CACSD annual business meeting.

f. Regional Representatives

The regional representatives shall be responsible to:

- organize at least one regional meeting during his/her term;
- present a regional report to the annual CACSD business meeting.

g. Nominating Committee

See 3. below.

2.2 TERMS

The position terms are staggered to maintain a level of experience on the executive. The president and membership coordinator are elected on alternate years to the vice president and publications editor.

The president, vice president, membership coordinator, and publications editor are elected for a two year term with a two-term limit. The regional representatives are elected for a one-year term with a four term limit. The secretary-treasurer position is not subject to a term limit.

2.3 NOMINATIONS

a. Nominating Committee

The nominating committee consists of no less than 3 members from different regions. It is elected by the members at the annual general meeting, the annual meeting prior to the elections.

The nominating committee is responsible to:

- seek candidates from the current membership for the CACSD positions which are open for election or re-election at the following annual meeting
- approach members, asking them to let their name stand for specific positions
- send out a list serve message to the membership, encouraging them to nominate member colleagues for specific positions
- contact the nominees, asking for their permission to let their name stand for the position they were nominated for
- ensure that each candidate submits a current CV, vision, and goals statement (APPENDIX A: CACSD Nominee: Curriculum Vitae, Vision Statement, and Goals for Term; APPENDIX B: CACSD Nominees: Sample Curriculum Vitae, Vision Statement, and Goals for Term Statement)
- submit a nominating committee report and accompanying documents to the CACSD president at least two weeks prior to the CACSD annual meeting

The nominating committee is to seek an executive which is dedicated to the beliefs and mission of CACSD and which broadly represents the national constituency and its diversity.

b. Nominating Procedure:

The president ensures that the nominating committee report and accompanying documents are copied for inclusion in the annual meeting package. Nominations remain open until the vote. Members who nominate another member after the nominating committee has submitted their information, do so through the CACSD president. Nominees included in the committee report do not need to be present when the vote takes place. Nominations from the floor will be accepted if: 1) the nominee is present and is able to accept or decline the nomination; 2) the nominee can present his/her experience, vision and goals as they relate to the position.

Members present at the annual meeting elect a nominee by a simple majority for each position at the annual meeting. The election may be by secret ballot at the discretion of the executive.

**APPENDIX A: CACSD Nominee: Curriculum Vitae, Vision Statement,
and Goals for Term**

CACSD Nominee
Curriculum Vitae, Vision Statement, and Goals for Term
Position:
Date:

CURRICULUM VITAE

Name:

Education:

Experience:

Professional Activities

VISION

GOALS FOR TERM

APPENDIX B: CACSD Nominees: Sample Curriculum Vitae, Vision Statement, and Goals for Term Statement

CACSD Nominees

Sample Curriculum Vitae, Vision Statement, and Goals for Term Statement

April 23, 2003

CURRICULUM VITAE

Name: Elsie I. Froment

Education:

BRE, BTh, Northwest Baptist College, 1969, 1979.

MA (History), Simon Fraser University, 1986.

Ph.D. (History), Queen's University, 1999.

Experience:

Northwest Baptist College: Instructor, 1985-1992; Assistant Academic Dean, 1989-1993.

Queen's University: Instructor, 1993-1998; Director, Student Life Assessment Project, 1998-1999.

Trinity Western University: Consultant, Student Life Division, 1999-2000; Director, The Career Centre, 2000-2002; Associate Dean of Academic Affairs/Director of Academic Initiatives, 2000-; Instructor, Coordinator, MA Leadership (Student Affairs), 2000-.

Extensive church volunteer experience.

Professional Activities

Conference speaker and presenter

Publications

President, CACSD, 2001-2003

VISION

I was born again as a trusting six-year old. God has been my faithful friend, foundation, guide, and enabler since then. My vision is His glory (1 Cor. 10:31). That is expressed professionally through a delight in facilitating learning, and a desire to ask questions about the nature of higher education – what it is, what it should be.

GOALS FOR TERM

My goals are to, in the context of a Christian worldview, affirm the importance of student personnel in higher education, foster professionalism, facilitate community; and broaden the membership base to serve the spectrum of student affairs specializations and postsecondary institutions.

CACSD POLICIES AND PROCEDURES

Draft Date: March 19, 2007

3. GENERAL ADMINISTRATION

3.1 CACSD YEAR

June:

- Conference Proceedings on list-serv
- Annual meeting package on list-serv
- Mailout/email number 1 for potential members- mail to previous year's members as well as to broader list of institutions
- Recruit members

July:

- Prepare Year End financial statements
- Mailout/email number 1 for potential members- mail to previous year's members as well as to broader list of institutions
- Recruit members

September:

- Mailout/email number 2 for members
- Receive and process applications for membership in CACSD. Update Excel database, keeping members from the previous year at the bottom in a separate category and entering paid members for that year at the top
- E-bulletin

October:

- Email October 1 to members from previous year who haven't paid, letting them know that they will be removed from the listserv at the end of October
- Call for research submissions is elicited by the President on October 1
- Email October 15 to members from previous year who haven't paid, letting them know that their membership expires pronto!
- Closing date for research applications is October 30
- October 31st- disconnect members who haven't paid from the listserv
- Check with regions re their regional meeting plans
- Finalize *Partner*
- E-bulletin

November:

- November 1st issue first draft of the current year's directory and ask for feedback

- Prepare Secretary/ Treasurer report for executive that shows financial statements
- Membership Coordinator report for executive that shows membership numbers
- Post *Partner*
- E-bulletin

December:

- December 1st issue revised directory to members
- All research applicants receive notification of the awards committee by December 15
- Check with regions re plans for remaining regional meetings
- E-bulletin

January:

- If producing a mailout for the conference ensure that GST is appropriately calculated
- Contact nomination committee members and let them know what positions need to be filled for next year
- E-bulletin

February:

- Issue Secretary/ Treasurer report for executive
- If a conference mailout is being sent, prepare same and begin to receive conference registrations
- Distribute CACSD travel bursary applications
- Ask members if they want to suggest business for the annual business meeting
- Executive discusses individual plans to attend the ACSD conference
- E-bulletin

March:

- Receive conference registrations
- Travel bursary deadline and announcement
- Finalize *Partner*
- E-bulletin

April:

- Receive conference registrations
- Call for annual reports and nomination CVs for the annual business meeting.
- Post *Partner*
- E-bulletin

May:

- Prepare Conference Proceedings and business meeting handouts
- Receive conference registrations
- Ensure that information is archived correctly and prepare archive box for next secretary/ treasurer
- Solicit *Partner* articles from presenters

3.2 MEMBERSHIP

a. Recruitment

The membership coordinator recruits members by:

- in cooperation with the president, updating membership information and forms (APPENDIX A: Membership Application Form);
- renewal reminders on the list-serv;
- providing membership information to the editor for the CACSD publications;
- reminding regional representatives to promote membership applications at their events;
- distributing information to a wide range of postsecondary institutions;
- getting information about CACSD to other conferences.

b. Directory

The membership coordinator produces the CACSD membership directory for distribution on the list-serv and updates it periodically.

The directory Includes:

- member listing
- institution listing
- membership application process

3.3 ANNUAL MEETING

a. Agenda

The president is responsible for the agenda and preparation of documents for the annual business meeting. The president consults the executive and solicits items from the membership before the agenda is finalized.

The agenda includes:

- Prayer
- Adoption of minutes of the previous annual meeting
- Reports: President, Vice President, Secretary-Treasurer, Membership Coordinator, Editor of Publications, Regional Representatives, Nominating Committee
- Business
- Elections: President, Vice-President, Secretary-Treasurer, Membership Coordinator, Editor of Publications, Regional Representatives
- Selection of Nominating Committee for following year
- New Business
- Prayer

Documents for the annual business meeting include:

- Agenda
- Minutes of the previous annual meeting
- Reports: President, Vice President, Secretary-Treasurer, Membership Coordinator, Editor of Publications, Regional Representatives, Nominating Committee
- Business handouts
- Nominee CV, Vision and Goal Statements

b. Procedures

The annual meeting is normally held on the final day of the annual national conference. The president chairs the meeting until the new president is elected. The new president takes over the chair unless he/she requests that the outgoing president keep the chair for the remainder of the meeting.

Business is conducted according to *Robert's Rules of Order*. The reports are adopted with a mover and seconder. Nominees are called from the floor. Nominees from the floor must be present to present a verbal cv, vision and goals statement. (If elected, they give the president a written statement for circulation to the membership.)

3.4 EXECUTIVE MEETINGS

The president is responsible to organize and chair an executive meeting, following the national conference, focusing on planning for the year and strategic planning for the long term. The executive will meet periodically throughout the year through conference call or electronic means. The secretary-treasurer records minutes of all executive meetings and distributes them to the executive.

3.5 ACCOUNTING

The incoming secretary-treasurer may transfer the CACSD account to the banking institution of her/his choice. In addition to the signature of the secretary-treasurer, the signature of the president may be required. The secretary-treasurer will submit a monthly report to the executive showing current revenue and expenses. He/she will also monitor the reserve fund. He/she will present to the membership, at the annual meeting, for approval, a preliminary budget for the coming year.

CACSD transactions are facilitated through debit card.

All expense submissions and cheque requisitions are to be submitted to the secretary-treasurer.

APPENDIX B: Policy for Reserve Fund

APPENDIX C: Expenses/Cheque Requisition Form, where applicable, with accompanying receipts.

APPENDIX D: Financial Stewardship

3.6 POLICY AND PROCEDURES

The president leads in the development of policy and procedure and maintains the policy and procedure manual. Executive members instigate revisions and new policy and procedure as needed. The president ensures that all executive members have a current draft of the manual and that appropriate selections are posted on the CACSD website.

3.7 STRATEGIC PLANNING

Led by the president, the executive engages strategic planning at its first executive meeting. This strategic planning process is important for the articulation and realization of vision for CACSD.

Suggested components of strategic planning are:

Mission

Goals: general tasks to realize vision

Objectives/Outcomes: specific tasks to achieve goals, annual, may be projected over several years

Implementation: who is responsible for specific objectives/outcomes

Review: have objectives/outcomes been accomplished? Do we need to revise?

APPENDIX A: MEMBERSHIP APPLICATION FORM

**Application for Membership in the
Canadian Association for Christians
In Student Development**

Name of Applicant (Please Print)

Name of Institution

Position/Title

Degree Earned	Membership Fee (\$30, \$20 for fulltime students)
---------------	---

Address

City	Province	Postal Code
------	----------	-------------

Office Phone #	Fax #
----------------	-------

Email Address

This is my application for annual membership in the Canadian Association for Christians in Student Development. I concur with the doctrinal statement and agree to abide by the principles that govern the association (see constitution). My membership fee of \$30.00 (\$20.00 for students) is enclosed and entitles me to a membership in the CACSD for the academic year of _____.

Benefits of CACSD Membership include: *Partner* Journal, electronic bulletin, automatic subscription to the list-serv, annual conference discount, voting privileges, and professional networking.

Date	Signed
------	--------

Please print a copy of this application, fill it out, and send with payment to the Membership Coordinator. Cheques are to be made out to CACSD

OR

Fill out this application and e-mail it to the Membership Coordinator with payment to follow in the mail or register online on the CACSD website

*Members will be automatically subscribed to the CACSD listserv and may unsubscribe at any time.

APPENDIX B: Policy for Reserve Fund

A. Purpose of the Reserve Fund

The purpose of the reserve fund is to provide a reasonable cash reserve available if funding is not received as budgeted or if expenses exceed the budgeted amount.

B. Creating the Reserve Fund

The Association will work towards developing a Reserve Fund. A minimum of 5% of funds collected each year will go into this fund until such a time as it becomes the size of twice the annual operating expenses of the organization. Once the Reserve Fund has reached that size, the Association will no longer dedicate a portion of its budget toward the Reserve Fund.

C. Policy for use of reserved funds:

1. Until the Reserve Fund reaches twice the size of the annual operating expenses of the Association, funds shall not be withdrawn from the fund unless the existence of the Association is in jeopardy.
2. Once the Reserve Fund reaches twice the size of the annual operating budget of the Association, funds may be disbursed from the Reserve Fund if at any point in the fiscal year, either funding is not received as budgeted or expenses exceed the budgeted amount, and a cash flow shortage occurs.
3. Once the Reserve Fund exceeds that of twice the annual operating expenses, excess funds from the Reserve Fund will be disbursed into the General Operating Account during that fiscal year.

APPENDIX C: Expenses/Cheque Requisition Form



Date: _____

Your Name: _____

Cheque Payable to: _____

Address: _____

Mileage: .25/km _____

Amount of Cheque: \$ _____

Reason for Request: _____

_____ *please note that where applicable receipts are required

Your Signature: _____

Please submit to the Secretary/Treasurer

For Office Use:	
Cheque Number: _____	Initials: _____
Date Issued: _____	Mailed: _____

APPENDIX D: CACSD Financial Stewardship Policy – March 9, 2009

The Purpose of this policy is to:

- A. Formalize financial procedures
- B. Encourage transparency among executive and membership
- C. Create a document detailing standards of financial practice and procedures as an organization

Basic Financial Procedures

Budget prepared by October 1, Approved by Executive by November 1
Submit receipts prior to reimbursement with CACSD Cheque Request Form (E-mail electronic receipts, mail, fax, or PDF paper ones)
Invoice late payments after one month overdue (ie. Conference)
E-mail receipt of payments for membership; cc Sec/Treas for archiving
Conference payments due at Conference. Late fee policy – 4 weeks grace, \$25 / month after

Contracting Out

Honorariums available for those who complete work for CACSD (ie. Partner, Website, etc.)
Limit of funds available for such work

Conflict of Interest

At times, certain Executive or Regional Representatives may request CACSD financial assistance for support beyond duties.

Organization and Professional Development

Research

Publications Specialty Work (Web Design / Hosting, Publication Layout)
Individual must write proposal to be approved by current Executive (less individual if Executive member applying) prior to receiving funds.
Any money spent prior to Executive approval will not be reimbursed unless proposal is approved.

Special Cases

Last minute requests to be determined through Conference call of available executive
All requests for CACSD funding must go through Executive prior to approval

Travel Policy

CACSD will contribute mileage at \$0.35/km up to 200 km (\$70) for trips made by Executive or Regional Representatives where:
The trip is recommended and approved by CACSD Executive
The purpose of the trip cannot be carried out over phone, e-mail, fax, or mail
The trip is planned specifically for CACSD purposes

All possible options for travel have been researched and driving will be less expensive than other modes of travel.

Persons wishing to be recipients of mileage must submit a Travel Request Form to the executive prior to making the trip

Without approval, reimbursement is not guaranteed

Members are encouraged to apply for the Travel Bursary to assist with travel to the conference, due to the President by March 15th of each year.

Postage

Organization will pay for mailings if:

Mass mailing to many institutions / organizations at single time

Institutional policy does not allow CACSD mailings

Large mail (ie. Parcels, etc)

Priority mail (ie. Xpress Post, Purolator, etc)

Reserve Fund

Withdrawal into Reserve fund upon maturation (Bi-annual).

See Reserve Fund Policy

CACSD POLICY AND PROCEDURE MANUAL

Draft Date: March 19, 2007

4. MEETINGS

4.1 ANNUAL NATIONAL CONFERENCE

a. Purpose

The CACSD conference provides members with excellent opportunities for professional development and resource networking through various workshops and keynote speakers.

b. Co-host

The annual conference is organized and hosted by the CACSD executive. Each conference will be co-hosted by the Student Development staff of the institution at which the conference is held.

The responsibilities of the conference co-hosts are to:

- host an announcement activity at the previous conference;
- assist with food, accommodation, and facility arrangements;
- provide hospitality; e.g., welcome “basket,” forgotten items basket, local information, campus tours, recreational opportunities (e.g., pick-up game equipment available, workout, running routes);
- provide campus information and pictures for publication on the conference webpages;
- organize worship sessions in collaboration with the executive conference organizer(s).

c. Planning Elements

See APPENDIX A: CONFERENCE PLANNING ELEMENTS.

d. Planning Timeline

The year before the conference year:

- Set the dates and theme
-
- Secure the co-host institution and staff
- Arrange keynote speakers and performers
- Arrange workshops, leaving room for Call for Presentations
- Solicit sponsors

- Arrange exhibitors
- Organize co-host conference announcement activity

The year of the conference:

- Food, accommodation, facilities arrangements
- Arranging workshops, leaving room for Call for Presentations
- Solicit sponsors
- Arrange exhibitors
- Call for Presentations: *Partner*, list-serv, conference webpages, deadline February 15
- Travel Bursary competition: deadline March 15, decisions communicated by March 31
- Early Registration ends:
- Other arrangements as above.

e. Papers and Presentations

Members are encouraged to engage in research to improve their practice and to share their reflections and conclusions with the membership through conference presentations. The conference organizers begin to solicit presentations approximately 18 months before the conference, leaving at least four workshop spaces open for the Call for Presentations process which is completed in mid-February of the conference year. Presenters may include non-members who can contribute to the professional development of CACSD members. The Call for Presentations process ensures that all CACSD members have an opportunity to apply to give a workshop presentation. The conference organizers have the right to not accept an application that is not deemed of sufficient professional quality or not appropriate for the association mission or conference focus.

The Call for Presentations form is posted on the website, circulated on the list-serv in the fall and winter of the conference academic year, and promoted in the e-bulletin. The Call for Presentations closes on February 15 of the conference year, after which the organizers either accept the applications or solicit presenters for the remaining workshop spaces.

Presenters are further encouraged to extend the value of their presentations by preparing them in article form, to submit to the editor or possible publication in *Partner* (APPENDIX B: Call for Presentations Form).

f. Sponsors

If institutional size warrants it, the conference planners may ask the co-host staff to solicit sponsors for conference activities, such as refreshment breaks. Suggested sponsors are campus units, such as academic departments, athletic programs, admissions, and the bookstore, who may have an interest in supporting and/or getting their message to student affairs professionals. See APPENDIX C: Sample Sponsor Letter.

g. Exhibitors

CACSD invites and welcomes exhibitors to the annual conference. Members who register for the conference are welcome to bring exhibits but they must fill out the exhibit section of the conference registration form. CACSD reserves the right to refuse any exhibit or to charge exhibitors.

h. Travel Bursaries

CACSD Conference Travel Bursary (est. March 2001)

CACSD may fund one or more CACSD members each year to attend the CACSD conference. Funding will be available at the discretion of the executive. The funding would be to a maximum of \$400.00 CDN depending on the financial expenses of the applicant(s). Members must apply to the CACSD president for this funding by March 15th of each year and include in their application the reasons why they would benefit from attending the conference (APPENDIX D: Travel Bursary Application). Applicants must also demonstrate financial need. The CACSD executive will choose applicant(s) by March 31st of each year. If a member chosen for funding is, for unforeseen reasons, unable to attend the CACSD conference, the funding would then be returned to the CACSD executive.

i. Thank-You's

The secretary-treasurer prepares gifts and thank you cards for conference speakers and presenters. Letters of appreciation also may be sent to the conference co-hosts, including to the institution's vice president for student life and president, event sponsors and exhibitors.

j. Assessment

The vice president prepares and organizes the evaluation of the conference through preparing assessment instruments for each keynote and workshop and the conference as a whole, ensuring that the instruments are used, and submitting an analysis of the results with recommendations to the executive.

4.2 REGIONAL MEETINGS

a. Purpose

The regional meetings provide an opportunity for Christian student affairs professionals and student leaders in the region to gather for fellowship and professional development. They both assist regional attendees of the annual conference to strengthen their collegiality and learning and make it possible for more people in the region to begin and deepen relationships with their Christian professional community.

b. Procedures

The regional representative is responsible to ensure that at least one CACSD meeting is held in the region during the year and that a report, preferably with photos, is submitted to the president. The regional representative is responsible to ensure that persons in photos submitted with the regional report agree to the possibility that their picture may appear in/on CACSD publications.

The president will forward the report to the editor of publications and the secretary-treasurer. Normally, the regional meeting will take place before December. If the meeting must take place after December, the regional representative is required to have a plan in place and inform the president of those plans by December.

b. Suggested Elements

The regional meeting is a Christian student affairs professional meeting. It should include worship, professional development workshops/activities, and fellowship. Organizers are encouraged to promote the participation of student leaders, to give them an opportunity for professional development and a glimpse into student affairs as an educational career option. Regional meetings also are venues for membership recruitment. Organizers may refer attendees to the CACSD website for membership information or retrieve the necessary information from the website, take memberships at the meeting, and send them to the secretary-treasurer.

c. Seed Funding

CACSD may provide funding for regional meeting costs.* The funds are intended to support projects/activities specifically related to the regional meeting. Funding will be available at the discretion of the CACSD executive. The maximum funding is 3 @ \$100.00 CDN.

Regional representatives must contact the CACSD secretary/treasurer for this funding. Regions will not receive more funds than their regional meeting requires. The funds will be disbursed as follows:

Option A: If funds are required before the regional meeting, the regional representative will submit a request to the CACSD secretary-treasurer. Receipts for items required will accompany the regional meeting report. Any moneys left over will be returned to the CACSD executive.

Option B: The Regional Representative may submit a receipt to the CACSD secretary/treasurer for reimbursement of regional meeting costs.

* A regional representative can charge a nominal registration fee to cover the costs of the regional meeting.

APPENDIX A: CONFERENCE PLANNING ELEMENTS

PROGRAM

- Dates
- Theme
- Sub-theme, e.g., milestone year
- Conference chair
- Plenary Speaker(s)
- Schedule
- Call for Presentations
- Worship Team
- Business for Business Meeting
- Sponsors, e.g. activities, coffee breaks
- Exhibits
- Research Activity, e.g., suggest that attendees may use conference to do research surveys – must apply (*application procedure*)
- Employment Activity
- Making Program
- Thank you notes/gifts

Program Ideas and Suggestions:

BOOKING

- Arrange co-hosting
- Rooms needed and when, e.g., workshop, large activity, exhibit areas
- Equipment needed and when, e.g., instructional, recreational
- Food service required
- Cost of accommodation, food services, parking, insurance
- Hospitality elements, e.g., welcome “baskets”

TRAVEL ARRANGEMENTS

- Travel information
- Where to park
- Airport service
- Area accommodation information, e.g., closest options, suggest websites, contact address for advice on this

FINANCES

- Price for members
- Price for non-members

- Early registrant incentive
- Price for one day only (don't advertise this option but have a price ready)
- Price or policy for separate meals
- Price for exhibitors, e.g., price of conference, exhibitors may participate
- Travel grant competition
- How to register
- How payment is made
- How registration is acknowledged

PROMOTION

- *Partner*, e.g., advertisement, Spring issue on conference theme
- Website, e.g., unique conference pages, schedule, call for presentations, registration form
- List-serve, e.g., countdown to call for presentations, grant competition, and registration deadlines, countdown to conference, highlight conference theme issues
- Regional meetings
- Travel grant competition

REGISTRATION

- Registration team
- Late registrations
- Set-up, e.g., assemble reg. packages, exhibit set-up, greet, take registrations, answer questions
- Supplies needed, e.g., tablecloths, name tags, folders, pens, notepad, highlighter, tape, phone, membership application/renewal forms
- Beverages and light snack
- What is in registration packet, e.g., schedule, conference proceedings, local maps/brochures, information about and coupons to local restaurants in range of budgets, etc., name and contact info of attendees, name tags, campus map, campus bookstore coupon, co-host institution info, assessment instrument(s)
- How late registrations will be handled
- Signage, e.g., banner, parking directions if not obvious, at entrance if not obvious, workshop rooms
- Hospitality, e.g., campus tours, special touches for rooms, visiting areas, freebies, etc.:
- Exhibit area

ATTENTION TO DETAIL

- Team:

- Responsibilities, e.g., tidying classrooms and public areas used, adding sparkle, hospitable touches

ASSESSMENT

- Assessment instrument(s)

POST-CONFERENCE

- Executive review assessment analysis and note insights for future planning
- Solicit articles for *Partner* from presenters
- List-serv mailout of conference proceedings and business meeting package
- Conference reports in publications
- Collect conference photos for CACSD archives and publications use

APPENDIX B: Call for Presentations Form

Canadian Association for Christians in Student Development (CACSD)

Annual Conference

"TUNED IN"

Canadian Mennonite University

May 31 - June 2

CALL FOR PRESENTATIONS

Student Development professionals are called to be aware of many issues, cultures and identities. As professionals we are called to be "tuned in" to the world around us, and the world of our students. At the same time, our culture seems to change from day to day, and our student needs are becoming more and more diverse. Student affairs professionals play key roles in creating higher education environments that are sensitive to needs and implications that affect us, and our students. For its 2005 conference, CACSD invites proposals for workshops that describe and thoughtfully evaluate student affairs approaches to or contributions to higher education characterized by a sense of being "tuned in."

Some possibilities are:

Canadian Higher Education Culture

Canadian Identity of Student Development

Student Life Identity on Campus

Cultural and Cross Cultural Awareness

Technology

Post-modern and Post-Christian Thinking

Student Identity

Connecting With and Serving Commuters

We suggest that presenters use workshops to share their efforts to become "tuned in" with colleagues, gain feedback that will help them develop their work, and possibly write a paper for submission to CACSD's journal, *Partner*, or elsewhere. Please use the following format to submit your proposal.

Presenter(s):

Institution:

Position:

Workshop Title:

Description (maximum half-page):

Recommended resources:

APPENDIX C: Sample Sponsor Letter



March 20, 2004

Dear Marvin:

CACSD is holding its annual conference at Trinity Western University on May 25-27, 2004. Approximately 50 Student Life personnel from mainly Christian university colleges and colleges across Canada will attend. The TWU Student Life Division is co-hosting the conference.

We desire to give the conference participants as positive an experience on our campus as possible. Because Trinity Western University holds a position of leadership among Christian institutions of higher education in Canada, many of the conference attendees look upon TWU as a model for their own development. CACSD and TWU are grasping this opportunity for leadership by planning the conference to demonstrate in various ways the Student Life philosophy and practice of TWU. For more information about the conference, please see <http://www.cacsdhome.com/conferences.htm>.

In order to offer outstanding hospitality and keep costs affordable for those personnel who have low professional development budgets, we are seeking sponsors for the conference coffee breaks, and contributions to the conference welcome basket each attendee will receive.

One of the aims of the association is to promote professionalism among Christian student personnel in Canada. The TWU graduate programs most appropriate to student personnel are MA Leadership and Counselling Psychology. We would like to invite each program to sponsor one of the two coffee breaks. This would entail paying for the catering for one coffee break, quoted at \$1.99 per person. You will be credited in the conference program. We invite you to attend the coffee break and to display your promotional materials in the exhibit area and coffee area.

Please consider if the Counselling Psychology program can contribute to the professional development and encouragement of this group of important Canadian higher education personnel in this way. I will be happy to meet with you to answer any questions you have.

In His service,

Elsie

Elsie Froment

President, CACSD

APPENDIX D: Travel Bursary Application

APPLICATION: CACSD CONFERENCE TRAVEL BURSARY DEADLINE: March 15

NOTIFICATION: March 31

The Executive each year will determine in budget planning how much each bursary will be for the upcoming conference. It is at the discretion of the Executive to determine how many members are awarded a bursary and the amount of each bursary awarded. Please submit this form to the President.

DATE (M/D/Y)

NAME

POSITION

INSTITUTION

CONTACT INFORMATION

ESSAY: Write a short essay (no more than one page) stating why you would benefit from attending the conference.

FINANCIAL NEED: Please demonstrate how receiving this award will assist you to attend the conference.

Note: Bursary recipients who cannot, for unforeseen reasons, attend the CACSD conference are responsible to return the funding to the CACSD executive.

CACSD POLICY AND PROCEDURES MANUAL

Draft Date: May 19, 2007

5. PUBLICATIONS

5.1 EDITORIAL CONSIDERATIONS

All material which is to appear in the CACSD publications is sent to the editor. The editor is responsible for the quality and branding aspects of all publications and decides how the material will be used across the publications. The editor supervises the *Partner* designer, webmaster, and sub-webmasters. A journal or webpage may be published only when the editor is satisfied that this is the final proof. The editor works collaboratively with the designers of the publications and the executive members who are submitting material to ensure that their objectives are being met.

The official editorial guides for CACSD publications are *Canadian Oxford Dictionary* and the latest edition of the APA style guide. The former is the definitive reference in Canadian academic publishing and the latter is the normative style for student affairs literature. The association provides the editor with a copy of each guide.

Photos are not published in/on CACSD publications without the permission of the persons in the photos. The editor or editor's designate will solicit permissions along with photos. If doubt exists as to the permissibility of publication, the editor or the editor's designate will circulate photos via the list-serv, giving members a deadline to advise them if they know of reason to desire why a photo should not be published. Those responsible for regional pictures will obtain permissions at the time the photos are taken.

All CACSD publications point members to the website as the informational focus of the association.

5.2 LIST-SERV

The list-serv is a major community life medium for CACSD. It facilitates discussion of issues, sharing of needs, business, and membership mailings.

All members of the executive are encouraged to use the list-serv in the fulfillment of their responsibilities. The list-serv itself is managed by the

Membership Coordinator. The Membership Coordinator automatically adds new members to the list-serv unless they request otherwise. The editor has a role in list-serv management in monitoring member discussions. To avoid embarrassing replies to the whole membership that were meant to be personal replies to the sender, all replies go to the sender only.* This means that the whole membership does not get the benefit of the comments on the issue raised. When a member asks for advice on an issue, the editor sends a note to the member, asking the member to either forward replies to the list-serv or compile the replies for the list-serv (APPENDIX A: Sample List-Serv Editorial Message).

* The Editor should understand the difference between Reply and Reply All and this should also be expressed to members through instruction on how to use the list-serv

For archival purposes, the editor also saves an electronic copy of each exchange on the list-serv.

5.3 E-BULLETIN

The purpose of the e-bulletin is to encourage and inform the membership, facilitate association business, and provide a venue for activity reports and reflections that are not suitable for *Partner*.

The editor publishes an e-bulletin over the list-serv at least once a month during the academic year. While the frequency of the e-bulletin is at the editor's discretion, each issue is identified by year, issue and date; e.g. 3:7 (date) = Year 3, 7th issue. The first issue for 2005-2006 will be 4:1 (date).

Experience has shown that keeping the format of the e-bulletin simple is in the interest of the members (APPENDIX B: E-Bulletin Template). Some members cannot receive inserted photos or graphics. Photos can be delivered creatively through attachments or website links.

Often news, such as regional meeting reports, can be delivered to the members first through the e-bulletin and then placed on the website. Conversely, the e-bulletin routinely refers and links members to the website.

5.4 PARTNER

a. Purpose

Partner is the professional journal of CACSD. The purpose of *Partner* is to promote professional development, research, publication, and

community among Christian professionals in the field of student affairs, particularly in Canada.

b. Design

The editor assembles the content of each issue, edits, it and sends it to the designer. The designer creates a proof of the issue and sends it to the editor for comment. This process continues until the editor is satisfied that the final proof has been reached and has sent a copy to the president for review (again). Finally, the editor asks the designer for the final version of the issue, and sends it to members via the list-serv. The designer submits an invoice for remuneration to the secretary-treasurer who confirms the amount owing with the publications editor

Partner is created in .pdf format because this is the easiest format for delivering a professional quality, printable journal through the list-serv or website. *In future, the Partner could be designed in webpage format.*

c. Selection of Content

Guidelines for submission to *Partner* are posted on the website (APPENDIX C: *Partner* Guidelines for Submission).

The editor strives to ensure that each volume of *Partner* reflects the national character of CACSD and recognizes that the student affairs profession includes many different specializations. As far as possible, different regions and specializations are represented in the authorship of each issue. While *Partner* is primarily a vehicle for members to carry on a Canadian Christian professional conversation, contributions from non-members are also considered for publication.

Each issue includes the president's column, one article each for professional issues, research reporting, and practice issues, book reviews, member professional and personal milestones, advertising, and editorial information. The editor decides on the form of the president's column ("Field Notes" on professional issues or separate column in recognition of inclusion of professional issues articles) in consultation with the president.

d. Advertising

The editor solicits advertisements that agree with the CACSD mission and benefit our members. The suggested price for a half-page advertisement is \$50.00 and for a quarter-page advertisement \$25.00. Events and conferences that are non-profit and benefit our members may be advertised for free.

e. Article prizes

At the annual meeting, CACSD awards the Elsie Froment prize of \$50.00 for the Best *Partner* Article of the Year in three categories: 1) professional issues; 2) research reports; 3) practice issues. The prize articles are selected by a committee of two student affairs practitioners with graduate credentials and appropriate experience organized by the president. The criteria are as follows.

- 1) Good research design and/or well supported by references to relevant literature
- 2) Originality
- 3) Oriented to whole person education
- 4) Relevance to Canadian context
- 5) Christian perspective

5.5 WEBSITE

a. Purpose

The website is the informational and promotional focus of CACSD. Other CACSD publications nurture this focus by referring and linking readers to the website as much as possible.

b. Design

The webmaster normally makes changes to the website during the second week of every month, and sends the editor and the president a link to the revised pages for comment before they are published

APPENDIX A: Sample List-Serv Editorial Message

Jacquie,

Hi! Happy New Year!

Because all the replies will come to you only, could you please prepare a summary to put out over the list-serv for everyone? Or simply forward the replies you get to the list-serv? That would be much appreciated.

Thank you!

Elsie

APPENDIX B: E-Bulletin Template

The current template for the e-bulletin is as follows:

CACSD E-BULLETIN

3:7 (May 2, 2005)

REFLECTION

REPORTS

REQUESTS

RECOMMENDED RESOURCES

LINKS

The following collection of links is not exhaustive. We hope it will grow and become another helpful resource for our members.

Conferences/Meetings:

<http://www.cacsdhome.com/conferences.htm>

<http://www.jbu.edu/acsd/asp/theme.asp>

<http://www.cacuss.ca/en/conference.html>

Grants/Awards:

<http://www.cacsdhome.com/funding.htm>

<http://www.sasa.cacuss.ca/awards/default.html>

<http://www.naspa.org/about/foundation/research.cfm>

Faith-based Student Affairs and Counselling Psychology graduate programs in Canada:

<http://prov.ca/seminary/s-cmasm.asp>

<http://www.twu.ca/cpsy/>

Faith-based doctoral programs:
<http://www.apu.edu/educabs/graduate/doctorate/highered/>

YOUR RESPONSES

Please send your responses to the editor (Colleen Taylor, ctaylor@briercrest.ca) submissions of reflections, reports (i.e., of events, ideas you have tried and your evaluation of them, etc.), stories, requests, resource recommendations, links, photos, and suggestions are welcome.

APPENDIX C: *Partner* Guidelines for Submission

***Partner* Guidelines for Submission**

Partner enables student affairs researcher-practitioners to dialogue professionally from an evangelical Christian perspective. *Partner* invites submissions of articles, notices, and book reviews. An article reports results of designed research or reflects on issues, referencing student affairs sources. A notice is a short description of activities or ideas. A book review is a critique of a recent publication in or relevant to the student affairs field, or of the state of the literature on a question in the field.

To be considered for publication, submissions must conform to the following guidelines.

General

All copy should be double-spaced, including notes. Leave approximately a one-inch margin on all four sides of the page.

Font should be 10 characters per inch (or pica type).

Partner's spelling guide is *Oxford Canadian Dictionary*. Avoid biased language and stereotypes.

All submissions to the *Partner* should be e-mailed to the Publications Editor.

Hard copy submissions are not returned unless accompanied by a stamped, self-addressed envelope.

When the editor and the author(s) agree that the submission is in final draft, the author(s) will submit a signed hard copy that *Partner* will keep on file.

The work must be the author(s)' own. If in doubt regarding a notice, the author should contact the editor.

Articles

Articles must follow a recognized style. *Publication Manual of the American Psychological Association (APA)* is recommended. Submissions which follow *The Chicago Manual of Style* also will be considered.

Articles should be approximately 1200 words, not including endnotes.

The editor will forward the submission to other readers before replying to the author(s).

Notices

Notices should be no longer than one page, or approximately 250 words.

Book Reviews

A short book review should be no longer than one page or 250 words. A long book review should be no longer than three pages or approximately 750 words, including endnotes. A literature review may be article-length.

CACSD POLICY AND PROCEDURES

Draft Date: March 19, 2007

6. PRODUCTS

6.1 PURPOSE

CACSD encourages its members to create products for professional development and practice.

6.2 DEVELOPMENT

Members who desire to create a product may apply for a CACSD research grant if their project falls within the grant guidelines.

6.3 OWNERSHIP

The creator owns the product.

6.4 DISTRIBUTION

CACSD may evaluate a member product and offer to endorse, advertise, and distribute it.

6.5 REVENUES

A written agreement may be made with CACSD to share revenues if CACSD helps to fund and distribute the product. Normally, CACSD distributes the product for costs, to encourage members to originate products for Christians in student development and to give members access to an additional income source. Creators will be responsible to keep their own records for income tax purposes.

CACSD POLICY AND PROCEDURE MANUAL

Draft Date: March 19, 2007

7. RESEARCH/RETREAT

7.1 ASSOCIATION RESEARCH

a. Purpose

CACSD conducts and reports research into employment issues on behalf of its members in order to make reliable human resource data accessible for employer and employee use.

b. Annual Employment Survey

The annual employment survey generates current and longitudinal data on remuneration, benefits, and responsibilities in member institutional types and regions (APPENDIX A: CACSD Employment Survey 2005-2006). The President oversees the Employment Survey. It is administered annually through the CACSD list-serv. Members are asked to respond to an address of a third party not related to CACSD. The third party removes any identifying information and forwards it to the CACSD executive member responsible for analyzing and reporting the data. The executive member collates the responses both for the current year and longitudinally and prepares a report for the executive. (APPENDIX B: CACSD Employment Survey Longitudinal Data).

Reporting of the survey results within the executive and in CACSD publications avoids identification of individual institutions and members, either directly or indirectly. The executive member in charge of the survey creates a storage folder for the survey responses for the year and forwards it to the CACSD Archive. The survey file shall not be opened for five years, except by the archivist by request of the executive in response to a specific query.

7.2 RESEARCH AND RESOURCE DEVELOPMENT GRANTS

a. Purpose

CACSD makes research and resource development grants available to its members to foster the development of Canadian Christian professional knowledge and resources.

b. Research and Resource Development Grant Proposal Guidelines

CACSD members who desire to contribute to the student affairs field by conducting academic research or developing a professional development resource may apply for a CACSD grant of up to \$1,000. Academic research is pursuit of new knowledge governed by established research standards, which preclude conflict of interest arising from profit considerations. Resource development is subject to academic precision, but not necessarily discovery of new knowledge, and may be intended to create a product for sale. Application requirements are as follows:

Academic Research Proposal:

- Title of research project
- Nature and purpose of research project
- Research methodology
- Research timeline
- Research budget
- Grant amount requested
- Annotated list of references to demonstrate relevance of research to the student affairs field and availability of research sources
- If the research involves human subjects, please attach a CACSD Research Ethics Review Request.

Resource Development Proposal

- Title of resource development project
- Nature and purpose of the resource development project
- Project plan
- Project timeline
- Project budget
- Grant amount requested
- Annotated list of references to demonstrate relevance of project to the student affairs field and utilization of research sources
- If the project involves human subjects, please attach a CACSD Research Ethics Review Request.

General Application Requirements:

- Member(s) of CACSD for at least one year
- Have not received a CACSD research or development grant in the previous three years
- Curriculum vitae, including professional memberships and service, presentations, publications, and awards

- Two letters of reference in support of the application, submitted directly by the writers

Applications are submitted to the CACSD president. An application is considered complete when the president has received all relevant requirements. The call for submissions is elicited by the President on October 1. The annual closing date for applications is October 30. All applicants will receive notification of the Awards Committee decision by December 15.

Successful applicants for a research grant are expected to present their research at the annual national conference and submit a research report for possible publication in *CACSD Partner*. Successful applicants for a professional development resource project will be encouraged to debut their resource at the annual national meeting and submit it for possible marketing through CACSD venues.

c. Awards Process

Each year, the president, in consultation with the executive, appoints a CACSD Awards Committee of at least three members who possess appropriate qualifications and experience to make grant decisions and who reflect the diversity of CACSD regions and institutions. As the purpose of the Awards Committee is to free members of the executive who wish to apply for a grant and their executive colleagues from conflict of interest considerations, members of the executive may not serve on the committee.

When the research and development grant competition closes, the president forwards all complete applications that meet general requirements to the Awards Committee, stating the amount of grant money which is available.

The Awards Committee evaluates each application utilizing the awards selection guidelines and determines whether to award a grant and for how much. If the members of the committee determine that an application may be successful with minor revisions, they may grant conditional approval. The grant is awarded if the committee is satisfied with the application by the announcement of the grant(s) on or after December 15. If a committee member dissents from the majority decision, his/her concerns are noted to convey to the applicant as constructive comment. The committee reports its evaluations and decisions to the president in writing.

The president manages the announcement of awards. Each applicant receives a letter, stating the status of their application with reasons. All letters aim to enhance the ability of the applicants to prepare successful applications. The president also transfers all documents concerning the grant competition, including the grant applications, to the CACSD archives to be accessed only by application to the secretary-treasurer or archivist for a period of at least five years after the announcement of the results of the competition (December 15).

d. Award Selection Guidelines

- Project design: Does the research project have clearly defined problems and goals? Does it have an appropriate methodology and a realistic budget? Does the project satisfy Research Ethics requirements?
- Potential for Completion: Does the project have a clear time schedule and targets for completion? Will this project be completed within two years? Does the researcher/developer have access to the necessary resources to complete the project?
- Potential Contribution: Will the project address questions or issues of benefit to CACSD or to Christians in student services in post-secondary institutions at large? Will it assist the movement in professional development or institutional benefit?
- Potential of Applicant(s): Does the applicant have the necessary background and skills for the project?

e. Research and Resource Development Ethics Requirements

See APPENDIX B: CACSD Research and Resource Development Ethics Review Request.

7.3 RETREAT BURSARY

CACSD members come from a variety of educational institutions and not all members have access to sufficient funds for reflective retreat. With the demanding and people-centred nature of our profession, it is crucial that those working in student life have opportunities to reflect.

We offer a bursary of \$50.00 to be applied for to the President and to be approved of by the executive. This will be available on an annual basis, when funds are available. A receipt must be submitted to the Secretary/Treasurer after the retreat. Similarly, a brief report must be submitted to the Publications editor, to be included in the Partner. The latter is primarily to notify other

members of the value of reflection and hopefully encourage other members to avail themselves of opportunities for reflection.

Note: Bursary recipients who cannot, for unforeseen reasons, attend the retreat are responsible to return the funding to the CACSD executive.

See APPENDIX C: CACSD Retreat Bursary

APPENDIX A: CACSD Employment Survey Instrument 2005-2006



EMPLOYMENT E-SURVEY

February 16, 2005

The purpose of the survey is to build an ongoing profile of employment data for student affairs professionals in Canada who are members of CACSD. Please answer the questions below and return the survey to _____ a third party not connected with CACSD, by **April 8** ____. If you would like to double-blind your reply, please send the survey to a third party to forward. The results of this survey will be reported in the CACSD e-bulletin in April.

1. How did you come into the field of student affairs?
2. How long have you been employed as a student affairs professional?
3. What is your current position?
4. Do you have a position description? If so, please attach with your reply or describe your responsibilities.
5. Is your position full-time or part-time? Is it blended with non-student affairs responsibilities?
6. Is your position continuous or for part of the year?
7. What is your current monthly salary?
8. Are the following included in your remuneration? Please explain.
 - a. Housing
 - b. Meals
 - c. Other:
9. Do you have the following benefits?
 - a. Medical
 - b. Dental

- c. Life Insurance
- d. RRSP
- e. Long-term Disability
- f. Other:

10. Do you have access to the professional development funding for the following?

- a. Conferences
- b. Memberships/Subscriptions
- c. Courses
- d. Other

11. Gender: Male () Female ()

12. By what kind of institution are you employed?

- a. Christian university or university college
- b. Secular public university
- c. Secular private university
- d. Bible college
- e. Other:

13. In what region is your institution located?

- a. Atlantic Canada
- b. Central Canada
- c. Western Canada

14. Comments and suggestions as to how CACSD can make this survey more useful:

Thank you for your participation.

APPENDIX B: CACSD Research and Resource Development Ethics Review Request

CACSD RESEARCH AND RESOURCE DEVELOPMENT ETHICS REVIEW REQUEST

1. Name(s):

2. Title of Project:

3. Purpose:

Academic Research Professional Resource Development

4. Summary:

5. Methodology involving Human Subjects:

6. Description of Subjects:

7. Method of Recruitment:

8. Time Required of the Subjects:

9. Informed Consent

Investigators are required to give their subjects a brief but complete description in lay language of the purpose of the project and all procedures and time requirements in which the subject will be asked to participate. Investigators are required to have subjects sign a Subject Consent Form to this effect before they participate in the project when the project involves questions of a sensitive nature or when the subjects will be identified. Investigators also are required to obtain the consent of the institutions where such the project is carried out.

Who will consent to the project?

Subject Institution/Agency – Please give details below.

10. Will you have your subjects give verbal or written approval?

Verbal Written

See sample verbal script for interviews at end of application.

The written consent form must include the following items.

- Date of project ethics approval by the CACSD Awards Committee
- Title of project
- Name and telephone number of researcher/developer
- Description of the purpose of the project, including whether it is intended to result in a product for sale, and procedures in which the subject will participate
- Statement ensuring the confidentiality of the subject (required for academic research, may also apply to resource development)
- If confidentiality not required, statement that subject agrees to be identified (for resource development only)
- Statement of the time commitment required of the subject
- Statement of the potential benefits to the subject of participation in the project
- Statement of the possible risks to the subject
- Details of monetary compensation, if any, to be offered to subjects
- Statement of subjects' right to refuse to participate or to withdraw at any time without consequence
- Statement: "If you have any questions about ethical issues involved in this project, you may contact the CACSD President.
- Statement: "I have read and understand the description of the project and I willingly consent to participate." (Signature and date)
- Statement for academic research: "I acknowledge that my responses may be put in an anonymous form and kept for further analysis after this project is completed."
- Statement for resource development: "I acknowledge that my participation will not be used for any other purpose than the project to which I have agreed."

11. Describe any potential risks to the subject of participation in the proposed project, e.g., employment or union consequences, etc.

12. Does the project involve the subject in more than minimal risk (defined as the level of risk which the interviewees encounter in their usual daily lives)

Yes No

13. What are the potential benefits to the subjects of participating in this project?

14. If an incentive for participation is to be offered to subjects, please provide details.

15. For projects that require complete confidentiality, how will you insure that it will be maintained?

16. How will subjects be informed of project results and conclusions?

17. Have you applied for other funding for this project? List all other sources of funding (e.g., internal funding, granting agencies, corporate funding).

18. Please check the items that are provided with this application. Incomplete applications will not be reviewed. Please mark N/A beside items which are not applicable.

- Letter of initial contact, advertisement, or script of verbal recruitment
- Subject consent form
- Institution/Agency consent
- Sample of questionnaire(s)
- Explanatory letter with questionnaire(s)
- Sample questions of interview(s)

The submission of this form with your CACSD research or development grant application indicates that you agree to abide by all CACSD policies, procedures, regulations, and laws governing the ethical conduct of research on humans.

FOR AWARDS COMMITTEE USE ONLY:

- Minor modifications required – describe below
- Major modifications required – describe below
- Approved

Date:

Committee member signature _____

Committee member signature _____

Committee member signature _____

SAMPLE SCRIPT FOR VERBAL CONSENT FOR INTERVIEW

All the information contained in the script must be transmitted to the subject although it need not be reproduced verbatim. At the conclusion of the interview the researcher/developer must sign the script, indicating that the subject has been fully informed and given consent to be interviewed. This form may be used for multiple interviews providing the researcher/developer signs and documents the date for each interview. The researcher/developer should retain a list of interviewees and corresponding dates and must send the signed verbal consent forms for each interview to the CACSD president for storage for at least five years.

Please modify the following sample script to suit your own project.

“My name is (name). I am a (position) at (institution). I am conducting research on (subject) funded by Canadian Association of Christians in Student Development. The purpose of this project is to (purpose). I would like to ask you some questions about (subject). I expect to need approximately (length) of your time. The information you give me will only be used in anonymous form, and will be treated as confidential. Any personal identifiable information will not be included. You should feel free to not provide any information you do not wish to share with me, refuse to answer any question, or to end the interview at any time.”

Example of signature portion of form:

Your signature indicates that you have informed every subject of your role as a researcher/developer, the nature and purpose of the interview, the conditions of confidentiality, and of their right to end the interview at any time.

Researcher/Developer's name _____

Date of Interview _____ Res./Dev. Signature _____

Date of Interview _____ Res./Dev. Signature _____

Date of Interview _____ Res./Dev. Signature _____

APPENDIX C: CACSD Retreat Bursary

Retreat Bursary Application

Please submit online to the President

The application is for \$50, to assist with retreat expenses. The amount given will be according to the number of applicants in a given year.

DATE

NAME

POSITION

INSTITUTION

CONTACT INFORMATION

ESSAY: Write a short essay (no more than one page) stating why you would benefit from having a retreat.

FINANCIAL NEED: Please demonstrate how receiving this award will assist you financially.

Note: Bursary recipients who cannot, for unforeseen reasons, attend the retreat are responsible to return the funding to the CACSD executive.

CACSD POLICY AND PROCEDURE MANUAL

Draft Date: March 19, 2007

8. ACSD

8.1 RELATIONSHIP

CACSD has no formal connection to Association for Christians in Student Development and none is contemplated by either association. The associations endorse and support each other however; it is the goal of CACSD to form partnerships with associations that share in our mission and purpose.

8.2 ACSD CONFERENCE TRAVEL BURSARY (EST. MARCH 2001)

The Canadian Association of Christians in Student Development may fund one CACSD member each year to attend the ACSD conference in the United States. Funding will be given at the discretion of the executive with the president given first priority and other executive members given second priority. (**Dates needs to go in the General Admin for discussion by exec by Feb. 15th). The funding will cover the cost of registration only, and will be to a maximum of \$400.00 CDN. If an executive member will not be attending the ACSD conference, other members are informed of this bursary via the list-serv and must apply to the CACSD president for this funding by March 15th of each year and include in their application the reasons why they would benefit from attending the conference. Regional representatives will be given priority. The CACSD executive will choose one applicant by March 31st of each year. Any member chosen for funding must also write a report on the conference, upon returning, for the next issue of *Partner*. If the member chosen for funding is, for unforeseen reasons, unable to attend the ACSD conference, the funding would then be returned to the CACSD executive.

CACSD POLICY AND PROCEDURE MANUAL

Draft Date: March 19, 2007

9. ARCHIVES

9.1 PURPOSE

CACSD maintains an archive to conserve its history, promote historical understanding among its members, and facilitate historical research on CACSD and Christian student affairs in Canada.

9.2 ADMINISTRATION

The secretary-treasurer is responsible to ensure that CACSD archival material is collected, stored, organized, and made available to the membership and non-member researchers. These tasks may be accomplished with the assistance of volunteers.

9.3 COLLECTION

The CACSD archives include as complete as possible collections of the following items. The originals may be material or electronic.

- Meeting Minutes and Reports: annual business, executive, regional
- Business Correspondence
- Brochures
- Publications: *Partner*, list-serv, e-bulletin, website
- Photos
- Interviews
- References to CACSD in other publications

9.4 STORAGE

The archives reside with the secretary-treasurer unless he/she makes other arrangements with the approval of the executive. All items are systematically filed in archival boxes for ease of retrieval. The secretary-treasurer ensures that an electronic file is made of each item and also systematically organized for ease of retrieval. As far as possible, current archival conservation practices are followed in the storage of archival materials.

9.5 PROCESSING/FILE SYSTEMS

Filled in as research into archive management is done and decisions are made

a. General

To streamline retrieval, all archival files items archives are organized to a single filing guide. The file guide used by CACSD is (*to be determined*).

b. Meeting Minutes and Reports: annual business, executive, regional

c. Business Correspondence

d. Brochures

e. Publications: *Partner*, list-serv, e-bulletin, website

f. Photos

g. Interviews

h. References to CACSD in non-CACSD sources

9.6 CIRCULATION

The secretary-treasurer, unless he/she makes other arrangements with the approval of the executive, in consultation with the executive, decides which items may be freely accessed, e.g., through posting them on the website, and which items may only be accessed by request, e.g., sensitive correspondence or items which may not justify website space.

The secretary-treasurer works with the editor of publications to promote historical understanding in the membership through availability and use of archival material.