

Scarborough Campus Students' Union Policy Manual

SCSU BYLAWS – March 2021 (Amended)

As Amended: March 2021

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MISSION STATEMENT

The Scarborough Campus Students' Union democratically unites the diverse student body of the University of Toronto Scarborough to advocate and advance student interests.

Our efforts focus to improve the experience of every student through the following means:

- offering quality services and activities to fulfill student needs
- providing meaningful opportunities for personal growth
- ensuring equity in all respects of university life
- working towards a system of post-secondary education which is accessible and of the highest quality
- actively participating in the university community, in all processes and decision making bodies that concern students

The Scarborough Campus Students' Union is committed to progressively, responsibly, and effectively representing and serving the changing needs of students.

Constitution

CONSTITUTION

1. Name

The name of the corporation is the Scarborough Campus Students' Union, and hereafter in this Constitution and these Bylaws shall be referred to as the Union.

2. Purposes of the Union

The purposes of the Union are stated in the Letter's Patent and shall include the following:

- a. to represent students registered at the University of Toronto Scarborough;
- b. to organize students on a democratic, co-operative basis for advancing the interest of the UTSC student community;
- c. to provide a common framework within which students can communicate, exchange information, and share experience, skills and ideas;
- d. to bring students together to discuss and co-operatively achieve necessary educational, administrative and legislative progress wherever decision-making affects students;
- e. to facilitate co-operation among students in organizing services which supplement the learning experience, provide for human needs, and develop a sense of community with our peers and with other members of society;
- f. to articulate the desire of students in order to fulfill the duties and be accorded the rights of citizens in Ontario, in Canada, and in the international community;
- g. to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated;
- h. to work towards building an environment free of systemic societal oppression;
- i. to do all other things that are incidental or conducive to these purposes;
- j. to safeguard the individual rights of the student, regardless of ethnicity, colour, creed, sex, nationality, place of origin, personal or political beliefs, gender, gender identity, sexual orientation, marital status, citizenship, class ancestry, and mental or physical abilities;
- k. to foster the intellectual growth and moral awareness of students in order to benefit them, the University of Toronto Scarborough Student Community, and society;
- l. to provide facilities of the services and activities in which the interests of the University of Toronto Scarborough Student Community are involved;
- m. to endeavour to bring about a fundamental redistribution of socio-political and economic power so as to permit substantially greater participation by students in making those decisions which affect their lives;
- n. to engage in research and discussion of the broad educational philosophy and principles affecting the University of Toronto Scarborough Student Community;
- o. to provide means of communication within the University of Toronto Scarborough Student Community, among the campuses of the University of Toronto, with other members of the university community, with other universities, and with the general public;
- p. to engage in discussion with municipal, provincial, and national governments on issues that affect the University of Toronto Scarborough Student Community;
- q. to encourage social action programs involving student volunteers;
- r. to press for such action as may be necessary to make higher education accessible to all classes of Canadian society; and
- s. to encourage community engagement programs involving student volunteers.

INTERPRETATION

The following definitions shall apply to the Scarborough Campus Students' Union, Policy Manual, Elections Procedure Code, SCSU Charter for Referenda and other governing documents of the Union.

1. Definition of "Act" "Act" shall refer to the Corporations Act of Ontario or any statute, which may be substituted therefore, as amended from time to time.
2. Definition of "Alumni Council".
"Alumni Council" shall refer to those graduates of the University of Toronto who are members of the Alumni Association of the University of Toronto Scarborough.
3. Definition of "APUS".
"APUS" shall refer to the Association of Part-time Undergraduate Students at the University of Toronto.
4. Definition of "Board".
"Board" shall refer to the Board of Directors of the Union.
5. Definition of "Campus" "Campus" shall refer to the grounds under the property of the University of Toronto Scarborough.
6. Definition of "Campus Council" "Campus Council" shall refer to the governing body at the University of Toronto Scarborough.
7. Definition of "Commissions" "Commissions" shall refer to those bodies struck by the Board, for a continuous period of time on a specific mandate.
8. Definition of "Committees" "Committees" shall refer to a committee of the Union open to all board members. Only board members elected to their respective committee shall have a vote.
9. Definition of "Constitution" "Constitution" shall refer to the document prescribing the fundamental principles of the Union.
10. Definition of "Director"
"Director" shall refer to a member of the Board of the Directors of the Union.
11. Definition of "DSA"
"DSA" shall refer to Departmental Student Association as recognized by Student Affairs and each academic department.
12. Definition of "Executive" "Executive" shall refer to a member elected or appointed to serve a position on the Executive Committee.
13. Definition of "Ex officio Director" "Ex officio Director" shall refer to a person who is a Director of the Board by virtue of an office or committee chairmanship held in the society or in the parent state or national society or federation or some allied group; or sometimes in boards outside of organized societies by virtue of a public office. Ex officio Directors are without a vote at SCSU Board of Director meetings.
14. Definition of "First Year Representative"
"First Year Representative" shall refer to an undergraduate student, duly enrolled in their first year of study designated as such by the University of Toronto Scarborough, who serves as a voting Director on the Board.
15. Definition of "Force Majeure"
"Force Majeure" shall refer to any event or circumstance beyond the control of the Board of Directors including but not limited to natural disasters, wars, pandemics or other circumstances restricting individuals from gathering in-person

16. Definition of "Full-time undergraduate student"
"Full-time undergraduate student" shall refer to any student designated as such by the University of Toronto Scarborough.
17. Definition of "Governing Council"
"Governing Council" shall refer to the Governing Council of the University of Toronto as defined by the University of Toronto Act, or such other body as may succeed the Governing Council or be substituted therefore from time to time.
18. Definition of "GSAS"
"GSAS" shall refer to the Graduate Students' Association at Scarborough.
19. Definition of "GSU"
"GSU" shall refer to the Graduate Students' Union at the University of Toronto.
20. Definition of "Letters Patent"
"Letters Patent" shall refer to the letters patent of incorporation of the Corporation as may be amended or re-stated from time to time.
21. Definition of "Meeting of Members"
"Meeting of Members" shall refer to an annual meeting of Members or a general meeting of Members.
22. Definition of "Member"
"Member" shall refer to a person who satisfies the requirements in Bylaw II.
23. Definition of "Minutes"
"Minutes" shall refer to the written record of the business conducted at a meeting.
24. Definition of "Operational Manual"
"Operational Manual" shall refer to the policies and bylaws of the Corporation in their totality.
25. Definition of "Part Time Director"
"Part Time Director" shall refer to a student, duly enrolled as a part-time undergraduate student at the University of Toronto Scarborough, who serves as a voting Director on the Board and has not been elected into an executive, first year representative or departmental constituency based director position.
26. Definition of "Part-time undergraduate student"
"Part-time undergraduate student" shall refer to any student designated as such by the University of Toronto Scarborough.
27. Definition of "Plebiscite"
"Plebiscite" shall refer to a vote of the Members for determining popular opinion on a question of significant importance.
28. Definition of "Referendum"
"Referendum" refer to a vote of the Members for achieving final approval on a question of significant importance.
29. Definition of "Robert's Rules of Order"
"Robert's Rules of Order" shall refer to the rules contained in the current edition of *Robert's Rules of order Newly Revised* edition.
30. Definition of "SC:OUT"
"SC:OUT" shall refer to Scarborough Campus:OUT.

31. Definition of "SCAA"
"SCAA" shall refer to Scarborough Campus Athletic Association.
32. Definition of "SCRC"
"SCRC" shall refer to the Scarborough Campus Residence Council.
33. Definition of "Session"
"Session" shall refer to the Summer (May-August), Fall (September-December), or Winter (January-April) session as defined by the University.
34. Definition of "Speaker of the Board"
"Speaker of the Board" shall refer to the Speaker of the SCSU Board of Directors.
35. Definition of "Student Club" "Student Club" shall refer to voluntary organizations formed by members of the University of Toronto Scarborough community that as a whole contribute to campus life, diversity and enrichment.
36. Definition of "Student Publication" "Student Publication" shall refer to The Varsity, The Underground, Fusion Radio or any other student media either print or online.
37. Definition of "Term in Office"
"Term in Office" shall refer to the period in which a Director retains their position between May 1st to April 30th of the following year.
38. Definition of "Union"
"Union" shall refer to the Scarborough Campus Students' Union.
39. Definition of "University"
"University" shall refer to the University of Toronto.
40. Definition of "UTSC"
"UTSC" shall refer to the University of Toronto Scarborough.
41. Definition of "UTSU"
"UTSU" shall refer to the University of Toronto Students' Union.
42. Definition of "UTMSU"
"UTMSU" shall refer to the University of Toronto Mississauga Students' Union.

Head Office

The head office of the Union shall be located at the University of Toronto Scarborough, Toronto, Canada

Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Union.

MEMBERSHIP

1. Members

The members of the Union shall be:

- a. All individuals who have registered as undergraduate full-time students in a program leading to a degree or diploma at the University of Toronto Scarborough for the current session, and who have paid membership fees to the Union;
- b. All individuals who have registered as undergraduate part-time students at the University of Toronto Scarborough for one session of the current academic year, and who have paid membership fees to the Union;
- c. Members of the Executive Committee during their respective terms in office, including the Executive Director of the Union as a non-voting member.

2. Termination

- a. Membership to the Union is terminated when a member withdraws, is suspended or expelled from the University of Toronto.
- b. Membership of the Executive Committee is terminated upon resignation, impeachment or dismissal for any reason, unless the member qualifies for a membership as a full-time or part-time undergraduate.

3. Membership Fee

The per session full-time membership fee shall be \$27.36 for the 2004-05 academic year. The per session part-time membership fee shall be \$1.41 for the 2004-05 academic year. The membership fee for each subsequent year shall include an inflationary cost of living adjustment as determined by Governing Council.

- a. Except as hereinafter provided membership fees may also be set in the following ways:
 - i. By the members of the Union voting in a Referendum.

4. Membership Rights Only members

may:

- a. Vote in elections, referenda and Meetings of Members of the Union;
- b. Sign petitions of the Union;
- c. Nominate a candidate for election to positions on the Board of Directors subject to provisions in the Bylaws;
- d. Sit on the Commissions of the Union subject to ratification by the Board of Directors; and,
- e. Seek election to the Board of Directors, subject to provisions in these By-Laws.
- f. Seek to be hired for Executive or Director office

Limitation of rights:

- a. A member may be prohibited from all Commissions of the Union by a majority vote at the Board.

MEETINGS

1. Types of Meetings of Members

There shall be two types of general meetings:

- a. Annual General Meetings; and
- b. General Meetings

1.1 Annual General Meetings

The Annual General meeting of the Union shall be held in the Fall session of each year as set by a majority vote of a Board meeting. The meeting shall discuss the requirements set out and described in the Act and shall include the following:

- a. held between August 30th to November 30th; and
- b. receiving the financial statements and the auditor's report; and
- c. appointing auditors for the ensuing year;
- d. amendments, if any, to the Bylaws unless previously approved; and
- e. the Board shall also include other items on the Agenda as described under Procedural Policy of the Union.

1.2 Winter Semester General Meeting

The Winter General Meeting of the Union shall be held in the Winter session of each year as set by a majority vote of a Board meeting. The meeting shall discuss the requirements set out and described in the Act and shall include the following:

- a. held between February 28th to April 1st of the current academic year; and
- b. amendments, if any, to the Bylaws unless previously approved; and
- c. show progress that SCSU has made towards advancing the objectives sought after by the executive committee; and
- d. updates by the Board of Director shall be included

1.3 General Meetings may be called at any time by:

- a. A majority vote of a Board meeting; or
- b. Executive Committee; or
- c. A written request to the Board, stating the purpose of the meeting, signed by no less than ten percent (10%) of the Members of the Union.

1.4 Notice

Notice shall be provided to Members ten (10) days prior to the meeting via email and website, or Student Publication. Agenda and summary of financial position shall be published in conjunction with the notice. Financial statements and items pertaining to the Agenda will be available at the Union offices and website.

1.5 Quorum

- a. The quorum required for an Annual General meeting of the Union shall be no less than five hundred (500) Members of the Union, of whom at least forty (40) Members shall be present in person.
- b. The quorum required for a General Meeting of the Union shall be no less than five hundred (500) Members of the Union, of whom at least forty (40) Members shall be present in person.

1.6. Voting

At General Meetings and Annual General Meetings, each member of the Union shall be entitled to one (1) vote.

1.7. Proxy

Every member of the Union is entitled to designate another Member to act as their proxy.

- a. The proxy shall be in writing and conform to the requirements of the Act, Bylaws and Policy of the Union.
- b. The proxy shall be deposited with the President two (2) business days before the meeting.
- c. No Member shall carry more than twenty-five (25) proxies.

2. Meetings of Board of Directors

There shall be three types of Board of Directors meetings:

- a. Scheduled Meetings
- b. Emergency Meetings
- c. Joint Board Meetings

2.1 Scheduled Meetings

- a. The Board of Directors shall meet no less than once per calendar month during their term in office.
- b. The Executive Committee is responsible for presenting a schedule of meetings for approval at the beginning of each session.
- c. Notice of meetings including date, time and place, shall be given no less than fourteen (14) days to the Board of Directors, and a reminder shall be given no less than two (2) business days prior to meeting.
- d. A majority of the voting Directors shall form quorum for the transaction of business.

2.2 Emergency Meetings

- a. Emergency meetings shall be called with no less than seventy-two (72) hours notice by:
 - i. The Executive Committee; or
 - ii. The President; or
 - iii. A written request by a majority of the Directors
- b. Approval of any action must be reported to the next Scheduled Meeting.
- c. A majority of the voting Directors shall form quorum for the transaction of business.

2.3 Joint Board Meetings

- a. There shall be a Joint Board Meeting for the outgoing and incoming Board of Directors before May 1 of every year.
- b. Notice of meeting, including date, time and place, shall be given to outgoing and incoming Board of Directors no later than fourteen (14) days before the meeting and a reminder shall be given no less than two (2) business days prior to the meeting.
- c. A majority of the voting Directors shall form quorum for the transaction of business.

2.4 Right to Vote

All Directors elected to the Board of Directors have the right to vote.

3. Procedure at Meetings

The rules of procedure at meetings of the Union will be those described in the most recent edition of Robert's Rules of Order, supplemented or modified by rules of procedure which may from time to time be established by standing resolutions.

POLICY OF THE UNION

1. Establishment of Policy

Policy for the Union may be established from time to time by the Board of Directors in accordance to the following guidelines:

Procedural Policy

Procedural Policy consists of policy that outlines the procedural framework of the Union.

This policy explains the procedures of the Union and the process to properly manage the Union. This includes, but is not limited to, the Commission protocol, meeting protocol, and censuring members. An example of such policy is the process of submission of policy changes to the Board.

To adopt, amend, or rescind Procedural Policy, a majority of three-quarters (3/4) of the Board of Directors must vote in favour.

Operational Policy

Operational Policy consists of policy that outlines the framework of managing the operations of the Union. This policy explains the operations of the Union, which includes, but is not limited to, budget approval framework, office conduct, photocopy limits. An example of such policy is the Eight-step budget framework, which outlines the process required to approve the operational budget of the Union.

To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) of the Board of Directors must vote in favour.

Issues Policy

Issues Policy consists of policy that the Union takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

To adopt, amend, or rescind Issues Policy, simple majority of the Board of Directors must vote in favour.

2. Duration of Policy

All policy remains the policy of the Union until amended or rescinded.

3. Policy Manual

All policy of the Union shall be maintained in the Policy Manual of the Union.

BOARD OF DIRECTORS

1. The composition of the Board of Directors shall be comprised of:

- 1.1 The following Executive positions:
 - a. President
 - b. Vice-President, Academics and University Affairs
 - c. Vice-President, External
 - d. Vice-President, Equity
 - e. Vice-President, Campus Life
 - f. Vice-President, Operations
- 1.2 One (1) Director from each of the following Centres and Departments:
 - a. Centre for Critical Development
 - b. Centre for French and Linguistics
 - c. Department of Anthropology
 - d. Department of Health Studies
 - e. Art, Culture and Media
 - f. Department of Biological Sciences
 - g. Department of Computer and Mathematical Sciences
 - h. Department of English
 - i. Department of Historical and Cultural Studies
 - j. Department of Human Geography
 - k. Department of Management
 - l. Department of Philosophy
 - m. Department of Physical and Environmental Science
 - n. Department of Psychology
 - o. Department of Political Science
 - p. Department of Sociology
- 1.3 One (1) Part Time Director
- 1.4 One (1) International Student Director
- 1.5 Two (2) First Year Representatives
- 1.6 The following non-voting Ex Officio members:
 - a. Speaker
 - b. All elected undergraduate student representatives of the University of Toronto Governing Council
 - c. All elected undergraduate student representatives on the Council of Student Services
 - d. All elected undergraduate student representatives of the UTSC Campus Council and its Boards and Committees
 - e. UTSC Women's Centre External Coordinating Chair or designate
 - f. Frontier College Moderator/Coordinating Chair or designate
 - g. President (or equivalent) or designate of each DSA
 - h. SC:OUT President or designate
 - i. APUS President or designate
 - j. GSAS President or designate
 - k. GSU President or designate
 - l. UTSU President or designate
 - m. UTMSU President or designate
 - n. SCAA President or designate
 - o. SCRC President or designate
 - p. Executive Director

Bylaw V – Board of Directors

2. Term of Office

2.1 Terms of Office for Executive members, Department Directors, Part Time Directors and non-voting representatives shall be one (1) year commencing May 1 and expiring the following April 30.

2.2 Terms of Office for First Year Representatives shall begin after the general election in the Fall Session and expire on April 30 of that year.

16 Bylaw VI Elections of Board of Directors

ELECTIONS OF BOARD OF DIRECTORS

1. Elections and Referenda Committee

1.1 The Union shall maintain an Elections and Referenda Committee, which shall be responsible for the administration of all elections to fill Board of Directors positions. The Elections and Referenda Committee shall ensure that all elections occur in the manner prescribed by the By-Laws and the Policies of the Union.

1.2 The Elections and Referenda Committee shall be comprised of:

- a. A designate from the Executive Committee
- b. Two (2) Directors from the Board
- c. Chief Returning Officer

1.3 The designate from the Executive Committee shall chair the Elections and Referenda Committee.

1.4 The Elections and Referenda Committee shall determine the eligibility of all nominated candidates in accordance to the By-Laws and Elections Procedures Code.

1.5 The Elections and Referenda Committee may disqualify a candidate or rule any election invalid for any violation of the Bylaws.

1.6 The Elections and Referenda Committee shall submit a report on the conduct and results of all elections to the Board for ratification.

2 Schedule of Elections

2.1 The Union shall hold:

- a. A general election in the Spring Session, between February 1 and March 15 of each year, for the positions of Executive and Directors.
- b. A general election in the Fall Session, between September 20 and October 30 of each year, for the positions of First Year Representative, and for any vacancies in the Board or Executive occurring before September 1 of any year.
- c. No by-election between November 1 and September 19 of any year.
- d. Notwithstanding the requirement in these By-laws to hold a general election in the Fall session, in the event of a "Force Majeure" which prevents an in-person election from being held, a general election need not be held in the Fall session and the Board of Directors shall be empowered to appoint Directors to fill the vacancies on the Board of Directors that otherwise would have been filled during such an election, including but not limited to the positions of the First Year Representatives, provided that the Board of Directors follows the recommendations of the Elections and Referenda Committee in respect of such appointments.

2.2 The schedule of elections shall include:

- a. Notice of the date of the elections and nomination procedure shall be given to members by Student Publication and Union website at least fourteen (14) days prior to the start of the nomination period.
- b. No less than sixteen (16) hours of polling over a period of no less than two (2) days.
- c. The schedule for elections for the Board of Directors shall be set by the Board of Directors, with the recommendation from the Elections and Referenda Committee.

Scarborough Campus Students' Union

Bylaw VI – Elections of Board of Directors

3 Nomination

3.1 Director Candidates in an election for a Department Constituency shall be nominated by no less than fifty (50) Members and submitted to the Elections and Referenda Committee.

3.2 Director Candidates in an election for the Part Time Constituency shall be nominated by no less than ten (10) Members and submitted to the Elections and Referenda Committee.

3.3 Director Candidates in an election for the First Year Constituency shall be nominated by no less than fifty (50) Members and submitted to the Elections and Referenda Committee.

3.4 Executive Candidates shall be nominated by no less than one-hundred (100) Members and submitted to the Elections and Referenda Committee.

4 Voting

4.1 Members of the Union may cast one ballot for each position available in an election, in their respective constituency

4.2 Each nominee may appoint a scrutineer to oversee the counting of ballots when a paper ballot is used.

5 Election Procedure Code

In addition to this Bylaw, there shall be an Election Procedure Code governing the elections of the Board of Directors, which must be approved by the Board of Directors, based on the recommendation of the Elections and Referenda Committee. The Election Procedure Code may not have sections externalized; rather the Board may only send the document back to the Committee for review and revisions.

DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors is the highest decision-making body of the Union that governs the daily advocacy and services. It consists of Directors and Executives elected by the Members to govern the affairs of the Union. Decisions made at the Board are final, unless rescinded.

The Board has the right to externalize any motions brought forth by a committee or commission, or to ratify or reject all actions of the committees and commissions with the following exceptions:

- a. Any staff or personnel issues; and
- b. Any Elections and Referenda Committee actions, except for the following:
 - i. ratifying or rejecting funds allocated or expended by the Elections and Referenda Committee; and
 - ii. ratifying or rejecting the Elections and Referenda Committee report.

1. Board Responsibility for Union Finances and Property

The Board of Directors shall receive, budget and administer all moneys, properties, and securities placed in the custody of, or that may become the property of the Union.

2. Board Responsibility for Union Budget

The Board of Directors shall approve an annual budget for the Union.

3. Maintenance of Union Policy Manual

The Board of Directors shall maintain an up-to-date Policy Manual for the Union.

4. Director Responsibility

Directors are responsible for:

- a. Attending meetings of the Board, the Commission and Committees where they hold membership;
- b. Joining at least one (1) Committee or Commission;
- c. Maintaining regular office hours or actively joining a project or campaign of the Union;
- d. Acting with diligence, fiduciary responsibility, honesty and good faith in the best interest of the Union;
- e. Recruiting students from their constituency to participate in Union projects, events, services, and campaigns;
- f. Reading, understanding and abiding by the Union's Letters Patent, By-Laws, and Policies; and
- g. Maintaining confidentiality of in camera sessions and documentation.

5. Rights of the Board of Directors

The Board of Directors, can with exceptions of staff and office policies, vary, add to, reassign or limit the powers and duties of the executives or individual members of the Executive Committee by a 2/3 majority vote of members present at the meeting of the Board, subject to provisions in these bylaws.

RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

1. President

- a. Shall serve as the Chief Executive Officer of the Union and all its subsidiaries, as defined in the Act.
- b. Shall serve as the official representative and spokesperson of the Union.
- c. Shall be a signing officer.
- d. Shall act on behalf of the Board of Directors and the Executive Committee between meetings, and where action is immediately necessary.
- e. Shall ensure that Vice Presidents carry out their assigned duties in accordance with these By-Laws and as directed by the Board.
- f. Shall be responsible, along with the Vice President Operations, for ensuring that all contracts entered into by the Union are with due authority and in the best interests of the Union.
- g. Shall participate as a voting member of the Board of Directors, Executive Committee, Finance Committee, Policy & By-Laws Committee, Clubs Committee, Campaigns & Equity Commission, Events Commission.
- h. Shall chair the Policy & By-Laws Committee and the Full-Time Staff Hiring Committee.
- i. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- j. Shall supervise the Executive Director.
- k. Shall be responsible for the general management and supervision of the affairs and operations of the Union.
- l. Shall be responsible for developing a media protocol in cooperation with the Executive Committee and ensuring that this media protocol is implemented.
- m. Shall attend all meetings of the Board and of the Executive Committee.
- n. Shall create a transition binder for the incoming President.
- o. Shall train and advise the incoming President.

2. Vice President Academics & University Affairs

- a. Shall liaise with and lobby the University Administration on issues that affect the undergraduate student population.
- b. Shall represent the Union on relevant University committees and taskforces concerning but not limited to academics, tuition, ancillary and other university fees, transportation, parking and food.
- c. Shall provide advice to students on the information of academic concerns, petitions, grade reporting and other issues as needed.
- d. Shall serve as a liaison with Department Student Associations.
- e. Shall be responsible for carrying out the duties of the President in the absence of the President.
- f. Shall participate as a voting member of the Board of Directors, Executive Committee, Policy & By-Laws Committee, Campaigns & Equity Commission, UTSC Council on Student Services, UTSC Council on Undergraduate Education, and UTSC Program and Curriculum Committee.
- g. Shall chair the Campaigns & Equity Commission.
- h. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- i. Shall attend all meetings of the Board and the Executive Committee.
- j. Shall create a transition binder for the incoming Vice President Academics & University Affairs.
- k. Shall train and advise the incoming Vice President Academics & University Affairs.

3. Vice President External

- a. Shall work with the Vice President Equity in conjunction with the Executive Committee to develop political and equity based campaigns.
- b. Shall officially represent the Union to community coalitions, external organizations and CFS.
- c. Shall be the chief delegate to CFS meetings and conferences.

- d. Shall be responsible for coordinating delegations of UTSC students to attend CFS meetings and conferences.
- e. Shall work to create community engagement initiatives.
- f. Shall make recommendations to the Executive Committee and to the Board regarding educational related policies.
- g. Shall participate as a voting member of the Board of Directors, Executive Committee, Policy & By-Laws Committee, Campaigns & Equity Commission, Events Commission.
- h. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- i. Shall represent the Union on relevant University committees and taskforces concerning but not limited to tuition, ancillary and other university fees, transportation, and parking.
- j. Shall attend all meetings of the Board and the Executive Committee.
- k. Shall create a transition binder for the incoming Vice President External.
- l. Shall train and advise the incoming Vice President External.

4. Vice President Equity

- a. Shall promote the Board's initiatives and activities that aim to raise awareness of discrimination on campus and in the community.
- b. Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of the Union.
- c. Shall be responsible for ensuring that all Directors, Executives and Staff receive anti-oppression training within five months of the elected term.
- d. Shall be responsible for observing all activities of the Board and those supported by the Board to ensure that they are not exclusionary or discriminatory in nature and address any problems as they arise.
- e. Shall act as the official liaison between the Union and relevant University organizations, offices and departments dedicated to the awareness and elimination of discrimination.
- f. Shall represent the Union when issues regarding discrimination and equity are raised in the UTSC community and need to be addressed.
- g. Shall work with the Vice President External in conjunction with the Executive Committee to develop political and equity based campaigns.
- h. Shall participate as a voting member of the Board of Directors, Executive Committee, Policy & By-Laws Committee, Clubs Committee, Campaigns & Equity Commission and Events Commission.
- i. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- j. Shall represent the Union on relevant UTSC committees and taskforces concerning use of University space, security, and admissions.
- k. Shall attend all meetings of the Board and the Executive Committee.
- l. Shall create a transition binder for the incoming Vice President Equity.
- m. Shall train and advise the incoming Vice President Equity.

5. Vice President Operations

- a. Shall serve as the Chief Financial Officer of the Union and all its subsidiaries, as defined in the Act.
- b. Shall be a signing officer of the Union.
- c. Shall serve as the payroll administrator.
- d. Shall be responsible, along with the President, for ensuring that all contracts entered into by the Union are with due authority and in the best interests of the Union.

- e. Shall be responsible for Full-Time Staff contract negotiations in conjunction with the Executive Director.
- f. 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 General Meetings when necessary, and in all other ways acting as the secretary of the Union.
- g. Shall be responsible for updating the Union's Policy Manual in accordance with the motions passed, amended, or repealed by the Board or the General Membership.
- h. Shall develop, recommend and present the annual budget to the Board in consultation with the Executive Committee and Finance Committee.
- i. Shall liaise regularly with the Executive Director during the yearly audit of the Union and the preparation of the Union's audited financial statements.
- j. Shall prepare and present monthly financial reports to the Board.
- k. Shall present financial reports and audited statements to the membership at a duly called membership meeting.
- l. Shall monitor the financial status of the Union including budget variances and makes recommendations to the Board regarding major expenditures.
- m. Shall oversee the coordination of the SCSU Members Handbook and Day planner.
- n. Shall be responsible for ensuring that the Union upholds all responsibilities in relation to the operation and delivery of any business initiatives.
- o. Shall be responsible for ensuring the accessibility and quality of all Union services.
- p. Shall act as Chair for the Finance Committee.
- q. Shall participate as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Policy & By-Laws Committee.
- r. Shall chair the Finance Committee.
- s. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- t. Shall attend all meetings of the Board and Executive Committee.
- u. Shall create a transition binder for the incoming Vice President Operations.
- v. Shall train and advise the incoming Vice President Operations.

6. Vice President Campus Life

- a. Shall develop, recommend and present the SCSU Events Calendar to the Board.
- b. Shall act as Chair of the Events Commission.
- c. Shall report projected budgetary needs for the year to the Vice President Operations within the first six weeks of the elected term.
- d. Shall be responsible for liaising with the Executive Committee and the Campaigns & Equity Commission in the development of the Events Calendar to ensure that there is coordination between the events and the campaigns of the Union.
- e. Shall co-ordinate the programming and delivery of all Union events.
- f. Shall be responsible for ensuring the timely and regular advertising of all events.
- g. Shall be responsible for processing and keeping an accurate account of all club funding requests received and granted by the Union.
- h. Shall participate as a voting member of the Executive Committee, Clubs Committee, Events Commission and the Orientation Steering Committee.
- i. Shall chair the Clubs Committee and the Events Commission.
- j. Shall participate as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Policy & By-Laws Committee.
- k. Shall be an ex-officio non-voting member of all other Committees and Commissions of the Union except the Elections & Appeals Committee, Committees and Commissions where there exists a conflict of interest.
- l. Shall represent the Union on but not limited to relevant University committees and taskforces concerning residences, food and licensing.
- m. Shall attend all meetings of the Board and the Executive Committee.
- n. Shall create a transition binder for the incoming Vice President Campus Life.
- o. Shall train and advise the incoming Vice President Campus Life.

FINANCES

1. Fiscal Year

The Fiscal Year of the Union is from May 1 to April 30.

2. Budget

There shall be three budgets prepared (Preliminary, Operating, and Revised), all which must follow the Budgeting Planning Framework set in the Operational Policy Manual.

3. Borrowing

The Board shall be empowered to:

- a. Borrow money on the credit of the Union;
- b. Limit or increase the amount borrowed; and
- c. Issue or sell debentures or other securities of the Union and set the sums and prices thereof.

4. Discretionary Spending

Discretionary Spending shall be determined by the Procedural Policy of the Union.

REMOVAL FROM OFFICE

1. Abandonment of Office

- i. A director of the Union shall be deemed to have vacated their position automatically:
 - a. upon missing two (2) Board of Director meetings during the summer term with no regrets, or a total of three (3) meetings during the fall and winter term with regrets or, a total of two (2) meetings during the fall and winter term with no regrets;
 - b. upon missing a maximum of five (5) Board of Director meetings during their term;
 - c. fails to attend three consecutive meetings or any four meetings of the Commission or Committee which such Directors has been appointed; or
 - d. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks as stated in Bylaw VII. ii. Regrets shall be given 48 hours in advance to the Secretary of the Board.

2. Ineligibility

- 2.1 A Director of the Union shall cease to be eligible to remain in such office if the Director:
 - a. fails to become a member of the Union, for the academic year in which they hold office by the first day of the Fall session;
 - b. ceases to be a member of the Union;
 - c. at any time becomes of unsound mind or is found by any court of competent jurisdiction to be mentally incompetent;
 - d. becomes a member of the board of directors of any Student Publication at the University of Toronto or an employee thereof; or,
 - e. submits a written resignation, from such office, to the Board.
- 2.2 An Executive of the Union shall cease to be eligible to remain in such office if the Executive:
 - a. Enrolls in more than 1.5 credits per session.

3. Vacancies

- 3.1 Director vacancies require a by-election to be called no later than thirty (30) days:
 - a. Provided that the vacancy occurs during the months of May, June, or July, the by-election shall be held in conjunction with the Fall Session General Elections.
 - b. If the vacancy occurs on or after August 1 or once the Fall Session General Elections process has begun, the Executive Committee shall post the vacant position for no less than twenty (20) days, conduct an interview process and select two (2) candidates to send to the Board of Directors for election.
- 3.2 Executive vacancies require a by-election to be called no later than thirty (30) days:
 - a. Provided that the vacancy occurs during the months of May, June, or July, the by-election shall be held in conjunction with the Fall Session General Elections. Until the vacancy is filled, the Executive Committee shall designate an interim Executive to fill the vacant office subject to Board approval.
 - b. If the vacancy occurs on or after August 1 or once the Fall Session General Elections process has begun, the Executive Committee shall post the vacant position for no less than twenty (20) days, conduct an interview process and select no more than two (2) candidates to send to the Board of Directors for election.

4. Removal of Directors

A Director may be removed from office upon receipt of a petition signed by no less than ten percent (10%) of the Members of the Union calling for a referendum on the question of the Director's removal

5. Removal of Executives

An Executive may be removed from office upon receipt of a petition signed by no less than ten percent (10%) of the Members of the Union calling for a referendum on the question of the Executive's removal. No more than five-hundred (500) Members shall be from any one Constituency and shall be counted for the purpose of determining the total number of members.

COMMISSIONS

1. Commissions

SCSU Commissions of the Union shall generate, shape and develop new campaigns, services and events brought forward by members of SCSU. Such campaigns, services and events shall be ratified by the Board. The Commission(s) shall be hosted on a monthly basis, and the discussions shall be shaped by the members in the form of submissions prior to the Commission(s), or during open discussion.

2. Composition and Terms of Reference for Commissions

- a) Any member of the Scarborough Campus Students' Union who attends one Commission meeting shall become a voting member.
- b) The President or designate shall chair all Commissions.
- c) Executive Director or designate shall serve as the secretary of the Commission(s), who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- d) Commissions shall be responsible for giving the members a space to develop campaigns, events and services. These include, but are not limited to, issues of student access, student life, and student or community issues of local, provincial, national, or international concern.
- e) All decisions made at the Commission(s) may only pass with a majority vote (>50%).
- f) All ratified decisions of the Commission(s) shall be brought to the Executive Committee in order to assign an executive who shall be able to provide support to the project. g. The voting member of the Commission(s) shall be:
 - i. President
 - ii. Vice President Academics & University Affairs
 - iii. Vice President External
 - iv. Vice President Equity
 - v. Vice President Campus-Life
 - vi. Vice President Operations
 - vii. Three (3) Directors who are not ex-officio Directors who are to be appointed by the Board
 - viii. Any member of the Union subject to ratification by the Board of Directors

3. Commission Procedures

- a) All non-embedded campaigns, events and services generated through the Commission(s) expires April 30th of every year.
- b) Commission membership shall expire on April 30th of every year
- c) The Commission(s) shall meet each month, with the exception of December and April.
- d) Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.
- e) Deadlines for submissions for discussion shall be twenty-four hours (24) prior to the start of the Commission meeting.
- f) Quorum is three (3) non-Board members and three (3) members of the Board of the Commission(s).
- g) Commissions have the right to strike working groups and sub-committees to assist with the development of campaigns, services and/or events struck at the Commission(s).
- h) Every member has one vote and cannot proxy.
- i) All resolutions of the Commission are finalized upon ratification by the Board.

COMMITTEES

1. Committees of the Union

The Committees of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Committees shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following Committees:

- 1.1 Executive Committee
- 1.2 Finance Committee
- 1.3 Policy & By-Laws Committee
- 1.4 Clubs Committee
- 1.5 DSA Committee
- 1.6 Bursary Committee
- 1.7 Sustainability Committee

1. Composition and Terms of Reference for Committees

1.1 Executive Committee

- a. The voting member of the Executive Committee shall be:
 - i. President
 - ii. Vice President Academics & University Affairs
 - iii. Vice President External
 - iv. Vice President Equity
 - v. Vice President Operations
 - vi. Vice President Campus Life
- b. The Executive Director shall be an ex-officio non-voting member of the Executive Committee.
- c. The President shall chair the Executive Committee. In the absence of the President, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice-President Equity shall chair.
- d. The Executive Director shall serve as the secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- e. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- f. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-Laws of Union or by any applicable statute or law are regularly and properly kept.
- g. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- h. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- i. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of The Board.

1.2 Finance Committee

- a. The voting members of the Finance Committee shall be:
 - i. President
 - ii. Vice President Operations
 - iii. Two (2) Directors who are not ex-officio Directors who are to be appointed by the Board.
- b. The Vice President Operations shall chair the Finance Committee
- c. The Executive Director or designate shall serve as the secretary of the Finance Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- d. The Finance Committee shall aid in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present a recommended operating budget

to the Board for ratification no later than August 30. e. The Finance Committee shall meet as needed.

1.3 Policy & By-Laws Committee

- a. The voting members of the Policy & By-Laws Committee shall be:
 - i. President ii. Vice President
Operations
 - iii. Vice President Academics & University Affairs iv. Vice
President Equity
 - v. Vice President External
 - vi. Two (2) Directors who are not ex-officio Directors who are to be appointed by
The Board. vii. Two (2) members of the Union who shall each be appointed by
the
Board
- b. The President shall chair the Policy & By-Laws Committee.
- c. The Executive Director or designate shall serve as the secretary of the Policy & By-Laws Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- d. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's By-Laws and develop initial amendments. These amendments shall be presented to the Board, and shall be ratified at a
Union's Meeting of Members.
- e. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's Policies and develop initial amendments. These amendments shall be presented to the Board for ratification.
- f. The Policy & By-Laws Committee shall ensure that existing policy and procedure manual & the constitution and bylaws are updated and complete.
- g. All policies and procedures must be submitted to the Committee for review before Board approval.

1.4 Clubs Committee

- a. The voting members of the Clubs Committee shall be:
 - i. President
 - ii. Vice President Campus Life iii. Vice President Equity
 - iv. Two (2) Directors who are not ex-officio Directors who are to be appointed by The
Board.
 - v. Two (2) members of the Union who shall each be appointed by the Board in
accordance to the Clubs Funding Policy.
- b. The Vice President Campus Life shall chair the Clubs Committee
- c. The Clubs Committee shall appoint from among its members a secretary of the Clubs Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.

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1.5 DSA Committee

- a. The voting members of the DSA Committee shall be:
 - i. President
 - ii. Vice President Academics & University Affairs
 - iii. Vice President Equity
 - iv. One (1) Directors who is not ex-officio Directors who is to be appointed by the
Board.
 - v. One (1) member of the Union who shall be appointed by the Board in
accordance to the DSA Funding Policy.
- b. The Vice President Academics & University Affairs shall chair the DSA Committee.
- c. The Executive Director or designate shall serve as the secretary of the DSA Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.

- d. The DSA Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the DSA Community at UTSC.
- e. The DSA Committee shall have the responsibility to consider expenditures using Union funds allocated to DSA funding and DSA services funding.
- f. The DSA Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.
- g. The DSA Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the Clubs Community at UTSC.
- h. The DSA Committee shall have the responsibility to consider expenditures using Union funds allocated to clubs funding and club services funding.
- i. The DSA Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.

2.6 Bursary Committee

- a. The voting members of the Bursary Committee shall be:
 - i. President or designate.
 - ii. One (1) Director who is not ex-officio and that is appointed by the Board.
 - iii. One (1) member of the Union who shall be appointed by the Board in accordance to the Bursary Funding Policy.
 - iv. Representation from the Financial Aids Office.
- b. The President or a designate shall chair the Bursary Committee.
- c. The Executive Director or designate shall serve as the secretary of the Bursary Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The Bursary Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve bursaries distributed to UTSC students.
- e. All acting members of the Bursary Committee shall sign a confidentiality agreement before the first Bursary Committee Meeting.

2.7 Sustainability Committee

- a. The Sustainability Committee shall consist of
 - President
 - Vice - President Campus Life
 - Vice - President Equity
 - Vice - President Operations
 - Two (2) At-large students as voting members
 - Two (2) Non voting members that include recognized clubs, DSAs, societies and/or members in this field
 - One (1) Director who are not ex-officio Directors who are to be appointed by The Board
 - One (1) Director of Physical and Environmental Sciences
 - One (1) UTERN representative as a non-voting member
- b. The Sustainability Committee shall meet at least twice a semester.
- c. The Sustainability Committee shall formulate campaigns regarding sustainability issues and submit work to the President
- d. Work with the Vice - President of Equity to facilitate a campus wide discussion and action plan on sustainability and the environment issues report to the President via the Commissioner who will be appointed by the committee.

3. Committee Procedures

- 3.1 Committee membership expires April 30th of every year.
- 3.2 The Committees shall have the right to implement their own procedures which must obtain Board approval.
- 3.3 All Committees shall meet as needed.
- 3.4 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.
- 3.5 Every member has one vote and cannot proxy.
- 3.6 Not less than half the members of the Committee shall constitute quorum.
- 3.7 Committees have the right to strike working groups and sub-committees to assist with the work of the Committee.
- 3.8 All resolutions of the Committee have to be ratified by the Board.
- 3.9 The order of business at regular meetings of Committee shall include:
 - a) minutes of the previous meeting
 - b) appointments and resignations
 - c) new business;
 - i. reports and presentations ii. financial statements iii. general business

REFERENDA

A referendum of the members of the Union for the purposes of determining any question shall be conducted in accordance with Bylaw XII and the Charter for Referenda.

1. Procedure

- a. Procedures for holding referenda shall be determined by the Charter for Referenda
- b. Notice of referenda shall be no less than fourteen (14) days of the referenda voting period
- c. Referenda questions must be approved by the Board by three-quarters (3/4) of the Directors
- d. Referenda shall be conducted in a secret ballot
- e. If the referenda refer to an external organization, the Union shall work with respect to both the Union and external organization's by-laws and rules.

PERSONNEL

1. Staff Hiring

The Executive Committee has the right to employ staff as it deems necessary for the best interest of the Union.

2. Executive Director

- 2.1 The Executive Committee shall appoint a chief business operator to be known as the Executive Director. The Executive Director's duties are in the contract between the Union and the Executive Director, and include but not limited to:
- a. Shall be immediately responsible to the Vice-President Operations, and President;
 - b. Shall act as Chief Administrator of the Union
 - c. Shall act as a supervisor of personnel in conjunction with the Vice President Operations, and President;
 - d. Shall act as a liaison between the staff and Executive Committee;
 - e. Shall act as the Benefits Administrator;
 - f. Shall be responsible for Full-Time Staff contract negotiations in conjunction with the Vice President Operations;
 - g. Shall be responsible for the coordination of the Board retreat within the first five months of the elected term.
 - h. Shall receive and administer all funds accruing to the Union and ensure maintenance of appropriate accounting records.
 - i. Shall sit on all Committees and Commissions of the Union as a non-voting member.
 - j. Shall be a signing officer.
- 2.2 Terms of Employment Notwithstanding the above, the Executive Director's responsibilities and terms of employment shall be outlined in greater detail in the Executive Director's contract. The contract shall be approved by the Executive Committee by a majority vote and shall be re-negotiated from time to time, by the Vice President Operations and the President.

AMENDMENTS

1. Making an Amendment

An Amendment to the Union's Bylaws shall be ratified as follows:

- a. The Union Bylaws shall be reviewed by the Policy & By-Laws Committee, and if amended, must be presented to the Board of Directors for approval;
- b. The Board of Directors must vote two-thirds (2/3) in favour for any amendment to be ratified and presented to the members for final approval;
- c. Members must vote two-thirds (2/3) in favour to ratify an amendment at a Meeting of Members.