
UTMSU EMERGENCY BOARD OF DIRECTORS MEETING #3



3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 569-4676

RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules.
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

Attendance

Executives
Felipe Nagata
Yan Li
Andres Posada
Atif Abdullah
Leena Arbaji
Zahira Tasabehji (non-voting)

Executive Director:
Munib Sajjad (non-voting)

Division I
Bryan Du
Sheri Hijazi

Division II
Valentino Gomes
Mingdong (Vincent) Chen
Santiago Gil Marin
Fizza Qavi

Division III
Zijin (Jean) Yang
Lilas Al Wafi
Marie-Rebecca Nimi
Aidan Rando
Oluwatobi Ajibode
Felix (Fan) Wang
Zeina Jamaledine

Division IV
Vacant

Division V
Vacant

UTSU Designate
Tyler Biswurm

#1.	CALL TO ORDER
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Meeting called to order at _____

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved:

Seconded:

Be it resolved that the agenda be approved as presented.

**VOTE
MOTION**

#3.	Executive Reports
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MOTION

Moved:

Seconded:

**VOTE
MOTION**

#4.	MINUTES PACKAGE ADOPTION
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Pg.6	Board Meeting #6
Pg.40	Executive Committee Meeting #13
Pg. 43	Bursary Committee Meeting #3
Pg. 46	Policy & Procedures Committee Meeting #2

MOTION

Moved:

Seconded:

Be it resolved that the Minutes Package be adopted as presented

**VOTE
MOTION**

#5.	DRAFT FINANCIAL STATEMENTS
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MOTION

Moved: Y. Li

Seconded:

Be it resolved that draft financial statements from 2017-18 be approved as presented.

**VOTE
MOTION**

#6.	PROPOSED BYLAW AMENDMENTS
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MOTION

Moved: F. Nagata

Seconded:

Be it resolved that the proposed Bylaw amendments be approved as presented to be sent to the UTMSU AGM 2018. (Page 50 of the Board Package)

**VOTE
MOTION**

#7.	OTHER BUSINESS
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#8.	ADJOURNMENT
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MOTION

Moved:

Seconded:

Be it resolved that the meeting be adjourned at _____

VOTE

In Favor:

Opposed:

Abstentions:

VALIDATION			
Felipe Nagata President			November 14th, 2018
NAME AND POSITION		SIGNATURE	DATE

UTMSU BOARD OF DIRECTORS MEETING #6



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RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules.
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

Attendance

Executives

Felipe Nagata ✓

Yan Li ✓

Andres Posada ✓

Atif Abdullah ✓

Leena Arbaji ✓

Zahira Tasabehji (non-voting)✓

Division II

Valentino Gomes ✓

Mingdong (Vincent) Chen ✓

Santiago Gil Marin ✓

Fizza Qavi ✓ (On-Call)

Division III

Zijin (Jean) Yang ✓

Lilas Al Wafi ✓

Marie-Rebecca Nimi X

Aidan Rando ✓

Oluwatobi Ajibode ✓

Felix (Fan) Wang X

Zeina Jamaledine ✓

Executive Director:

Munib Sajjad (non-voting)

Division IV

Vacant

UTSU Designate

Tyler Biswurm X

Division V

Vacant

#1.	CALL TO ORDER
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Meeting called to order at 4:18 PM

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved: Y. Li

Seconded:

Z. Yang

Be it resolved that the agenda be approved as presented.

VOTE

ALL IN FAVOUR

MOTION CARRIES

#3.	Executive Reports
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MOTION

Moved: L. Al-wafi

Seconded: J. Yang

A. Posada - October was a fun month. We started off with 9 destressor events for the midterm season. These events included pumpkin carving and the video game night. Part of my work during October was preparing a document to propose 'Self-Assigned Sick Notes', which will hopefully replace the need for sick

notes at University. I am of the opinion that sick notes are an outdated necessity when it comes to being a required component to justify missing an assignment deadline or midterm date. So I've been working on that and having numerous meetings with Department Chairs and Deans. That has been a very time-consuming activity for this month. Helping out with Halloween was also a big part. Another big part of my month was my Mental Health Campaign. My associates have been creating a document to encompass all the changes needed to policies at University and the UTMSU, to improve the way Mental Health is addressed and involve more students.

A. Abdullah - We started the month off with the Mayoral Debate Panel. We had 6 out of 8 mayoral candidates running come to this event, including the incumbent Bonnie Crombie. It was a good event, with approximately 100 people in attendance. This was slightly less than we had hoped, particularly because quite a few people became scared and turned away at the door. There was also a protest that took place, run by Kevin Johnston. He was not invited, but he chose to show up and crash the event. Other than that, we had the WUSC programme start up with our first WUSC Lunch and Learn, which is an educational series to discuss topics like the Syrian Refugee crisis. We had good attendance with people signing up to join the local committee. Our Local Committee will be meeting next week to discuss how we can organise for WUSC, raising awareness, running more workshops, preparing for Student Refugee Awareness Month, etc. Outside of that, we have been working on our \$15 and Fairness campaign. As you may have heard, Bill 148 was brought to Queen's Park to be repealed with another Bill called Bill 47. Bill 148 was more than just a raise to the minimum wage, but also encompassed paid sick days, equitable pay for part-time workers. Recognising that a lot of students work both part-time and minimum wage, we've been going out there advocating on their behalf, including calls to action in Queen's Park, talking to people in Brampton, and hosting a Barbeque here at UTM with CUPE3902 and USW. This was a good opportunity to engage with students and hear their opinions and feelings on this legislation. We've recently hired a Promotions Coordinator. We're also revamping the UTMSU website. We looked into the prospect of developing an App, but have determined it is too costly to pursue any time soon.

Z. Tasabehji - This October had its first ever UTMSU camping trip, which was in collaboration with MESA who ran it independently last year. It had 109 people come out for it, and was a huge success. Coming back from Reading Week, I have been working a lot on Halloween related events. Halloween itself was one of our biggest events, with about 14 clubs participating in our Haunted Carnival. The Haunted House had massive attendance, with lines extending beyond the building outside, so it would be approximately 400 people. The Halloween Pub Night also sold out, which was impressive, considering it was done on a Wednesday. I've been working on destressor events with Andres a lot.

L. Arbaji - We kicked off October with Environment Week, which included our two tree planting sessions where we planted about 100 trees per session at two locations near UTM. Each planting sessions saw a fresh group of people, which was nice to see. We also had the Zero-Waste Farmers' Market in collaboration with Zero Waste UTM. We also had our sustainability panel discussion, discussing climate change and living a Zero-Waste Lifestyle. November will also see a continuation of the discussion about sustainability. There are also ongoing collaborations with Andres's events, such as the Trick-or-Eat one we did, where we collected donations for our Food Centre from the UTM populace, which is nice, as the Food Centre could always use the help, and it's great to have it coming from UTM itself. November is going to be a very fun month.

Y. Li - In October, we had our Fall Bi-Election. After hiring the CRO and DRO, I played a supporting role by hiring all the poll clerks and instructing on how to do the ballot counting. I also organised Chinese culture week, which took place during the week back from Reading Week. It was a three day event put on by the WeChat Committee to promote Chinese culture in collaboration with Chinese clubs on campus. Throughout October, I also planned for our BiWeekly Services, such as creating study spaces within the Student Centre. For instance, having the Presentation Room be open and available for students to come in and use for studying. I am still talking to gaming clubs about organising Board Game Cafes.

F. Nagata - We had a Staff and Board Training. I've been planning for Staff Formal. I was working with Leena and Andres on the upcoming Equity Centre. We plan on opening next semester, and are looking for volunteers. There are going to be three rooms: The Equity Centre, The Resource Centre (ie. for Racialised, Indigenous, People with disabilities, etc.), and the Sustainability Room. The Sustainability Room will be the location of the Food Centre, and a place for resources about sustainability and initiatives. We will also be creating our Academic Advocacy and Mental Health Accessibility Room, which will be a resource for students to go when seeking advice on academic integrity, mental health initiatives, or advice for life in general for things pertaining to academics. That will be located at the back of our student centre on the second floor. I have been working on Student Centre expansion, contacting all the tenants to make some changes. As we have come to realise, we cannot seek an expansion of the student centre unless we can demonstrate we are utilising 100% of the space. We are therefore focused on reallocating a lot of groups in this building, especially ones that do a lot of work but have little space to do so, before moving on to an expansion. We're doing a lot of preliminary planning, such as the strategy for expansion. Last but not least, there is the AGM that should be coming up on November 28th.

A. Abdullah - One really important thing I forgot to mention. The UTSU's AGM happened this past week. The vote passed, where they have endorsed a separation from the UTMSU. This is a significant reason why it is super important to attend the upcoming AGM. This same motion will be happening at our own AGM. Once it is passed here, it will be final. The meeting went well. A lot of people agreed that the separation is ideal because it just makes sense. We are glad that it has happened, and are looking forward to our own AGM now.

A. Posada - One thing I forgot to mention but am really excited about, is the launch of the Mentorship Programme. We launched right after reading week, with 9 societies actively involved, with over 45 mentors. It is a long term plan working alongside clubs and societies and also the registrar, to maintain this programme which is intended to provide mentorship to students.

V. Gomes - Are there Executive Reports in this package?

Y. Li - Not in this package, as the UTMSU Executives have been preoccupied with things like going to the UTSU AGM, or Halloween. There was not really enough time to do them.

VOTE
ALL IN FAVOUR
MOTION CARRIES

#4.	MINUTES PACKAGE ADOPTION
Pg.9	Board Meeting #5
Pg.18	Clubs Committee Meeting #7
Pg. 20	Executives Committee Meeting #11
Pg.25	Executives Committee Meeting #12
Pg. 26	Bursary Meeting #2

MOTION

Moved: F. Nagata

Seconded: F. Wang

Be it resolved that the Minutes Package be adopted as presented

**VOTE
All IN FAVOUR
MOTION CARRIES**

#5.	FALL 2018 ELECTION RESULTS
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MOTION

Moved: L. Al-Wafi

Seconded: V. Gomes

Be it resolved that the UTMSU Board of Directors accept the report of the Chief Returning Officer for the UTMSU 2018 Fall Elections.(Page 30 in the board package).

Be it further resolved that the UTMSU Board of Directors ratify the results of the UTMSU 2018 Fall Elections.

Presenter - We had a notice for the Fall 2018 Elections shared in places such as the UTMSU Website, and on screens like the one behind the InfoBooth in the student Centre. The notice provided basic information regarding things like dates, locations, etc. A total of 16 nomination packages were picked up, and we received 9 completed submissions for Division I candidates by the nomination deadline. The Elections Procedure Code and the UTMSU Constitution and Bylaws determine the validity of nomination packages. There were no nomination packages picked up for Division IV or V, so these positions will remain vacant until the UTMSU Spring 2019 General Elections. We conducted an all-candidates meeting on Friday October 5th at 4PM. This took place in the Boardroom of the Student Centre, and topics covered are outlined in the Elections Procedure Code. We had a total hire of 31 poll clerks, and ended with 30 as one decided to terminate their employment. The position of poll clerk was advertised on the UTMSU website. All applicants then went through an interview process with the VP Internal Yan, as well as myself, and the DRO Calvin Williams. Training sessions were held during various time slots and conducted by the CRO and DRO. Topics are outlined in the Poll Clerk Procedural Guide. A total of five polling stations were opened from October 22nd till October 24th, from 9AM - 6PM. The locations included Davis, CCT, IB, Kaneff, and Deerfield. Davis had 29 ballots and about 54 votes, CCT got 136 ballots and 227 votes, IB got 65 ballots and 96 votes, Kaneff got 42 ballots and 66 votes, and Deerfield got 10 ballots and 17 votes. Ballots were numbered in the same way as the 2018 Spring General Elections to ensure no ballots went missing. The distinction between ballots and votes is to avoid confusion or ambiguity over what a single ballot is versus a single vote. A voter was able to vote for two candidates on a single ballot. All opening poll clerks were instructed to meet at the UTMSU office prior to starting their shift to then walk over with their partner. They would then wait at their stations for the CRO or DRO who would open up the ballot boxes using seals initialed by the CRO, DRO, and present poll clerk. Ballots were put into the box, and then upon conclusion, were taken out of the box and separated and counted. At the end of the voting day, Ballot boxes were transported by the CRO or DRO to the UTMSU's private storage space. All ballot boxes were held in this location until the end of the voting period. Ballot counting took place in the Student Centre Board room.

The campaign period was from October 15th at 9AM, till October 24th at 6PM. Campaign restrictions included a set of posting guidelines provided by the CRO, which included designated posting zones, and designated no-campaigning zones. All election violations have been posted on the wall of transparency.

All poll clerks were instructed to follow the double-envelope procedure in cases where students identification could not be verified. The double-envelope procedure is used if there is an issue accessing the student identification system, and was used for a total of 5 double-envelopes used and included in the vote count.

Results : Bryan Du brought in 92 votes. Sheri Hijazi got 79. Runner-ups include Richard, Michelle, Kangu, Fared, Evan, Eswa, and William. There were a total of 14 spoiled ballots.

In terms of expenses, three candidates submitted their expenses and appropriate receipts within the time allotted by the CRO. All candidates remained within the expense limit. The CRO is confident that every member received every ballot that was cast for them. All poll clerks were told to inform voters to submit their ballots, even if parts were blank on their ballot. I will just state for the record that there is a possible margin of error for 5 votes, as there is the possibility of human error.

There was no request for a recount. In terms of recommendations, the CRO recommends that the ERC be amended to add the destruction of confidential information, such as nomination packages, printed ballots, ballot boxes, etc. The CRO also recommends that a fraction of campaign expenses for director candidates be reimbursed to provide some relief from financial burdens that occur through campaigning.

Appendix A is a poll clerk procedural guide which poll clerks were using as reference. This includes opening the polls, voting procedures, as well as step by step instructions detailing double envelope procedures, enforcing the rules, and closing procedures. Appendix B is the elections complaint form. If candidates had anything they'd like to complain about, this is the form they would utilise. Appendix C is the Elections appeal form. If candidates fined with a demerit point or fined, they have 48 to appeal this decision. Appendix D has the notice of elections. Appendix E is the Division I ballot. There were many fines. Some violations included campaigning within 10 metres of the polling station. There was a post campaigning fine. There were a number of fines for failures to submit campaign receipts or a signed statement of having no expenses. The last page of our report outlines the decisions made by the referendum committee in terms of fines and demerit points. All fines and fees were upheld.

VOTE

In Favor: All Opposed: Abstentions:
MOTION CARRIES

#6.	DESTROY VOTING BALLOTS
MOTION	Moved: Y. Li Seconded: V. Gomes

Motion to destroy the ballots after the meeting for confidentiality reasons.

VOTE

In Favor: All Opposed: Abstentions:
MOTION CARRIES

#7.	STRIKING OF CLOSED COMMITTEES
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MOTION Moved: J. Yang Seconded: V. Gomes

Be it resolved that Elections of the Closed Committees be struck via Secret Ballot.

VOTE

In Favor: All Opposed: Abstentions:
MOTION CARRIES

a)	Executive Review Committee
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MOTION

Moved: L. Arbaji

Seconded: Z. Tasabehji

Be it resolved that the following Board of Directors be approved to sit on the Executive Review Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I: S. Hijazi

One (1) Director from Division II: V. Gomes

One (1) Director from Division III: L. Al-Wafi

One (1) Director from Division IV: _____

Two (2) additional Directors from Division I, II and/or III: A. Rando and J. Yang

F. Nagata - This is a committee on the board to review the Executives to ensure they are meeting their obligations as Executives. This committee exists to hold executives accountable

M. Sajjad - If complaints are launched against the executives, it goes through this committee.

V. Gomes

VOTE

In Favor: All

Opposed:

Abstentions:

MOTION CARRIES

b)	Executive Review Committee - Chair
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MOTION

Moved V. Gomes

Seconded: S. Marin

Be it resolved that J. Yang be appointed by the Board of Directors as chair of the Executive Review Committee for the Fall Session.

J. Yang - The reason I want to sit as the Chair for the Executive Review Committee, is because as I have learned from sitting as the Chair of the Finance/Budget Committee for both downtown and UTM campuses, I learned how to effectively moderate meetings. I feel that my experience being a chair for other committees gives me the know-how to conduct a meeting.

VOTE

In Favor: All in Favour

Opposed:

Abstentions:

MOTION CARRIES

c)	Budget Committee
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MOTION

Moved:

Y. Li

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Budget Committee

of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) director from Division I: S. Hijazi

One (1) director from Division II: M. Chen

One (1) director from Division III: J. Yang

One (1) director from Division IV:

One (1) additional directors from either division I, II and/or III: F. Wang

Y. Li - We present the preliminary budget at the beginning, the operating budget in the middle, and the revised final budget at the end of the year. Directors can have discussions and recommendations about the budget.

S. Marin - I want to get more involved

V. Gomes - I really want to see how we can improve the services provided by the students' union through optimisation of the budget through fine adjustments, and also have it be more transparent where student money is going.

F. Wang - I want to see how we can focus on increasing savings within the UTMSU.

J. Yang - I happen to be a finance student, and have sat on the budget committee for downtown and UTM in the past. I saw a huge difference in where we spend and how we spend, and am already familiar with areas we need to focus on within the UTMSU. While Yan does a good job presenting, I can see the changes throughout the year and understand our direction for investments as a union.

F. Wang - I also study finances and am proficient with finances. The budget committee is a major reason I got involved with the UTMSU, and I am confident that I will be honest and impartial.

VOTE

In Favor: All

Opposed:

Abstentions

MOTION CARRIES

d)	Policy & Procedures Committee
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MOTION

Moved: Z. Jamaledidine Seconded: F. Wang

Be it resolved that the following Board of Directors be approved to sit on the Policy & Procedures Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I: B. Du

One (1) Director from Division II: V. Gomes

One (1) Director from Division III: J. Yang

One (1) Director from Division IV:

A. Posada - This Committee is to ensure that our policies which dictate how we conduct ourselves as an organisation are up to date.

VOTE

In Favor:

All

Opposed:

Abstentions:

MOTION CARRIES

e)	Organizational Development & Services
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MOTION

Moved: A. Abdullah

Seconded: A. Rando

Be it resolved that the following Board of Directors be approved to sit on the Organizational Development & Services Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

- One (1) Director from Division I: B. Du
- One (1) Director from Division II: S. Marin
- One (1) Director from Division III: Z. Jamaledine
- One (1) Director from Division IV: _____
- One (1) Director from Division V: _____

F. Nagata - This is a committee to develop the services we provide on campus.

V. Gomes - I want to revise which services the UTMSU provides in order to focus on where resources are being allocated.

S. Marin - I want to ensure we continue to provide the best services at UTM that students actually use.

VOTE

In Favor: All

Opposed:

Abstentions:

MOTION CARRIES

f)	Clubs Committee
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MOTION

Moved: F. Wang

Seconded: O. Ajibode

Be it resolved that the following Board of Directors be approved to sit on the Clubs Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

- One (1) Director from Division I: S. Hijazi
- One (1) Director from Division II: V. Gomes
- One (1) Director from Division III: Z. Jamaledine
- One (1) additional Directors from Division I, II and/or III: A. Rando

Z. Tasabehji - Clubs committee refers to approving things like the club audits, club recognitions, emergency funds, etc.

Brian - Personally, I have a fairly open schedule, and so I can see myself getting very involved with clubs and addressing their concerns

Cherrie - Seeing as I am on the Budget Committee, I would have a better understanding of how to address the concerns of the clubs. I am also an advocate for a greater variety of clubs.

F. Wang - I have been very involved with clubs in the past and understand their needs. I would like to make sure there are more rules to ensure less malicious tricks are pulled on the UTMSU and enforce transparency.

A. Rando - I have been on a variety of committees before, and have been a part of many clubs in my time at UTM.

O. Ajibode - I want to do what I can to encourage participation in clubs. I have also been an auditor for clubs in the past, so I understand that aspect of it.

Z. Jamaledine - I am very involved with clubs on campus, and have many connections to people in the different clubs. A big part of the student experience are societies and clubs, and it continues to be difficult for them to acquire enough funding.

VOTE

In Favor: All Opposed: Abstentions:

MOTION CARRIES

g)	Green Grants Committee
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MOTION

Moved: Y. Li Seconded: V. Gomes

Be it resolved that the following Board of Directors be approved to sit on the Green Grants Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

- One (1) director from Division I: B. Du
- One (1) director from Division II: S. Marin
- One (1) director from Division III: A. Rando
- One (1) director from Division IV:

L. Arbaji - This committee pertains to things related to our sustainability initiatives and awarding grants for sustainable activities.

A. Rando - My studies involve the environment, and so this committee hits home for me. I am committed to encouraging ways to maintain sustainability.

VOTE

In Favor: All Opposed: Abstentions:

MOTION CARRIES

h)	Bursary Committee
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MOTION

Moved: Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Bursary Committee of UTMSU for the Fall Semester of the 2018 -19 Academic Year:

- One (1) director from Division I:
- One (1) director from Division II:
- One (1) director from Division III:
- One (1) director from Division IV:

L. Arbaji - These directors would be responsible for decisions made as they pertain to Bursaries. I would like to see the same directors who previously held this position to nominate themselves again, as they have already begun the process of working on the current bursaries, and it would be effective to not elect a new team, or else we would have to start over from the beginning.

M. Sajjad - It is important to note that there is a high degree of sensitivity to these cases, and it takes a sheer amount of time to process bursaries. The recent bursary committee meeting went on for three hours and did not get through half of everything. This is strictly a suggestion and not a request by any means, and you all have absolute free will with how you want to go about this, whether it be a fresh group or re-appointment, or you could even consider tabling this issue to the next meeting.

Motion to Table

Moved: S. Marin Seconded: Cherrie

Table the striking of the Bursary Committee to the next meeting

VOTE
ALL IN FAVOUR
MOTION PASSES

VOTE

[TABLED]

In Favor:

Opposed:

Abstentions:

i)	Elections and Referenda Committee
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MOTION

Moved: Z. Jamaledine Seconded: A. Posada

Be it resolved that the following Board of Directors be approved to sit on the Elections and Referenda Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

- One (1) Director from Division I: B. Du
- One (1) Director from Division II: M. Chen
- One (1) Director from Division III: J. Yang
- One (1) additional Directors from Division I, II, III and/or IV: V. Gomes

M. Sajjad - This is a committee to review the elections process and the policies for elections.

VOTE

In Favor: All

Opposed:

Abstentions:

MOTION CARRIES

#8.	STRIKING OF OPEN COMMITTEES
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a)	WUSC Committee
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MOTION

Moved: L. Al-Wafi Seconded: Y. Li

Be it resolved that the WUSC Committee be stricken as an open committee by the UTMSU Board of Directors.

A. Abdullah - This is a refugee programme to fund the education and provide additional support to refugees. People on campus don't know enough about this, but those that do are typically huge fans in support of it.

Brian - I will sit as a representative for this club.

#9.	OTHER BUSINESS
------------	-----------------------

Motion to Destroy Ballots

Moved: F. Nagata Seconded: V. Gomes

Destroying the ballots from this meeting

VOTE
ALL IN FAVOUR
MOTION PASSES

F. Nagata - We have our upcoming AGM

A. Abdullah - We have ISIC cards coming, so come grab yourself one.

V. Gomes - I would like to meet to discuss our election platform promises that we ran on as board of directors.

Y. Li - Let's get everyone to update their UTMSU calendars so I can know the availability and therefore coordinate a time to have us all meet.

M. Sajjad - Keep November 23rd open for our UTMSU holiday party to appreciate all of our staff. We have over 150 staff, and it would important for directors to be there to show their appreciation.

#10.	ADJOURNMENT
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MOTION **Moved: A. Abullah** **Seconded: A. Rando**

Be it resolved that the meeting be adjourned at 5:46 PM

VOTE

In Favor: ALL Opposed: Abstentions:

MOTION CARRIES

VALIDATION			
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<p>Felipe Nagata President</p>		<p>November 2nd, 2018</p>
<p>NAME AND POSITION</p>	<p>SIGNATURE</p>	<p>DATE</p>

UTMSU Fall 2018 Elections
CRO Report
(Division 1 - First Year Representatives)

Athisaya Satgururajah
Chief Returning Officer

October 29, 2018

Introduction

As dictated by the UTMSU Constitution and By-laws, the Fall by-elections are conducted by the union during each fall session, “The Administration of all elections to fill board of directors positions” (Bylaw VI, section 1). The ‘Elections Procedure Code’ is the governing document for all elections. The Elections and Referenda committee, along with the Chief and Deputy Returning Officers are charged with upholding the spirit and principles of this document. The Chief Returning Officer reports to this committee in administering the day-to-day activities of the elections.

For the 2018-2019 term, a Fall Elections was conducted to fill the following vacant positions:

- (2) Division I Directors at Large Candidates
- (2) Division IV Directors at Large Candidates
- (1) Division V Directors at Large Candidates

Notice

Notice of the Fall 2018 Elections was published on the UTMSU website, and the Student Center’s informational screens.

The notice included dates and locations for the nomination period, campaign period, and the voting period. The notice is attached to this report.

Nominations and Eligible Candidates

Division I Elections: Candidates

A total of 16 nomination packages were picked up and 9 completed submissions were made by the nomination deadline. The Elections Procedure Code, as well as the UTMSU Constitution and Bylaws determined the validity of candidate nomination forms.

Division IV & Division V

No nomination packages were picked up for Division IV & Division V. Therefore, these positions will remain vacant until UTMSU’s Spring 2019 General Elections.

Elections: All Candidates Meeting

This meeting was held on Friday October 5, 2018 at 4pm. Topics covered during this meeting are outlined in the Elections Procedure Code.

Hiring Procedure

The position of 'Poll Clerk' was advertised on the UTMSU website. All applicants were interviewed by VP Internal, Yan Li, as well as the CRO and DRO, Calvin Williams. Successful applicants were scheduled for training sessions that were held at various time slots and conducted by the CRO and DRO. The topics covered during this training are fully outlined in the 'Poll Clerk Procedural Guide'.

Voting Period

A total of five (5) polling stations were available to members from Monday October 22nd to Wednesday October 24, from 9am to 6pm.

Polling Stations

Davis (29 Ballots, 54 Votes) +/- 1 Vote
CCT (136 Ballots, 227 Votes) +/- 1 Vote
IB (65 Ballots, 96 Votes) +/- 1 Vote
Kaneff (42 Ballots, 66 Votes) +/- 1 Vote
DH (10 Ballots, 17 Votes) +/- 1 Vote

MAM was not utilized as a polling station as usual, given the lack of response from Tamara Breukelman (Operations Manager) to book a table.

Ballots were numbered in the same manner as the General Spring 2018 Elections. This was to assure that no ballots go missing. The distinction between ballots and votes was made to avoid ambiguity over a single ballot and a single vote. Voters were able to vote for two candidates (two votes), on a single ballot.

All opening Poll Clerks were instructed to meet at the UTMSU office 30 minutes prior to their morning shifts and walked to their assigned polling station with their partner 15 minutes prior to opening, for set up. Poll Clerks were instructed to set up their laptops and voting screens upon arriving to their designated polling station. The CRO and DRO went to each polling station afterwards to seal each ballot box. Each seal was initialed by the CRO, or DRO, and a Poll Clerk present.

Ballots for the elections were deposited into ballot boxes and were later separated during the ballot count. At the end of each voting day, ballot boxes were transported by the CRO and DRO, and stored in UTMSU's private storage space. All ballot boxes were held at this location until the end of the voting period. At the close of voting, ballot boxes were transported by the CRO, and members of the elections committee to the location for the ballot count (conducted in the Student Center Board Room).

Campaign Period and Elections Violations

Elections

The campaign period for the elections was from Monday October 15 from 9:00 am and spanned until voting concluded on Wednesday October 24 at 6:00 pm, 2018.

Campaign restrictions included a set of posting guidelines as provided by the CRO (i.e. designated posting areas), designated ‘no campaign zones’, and all other relevant guidelines as described in the Elections Procedure Code. Please contact Mark Overton 2 weeks in advance to election to secure poster space across campus.

All election violations have been posted on the wall of Transparency and are included at the end of this document. All ERC decisions have been included as well.

Double Envelope System

During the election, the double envelope system was used whenever an individual’s name was not verified by the T-Card Verification system. This occurred when a member was not in possession of their T-Card. When laptops lost power, or when there was no access to the T-Card verification, Poll Clerks were instructed to double envelope also. These individuals were given the opportunity to cast a ballot, and elections officials included their vote in the final count. Please contact Josh Hass well in advance to gain access to the T-Card Verification System.

5 Double Envelopes

Election Results

Results	DIV 1
92	Bryan Du
79	Sheri Hijazi
67	Richard Yang
61	Michelle Zhang
46	Kengu Black
35	Farid Annan
30	Evan Diab
23	Eswa Nadeem
13	William Laliberte
14	SPOILED

Expenses

Three candidates submitted their expenses and appropriate receipts within the time allotted by the CRO, and all candidates remained within the expense limit.

Ballot Count:

The CRO is confident that every member received each ballot they qualified for. All Poll Clerks were instructed to tell members to cast all ballots, even if left blank. The Poll Clerks were under instruction to not touch a ballot once it's given to the voter. By observing this process, the Poll Clerk made sure that voters would always cast their ballot no matter how they voted and prevented them from walking away with ballots.

There is a +/- of roughly 5 votes. I place this solely on human error. The Excel Spread sheet of the ballot tally is attached to this report.

Recount

There was no request for a recount.

CRO Recommendations:

1. The CRO recommends that the EPC be amended to add the destruction of confidential information. (I.E Nomination packages, Printed Ballots, Ballot Boxes, etc.)
2. The CRO recommends that a fraction of campaign expenses for Director Candidates be reimbursed, to assist in alleviating the financial burdens associated with campaigning.

Appendix A: Poll Clerk Procedural Guide

Fall 2018: Poll Clerk Procedural Guide

The following guide is of utmost importance to the fairness and transparency of the upcoming election and it is vital that all clerks read through the information carefully and abide by it fully.

Please note that the order of the procedures outlined below is crucial and has been designed to ensure a fair and efficient elections process – don't cut corners.

OPENING THE POLLS

- 1) Polls open at 9am. If you are opening the polls, be sure to be at the UTMSU office **no less than 30 minutes prior to the opening of the polls (8:30 am)**.
- 2) Once you arrive at the UTMSU office you will be provided with:
 - i) A materials box containing everything that you will need;
 - ii) A checklist. Go through the checklist and ensure that your box does in fact contain all necessary items.
- 3) Along with your supplies box, you will need to bring the following:
 - 1 ballot box
 - 1 voting blind
 - Voting screens

NOTE: The CRO or a DRO will construct a seal over the ballot hole before the polling station opens... Do not remove this seal.

- 4) Proceed directly to your poll station to set-up once you leave. Confirm the following:
 - All ballot boxes are in plain sight and not behind any voting screens
 - Most ballots are stored off of the table top, in the materials box and in a position that is easily accessible only to yourself and your associate Poll Clerk
 - Pens have been placed behind the voting screen.
 - Voters list is readily accessible, and in front of 'Poll Clerk A'

VOTING PROCEDURE

IMPORTANT: *Remember, polls cannot run with fewer than **two** Poll Clerks present at all times, so you need to stay at the poll station until your replacement arrives. If you need to take a short break, do not **leave your station** until a floater, DRO or the CRO relieves you.*

The following describes the voting procedure in a step-by-step manner. Consult the flow diagram for a pictorial description (Appendix A).

1. *Clerk A* asks the member to present their T-card and makes sure that they look like the person in the photograph.
2. *Clerk A* enquires whether the member is a full time or part time student. The Poll Clerk A Also enquires to see if the member is a MAM student.
3. *Clerk A* scans the T-Card of the person and ensures that the member is a registered member for the year.
4. *Clerk A* initials one ballot and passes it on to *Clerk B* for their initial. Each ballot must be initialed by both clerks in order to be valid. **Do not initial ballots ahead of time, but only**

as they are needed! Make sure you DO NOT provide MAM students with ballots for Director positions

5. *Clerk B* provides verified member with a ballot and directs them to vote behind the voting screen.
6. The student then deposits folded ballots into the ballot boxes in plain sight of *Clerk B*.
Under no circumstances can a member take a ballot away from the polling station. They MUST vote at the station, and if they decide not to vote they still must deposit their ballot into the box.
7. **DO NOT hand over a ballot to a candidate until you have verified them.**

Important Note: Campaigning is not allowed within 6 meters of a polling station. Both clerks should be diligent in asking members to put campaign materials out of plain sight, or to deposit them in the provided garbage bin.

If Verification Fails

DOUBLE ENVELOPE PROCEDURE

1. If a student does not appear in the voters list, *Clerk A* verifies verbally that the student is a UTM undergraduate student.
2. If the student's record, after having double-checked, still does not appear in the list, and the student has stated that they are in fact an undergraduate student, hand out appropriate ballots, initialed by both *Clerks A* and *B*, along with two envelopes (envelopes 1 and 2).
 - Ask them to place the ballots in envelope 1. Place envelope 1 in envelope 2. Students sign the seal of envelope 2. Students will also clearly print their name, student number, faculty and division on envelope 2.
 - This doubly sealed envelope will be placed in the ballot box.

In simpler words, the envelope on the outside is the envelope with all the information - their name, UTorid and student number.

ENFORCING THE RULES

- Make sure that the only person at a ballot box is the person voting.
- There is no campaigning within 6 meters of the polling station. Inform campaigners that they must leave immediately should this happen. Report the incident to either the CRO or DRO immediately.
- Do not discuss the election or advocate for a campaigning group at any point during the referendum.
- Do not SIGN ballots unless you know someone is going to be voting.
- Make sure every ballot has two signatures - it becomes void if not.

- Make sure all campaign material has been removed.
 - Please reach your shift on time
 - **You also will not be able to sign nomination forms or be part of someone's campaign - if someone asks you to help them please indicate that you are a Poll Clerk.**

CLOSING THE POLLS

- 1) Wait for the CRO/DRO/Chair to arrive and seal the boxes
- 2) Compile materials with the material box and take the box and the voting screen to the student center

Remember

- DO NOT place or remove ANY seals on/from the ballot boxes.
- ONLY Full-time and Part-time students are permitted to vote. MAM Students are not eligible to vote for First Year Reps.

Appendix B: Elections Complaint Form

Elections Complaint Form

Instructions

Fill out the form and attach any supporting documentation (e.g. e-mails, photos) you feel is relevant. Hand in the Complaint Form in person to:

UTMSU
Student Centre Rm. 100
Attn: CRO/DRO

This form is only to be used for complaints regarding the election process or candidates' conduct. Please use the Appeal Form to make an appeal of a standing ruling by the CRO or the Elections Committee.

Complainant's Contact Information

Name: _____

E-mail: _____

Phone Number(s): _____

Complaint Information: In a separate letter, briefly describe the matter that you wish to have reviewed. If the complaint is regarding a specific candidate or candidates, please include the name(s) of and the position(s) sought by the candidate(s).

OFFICE USE ONLY:

Date Received: _____ Time: _____

Received By: _____ Initials: _____

Appendix C: Elections Appeal Form

Elections Appeal Form

Instructions

Fill out the form and attach any supporting documentation (e.g. e-mails, photos) you feel is relevant. Hand in the appeal form in person to:

UTMSU
Student Centre Rm. 100
Attn: CRO/DRO

Please note that an appeal of a standing ruling by the CRO or the Elections Committee must be submitted within 48 hours of the said ruling.

Appeler's Contact Information

Name: _____

E-mail: _____

Phone Number(s): _____

Appeal Information: In a separate letter, please specify the following:

- Whether this is an appeal of a standing ruling by the C.R.O., or Elections Committee
- the date of the said ruling
- the outcome of the ruling (i.e. demerit points and/or fines issued)
- an outline of the grounds on which you are appealing.

If you are appealing a standing ruling by the Elections Committee, a \$30.00 CAD (thirty dollar) deposit should be included with this submission of appeal, unless the Elections Committee has waived this requirement.

OFFICE USE ONLY:

Date Received: _____ Time: _____
Received By: _____ Initials: _____

Appendix D: Notice of Election

Fall By-Election Notice

**The UTMSU is holding its Fall 2018 By-Election
for the following positions:**

First Year Representative (Division I) - 2 Seats
Part-Time Representative (Division IV) - 2 Seats
MAM Representative (Division V) - 1 Seat

NOMINATION PERIOD

Mon. Oct. 1, 2018 @ 10:00 AM to
Fri. Oct. 5, 2018 @ 4:00 PM.

SILENT PERIOD

Fri. Oct. 5, 2018 @ 6:00 PM to
Mon. Oct. 15, 2018 @ 9:00 AM.

ALL-CANDIDATES MEETING

October 5, 2018 @ 4 PM - 6 PM
Location: Student Centre Board Room

CAMPAIGN PERIOD

Mon. Oct. 15, 2018 @ 9:00 AM to
Wed. Oct 24, 2018 @ 6:00 PM

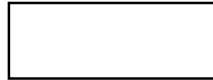
VOTING PERIOD

Monday, October 22, 2018 from 9 AM - 6 PM to
Wednesday, October 24, 2018 from 9 AM - 6 PM



For more information, questions, or concerns,
please contact CRO@utmsu.ca.

Appendix E: Division 1 Ballot



UTMSU FALL ELECTIONS – BALLOT 2018

BOARD OF DIRECTORS

DIVISION I (2)

TWO (2) POSITIONS AVAILABLE

Please select **TWO (2)**:

****Note: Selecting more than TWO will render this ballot invalid ****

Please Tick X inside the box of your choice X

Kengu Latoya Black

Farid Annan

Michelle (Zhuoer) Zhang

Sheri Hijazi

William Keven Laliberté

Bryan (Wenchao) Du

Eswa Nadeem

Richard Yang

Evan Diab

NB. "University of Toronto Mississauga Students' Union" and/ or "UTMSU" refers to the Erindale College Student Union, Inc.

Violations(s):	Multiple Violations Within 10 Meters
Date:	October 25, 2018
Candidate Name	Bryan Du

Violations Made:	Multiple Violations Within 10 Meters
Demerit Points:	8
<p>During the All Candidates Meeting, The DRO notified all candidates that campaigning within 6 meters was prohibited. The candidate was also warned regarding their continuous over-stepping of boundaries in guiding members to polling stations within 10 meters of the polling station.</p> <p>The candidate was repeatedly seen by the CRO and Poll Clerks at the CCT polling station, guiding members to the stations and stepping in and out of the taped areas.</p> <p><i>Multiple Violations Within 10 Meters – 8 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
	8

Appendix F: Campaign Violations

Violations(s):	Post Campaigning
Date:	October 25, 2018
Candidate Name	Eswa Nadeem
Violations Made:	Post Campaigning
Demerit Points:	10

The CRO has noted this violation occurring on the Instagram app, where the candidate continued to have an Instagram Story prompting members to vote, despite the end of voting period.

Post Campaigning – 10 Demerit Points

You have 48 hours to appeal this decision.

Total Demerit Points up to date	10
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Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Farid Annan
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Eswa Nadeem
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>Additional Fines Monetary fine of \$8.00 (\$2.00 per demerit point, over 10)</p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
14	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Bryan Du
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>Additional Fines Monetary fine of \$4.00 (\$2.00 per demerit point, over 10)</p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
12	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	William Laliberte
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
	4

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
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Date:	October 27, 2018
Candidate Name	Richard Yang
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018

Candidate Name	Evan Diab
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

ERC Decisions

October 27, 2018

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Bryan Du

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Eswa Nadeem

October 29, 2018

Be it resolved that the Elections and Referenda Committee Uphold the ruling of the CRO against Farid Annan

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Eswa Nadeem, including a monetary fine of \$8.00 (\$2.00 per demerit point, over 10).

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Bryan Du, including a monetary fine of \$4.00 (\$2.00 per demerit point, over 10).

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against William Laliberte

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Richard Yang

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Evan Diab

Executive Committee Meeting #13

Executive Meeting #13 of the University of Toronto at Mississauga Students' Union
Tuesday, October 24th, 2018 • UTMSU Office, Student Centre, UTM Campus

Attendance:

Felipe Nagata – President ✓
Yan Li - Vice President Internal & Services ✓
Leena Arbaji – Vice President Equity ✓
Andres Posada – Vice President University Affairs & Academics ✓
Atif Abdullah – Vice President External ✓
Zahira Tasabehji – Vice President Campus Life ✓
Munib Sajjad – Executive Director (non-voting) ✓

#1. CALL TO ORDER

Meeting called to order at 3:20 P.M.

#2. APPROVAL OF THE AGENDA

MOTION

Moved: F. Nagata

Seconded: A. Abdullah

BIRT the Agenda for the October 24th, 2018 U.T.M.S.U. Executive Committee meeting #13 be approved as presented.

VOTE

ALL IN FAVOR

MOTION CARRIES

#3. EXECUTIVE REPORT BACKS

A. Abdullah - This week has involved me working with the WUSC Local Committee, the \$15 and Fairness campaign, and local MPP Rudy Cuzzetto. With Rudy Cuzzetto, we discussed Bill 148 and the impacts that cutting down or eliminating the Bill altogether would have. We also brought with us about one thousand petitions. Since that meeting, the Bill itself has been chopped, but we are still looking into ensuring that really important workers' rights are not taken away by the government.

A. Posada - I have been running a lot of different events and activities for the Destressor Week. It has been an eye-opening experience for me to see what destressor events can actually signify at university. Some highlights were our Gaming Day, and our pumpkin carving. I've personally had meetings with Department Chairs, and during those meetings I was also pushing for the Mental Health campaign. The proposed document is finalised, and it is just a matter of getting student involvement and adding their ideas to it, to ensure the work gets started within different departments. Also finalising the strategy for the course retake policy.

Z. Tasabehji - I have been kept very busy with preparations for Halloween events. I have been organising volunteers and focusing heavily on outreach and promotions for events like the Halloween Pub, Haunted House, and Carnival. For the Carnival, I had multiple meetings with the 8 to 10 clubs that are getting involved to see how it would look like. For the Haunted House, I was working on getting things like actors, volunteers, makeup artists, etc., and we're going to be building it over this weekend. I was helping with Destressor events, particularly with club involvement. I am

already planning for events coming up in November, such as the upcoming Paint Battle. I have been meeting with clubs to plan for that.

L. Arbaji - Last week I was doing a lot of planning for this week's 16 Days of Activism. There are two major events, one in November, and one for December 6th. We were looking at ways the UTMSU can be part of these events and bring students into that. We are also preparing for all the events in November, of which many will involve giving (charity). Every week will have a different form of activity. We will continue to look at sustainability, and the food centre, and seeing how those can play into the equity work we will be doing. They may have pop-up events in CCT. This all leads up to November 27th, which is known as 'Giving Tuesday', which is a campus-wide fundraising event that is intended to get people to learn more about being active in their community, volunteering opportunities, etc. We will also be holding a Food Drive throughout the month of November in collaboration with the destressor events. We are also processing Fall Bursaries next week.

Y. Li - Last week we had our Chinese Culture Week which involved collaborating with eight clubs. It also involved a modified Free Breakfast Wednesday which had Chinese food instead, and there were performances. We got a lot of good feedback, and are looking into running it again, or perhaps other cultural events like it. The Bi-Election for Division I was running and happens to end today, and so there will be a ballot counting over the course of the weekend. Aside from this, we have been planning for our Board Game Cafe. I am still meeting with the gaming clubs to see how they can collaborate.

F. Nagata - Student Centre expansion stuff has been pushed to next semester, as there is a lot going on right now. We've been composing a lobby document, which is going to be around 10 pages or so. We have talked to numerous groups, with my associates emailing specific people to set up meetings. In terms of reaching out to students, that will wait till this upcoming semester. We feel that due to the scope of this project, it is a multiple years initiative that won't be completed this year. We therefore will lay the groundwork for a good start to it. Free Breakfasts have been well received with food always running out (which is a good thing). I have also planned Staff related events. We have Staff Training, we also have volunteers coming to our Haunted House, and we have our Staff Formal coming up.

#4.	HALLOWEEN PUB
------------	----------------------

MOTION

Moved: Z. Tasabehji

Seconded: Y. Li

BIRT that the up to \$1300 be allocated to the Halloween Pub Event next Wednesday, October 31st, from the line item 8.30 Student Life Commission

Z. Tasabehji - This is just money to be allocated for the Halloween Pub. We are selling the first 100 tickets for \$5 to push for sales. After it will be \$10. We are hoping to sell out at about 300 tickets, which will earn around \$2500 in revenue. The expenses added up to a little over \$3000, and so I estimated that we would need about \$1000 to cover the difference, and \$300 more just in case, therefore making this a subsidised pub.

Y. Li - Will it be an open bar?

Z. Tasabehji - No. Our expenses include the Pub Rental, Food, Security, Decorations, DJ, and Photo Booth.

VOTE

ALL IN FAVOUR

MOTION CARRIES

#5.	ORIENTATION COORDINATOR HONORARIA (IN-CAMERA)
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MOTION

Moved: Z. Tasabehji

Seconded: A. Posada

BIRT that the up to \$ 500 of Honoraria be allocated to Jessica Duggan the 2018 Orientation Coordinator from the line item 7.30

Motion to move into camera at 15:30

Moved: Z. Tasabehji

Seconded: L. Arbaji

VOTE

ALL IN FAVOUR

MOTION PASSES

Motion to leave camera at 15:45

Moved: Y. Li

Seconded: Z. Tasabehji

VOTE

ALL IN FAVOUR

MOTION PASSES

VOTE

ALL IN FAVOR

MOTION CARRIES

#6.	EAST AFRICAN DISASTER RELIEF DONATION (IN-CAMERA)
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MOTION

Moved: F. Nagata

Seconded: L. Arbaji

BIRT that the up to \$ 600 be allocated to the Islamic Relief Canada for the East African Famine & Disaster Relief Campaign from the line item 8.4

F. Nagata - This part was also discussed in camera.

VOTE

ALL IN FAVOR

#7.	ADJOURNMENT
------------	--------------------

MOTION

Moved: F. Nagata


Seconded: A. Posada

Be it resolved that the meeting be adjourned 3:46 p.m.

VOTE

ALL IN FAVOR

MOTION CARRIES

VALIDATION		
Felipe Nagata President		October 24th, 2018
NAME AND POSITION	SIGNATURE	DATE

Bursary Committee Meeting #3

Bursary Committee Meeting #1 of the University of Toronto at Mississauga Students' Union
Friday September 21th, 2018• UTMSU Back Office, Student Centre, UTM Campus

Attendance:

- Leena Arbaji – Vice President Equity chair ✓
- Felipe Nagata – President - ✓
- Yan Li- Vice President Internal & Services ✓
- Felix- Division #3 ✓
- Valentino – Division #2 X
- Rachel – Bursary Coordinator (non-voting) ✓
- Munib Sajjad – Executive Coordinator (non-voting) X

#1.	CALL TO ORDER
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Meeting called to order at 1:41 pm

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved: Y.Li

Seconded: L.Arbaji

Be it resolved that the Agenda for the, November 1st, 2018, UTMSU Bursary Committee Meeting #3 be approved as presented.

VOTE

ALL IN FAVOUR

MOTION carries

#3.	APPROVAL OF BURSARY APPLICATIONS
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Motion to move into camera at 13:43

Moved: Y. Li

Seconded: F. Wang

VOTE

ALL IN FAVOUR

MOTION PASSES

Motion to leave camera at 16:12

Moved: Y. Li Seconded: F. Wang

Motion to Table

Moved: L. Arbaji

Seconded: F. Wang

L. Arbaji - Approval of the Bursary Applications will be tabled for our next meeting, because we weren't able to process all of them. We got through half of them. The other half will be done in our follow-up meeting

VOTE

ALL IN FAVOUR

MOTION PASSES

MOTION

Moved:

Seconded:

Be it resolved that _____ be allocated from Budget Line Item: UTMSU - 9.20 Fall Needs Based Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that _____ be allocated from Budget Line Item: UTMSU - 9.3 Fall Book Based Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that _____ be allocated from Budget Line Item: UTMSU - 9.5 Fall Part Time Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that _____ be allocated from Budget Line Item: UTMSU - 9.10 Fall Child Care Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that _____ be allocated from Budget Line Item: UTMSU - 9.6 Fall Accessibility Bursaries – UTMSU Operating Budget 2017/2018

VOTE [TABLED]

#9.	OTHER BUSINESS
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#10.	ADJOURNMENT
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MOTION Moved: F.Nagata Seconded: L.Arbaji

Be it resolved that the meeting be adjourned at 4:14pm

VOTE
ALL IN FAVOUR
MOTION CARRIES

VALIDATION			
			Thursday, November 1st, 2018
NAME AND POSITION		SIGNATURE	DATE

Policy & Procedures Committee Meeting #2 - Agenda

Policy & Procedure Meeting #2 of the University of Toronto at Mississauga Students' Union
Sunday, November 11th, 2018 • UTMSU Office, Student Centre, UTM Campus

Attendance:

Felipe Nagata - President ✓
Yan Li - Vice President Internal & Services ✓
Andres Posada - VP University Affairs ✓
Bryan Du - Board of Directors Division I ✓
Valentino Gomes - Board of Directors Division II ✓
Jean Yang - Board of Directors Division III ✓
Munib Sajjad - Executive Director (non-voting) ✓

#1. CALL TO ORDER

Meeting called to order at 1:02PM

#2. APPROVAL OF THE AGENDA

MOTION Moved: F. Nagata Seconded: J. Yang

BIRT the Agenda for the November 11th, 2018 UTMSU Policy & Procedures Committee Meeting #2 be approved as presented.

VOTE
ALL IN FAVOUR
MOTION CARRIES

#3. BYLAW CHANGES (RECOMMENDATIONS)
--

MOTION Moved: F. Nagata Seconded: J. Yang

BIRT the proposed UTMSU Constitution & Bylaw amendments be recommended to the Board of Directors as presented in Appendix A.

It is worth keeping in mind that a lot of these changes being made to address the separation of the UTMSU from the UTSU

Bylaw IV - Policy of the Union - Composition of the Board of Directors will change, as Division II and Division III will be combined under the Board Composition section to now simply be known as Upper Year Directors. This new Division would be open to full-time students only. Part Time students would fall into what will be Division III. The UTSU designate is also removed. The constituency seats section for Division III would be scrapped entirely. This will be reflected with a change in the number of directors for Division II which has gone from four to eleven.

A. Posada - Why don't Board I members get to stay on during the summer?

M. Sajjad - Students would no longer be considered first years once they've received 5 credits.

J. Yang - What if a person gets elected whilst being Full Time, but then becomes a Part-Time student?

M. Sajjad - We would probably have to view that on a case-by-case basis. Also folks, the motion that we passed at our board meeting to move forward with the separation so long as negotiations have finalised. Currently, negotiations have not finalised, and it has been several weeks since we made some changes, and we have not heard back. They have not responded, and I am a little concerned, as Atif has been trying to get their response, which means we might not even see this issue be brought up at our own General Meeting this November. If we don't hear back from them before the upcoming Emergency Board Meeting, then we are not going to proceed with these changes until perhaps the next General Meeting in next semester.

V. Gomes - The ERC would now read as having two directors from Division II and not requiring a director from Division III

Bylaw VI - Election of Board of Directors - Line Item 3 for Nominations had the language changed to have Division I or II, not Division I, II, or III. Nominations for Part-Time students had its requirements changed from 10 to 5, as it is particularly difficult to get part-time students involved and these seats are often never filled. Had its language mildly corrected to reflect the combining of Division II and Division III, and the separation from the UTSU.

Bylaw VII - Duties and Responsibilities of the Board - Had its language mildly corrected to reflect the combining of Division II and Division III.

Bylaw VIII - Responsibilities of Executive Committee Members - Allowed VP Internal to either chair or designate a chair for the Green Grants committee.

Bylaw X - Removal from Office - Had its language mildly corrected to reflect the combining of Division II and Division III and the separation from the UTSU. Essentially just took out the language for Division III with its removal. Line Item 3 had the word November replaced with September

M. Sajjad - Line Item 3 which pertains to vacancies, should have the word November replaced with September with regard to replacing board members with interim members. This is because, if there is a vacancy before September 1st, a Bi-Election is held. After September 1st, that is when interim members are appointed.

Bylaw XIII - Commissions - Had its language mildly corrected to reflect the combining of Division II and Division III.

Bylaw XV - Completely removed as a result of the separation from the UTSU.

Bylaw XVI - Amendments - Renumbered to be Bylaw XV

Bylaw XVII - Grievances- Renumbered to be Bylaw XVI. Had its language mildly corrected to reflect the combining of Division II and Division III.

VOTE

ALL IN FAVOUR

MOTION CARRIES

#4.	OTHER BUSINESS
------------	-----------------------

- Future Policy & Procedure Committee Meetings


- Motion from a member for the AGM (attached in Appendix B) is discussed whether it is a valid motion to put on the AGM agenda. After the check of the Bylaws, this motion is not against the Bylaws& Constitution, therefore it is put on the AGM agenda.

#5.	ADJOURNMENT
------------	--------------------

MOTION Moved: F. Nagata Seconded: V. Gomes

Be it resolved that the meeting be adjourned at 2:07 p.m.

**VOTE
CARRIES**

VALIDATION			
Felipe Nagata President			November 11th, 2018
NAME AND POSITION		SIGNATURE	DATE

APPENDIX B

#11.	IMPLEMENTATION OF ONLINE VOTING SYSTEM FOR
1	UTMSU ELECTIONS (25 MINS)

MOTION Moved: E. Bryant Seconded:

Whereas past UTMSU elections have been criticized for their toxic nature; and

Whereas the competitive nature of election campaigns leave students open to being harassed by campaigners; and

Whereas the UTMSU is known to advocate and implement accessible policies throughout its organization; and

Whereas the UTSU has already implemented online voting successfully; and

Whereas the openness and accessibility of elections should be a top priority for the UTMSU;
NOW, THEREFORE,

BIRT that the UTMSU create and implement online voting for the upcoming election in April, 2019, and for every election moving forward; and

BIRT that the UTMSU consult with the UTSU to properly set up an online voting system that mirrors the UTSU's voting system.

Appendix A



University of Toronto Mississauga
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

Constitution and Bylaws

As adopted by the Board of Directors on November 3rd, 2017 and ratified by UTMSU's members at the Annual General Meeting on Thursday, November 23rd 2017.

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Mission Statement

UTMSU was incorporated as Erindale College Student Union on August 2nd

1983. As stated in the Letters Patent the Mission Statement of the Union is:

1. To safeguard the individual rights of the student, regardless of race, colour, creed, sex, nationality, place of origin, or personal or political beliefs;*
2. To foster the intellectual growth and moral awareness of the student in order to benefit him or her, the University of Toronto Mississauga Student Community, and society;
3. To provide facilities of the services and activities in which the interests of the University of Toronto Mississauga Student Community are involved
4. To endeavour to bring about a fundamental redistribution of power so as to permit substantially greater participation by students in making those decisions which affect their lives;
5. To engage in research and discussion of the broad educational philosophy and principles affecting the University of Toronto Mississauga Student Community;
6. To provide means of communication within the University of Toronto Mississauga 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;
7. To engage in discussion with municipal, provincial, and national governments on issues that affect the University of Toronto Mississauga Student Community;
8. To encourage social action programs involving student volunteers;
9. To press for such action as may be necessary to make higher education accessible to all classes of Canadian society.

* In addition to those qualities listed in the first section, the Union shall defend the individual rights of students regardless of gender, gender identity, sexual orientation, marital status, citizenship, class ancestry, and mental or physical abilities.

CONSTITUTION

1. Name

The name of the corporation is the University of Toronto Mississauga 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 Mississauga.
- b. to organize students on democratic, co-operative basis for advancing students' interest, and advancing the interests of the students' 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 change 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, 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.

INTERPRETATION

The following definitions shall apply to the University of Toronto Mississauga Students' Union, Policy Manual, Elections Procedure Code, UTM Charter for Referenda and other governing documents of the Union.

1. Definition of "Act"
"Act" shall mean the Ontario Corporations Act.
2. Definition of Ad hoc Committee.
"Ad-hoc" Committee shall refer to an ad hoc bodies struck by the Board to discuss one specific purpose and shall be active for a limited period of time.
3. Definition of "APUS"
"APUS" shall refer to the Association of Part-Time Undergraduate Students'
4. Definition of "UTMAGS"
"UTMAGS" shall refer to the University Of Toronto Mississauga Association of Graduate Students.
5. Definition of "Associate"
"Associate" shall refer to an individual who is an assistant to an Executive Committee member.
6. Definition of "The Blind Duck"
"The Blind Duck" shall refer to the Union owned and operated student subsidiary located in Student Centre.
7. Definition of "Board of Directors"
Board of Directors shall mean the body with the final legal and fiduciary responsibility for the affairs of the Union.
8. Definition of "Campus"
"Campus" shall refer to the grounds under the property of the University of Toronto Mississauga.
9. Definition of "CC"
"CC" shall refer to the University of Toronto Mississauga Campus Council.

10. Definition of "Campus Newspaper"

"Campus Newspaper" shall mean The Medium or The Varsity, or another comparable newspaper distributed on the University of Toronto Mississauga campus and having comparable circulation.

11. Definition of "CFRE"

"CFRE" shall refer to the student run radio station of the University.

12. Definition of "Closed Committee"

"Closed Committee" shall refer to a committee of the Union open to all board members.

Only board members elected to their respective closed committee shall have a vote.

13. Definition of "Commission"

"Commission" shall mean an advocacy branch of the Union that consists of a group of volunteers who undertake specific projects under the supervision of the Executive

Committee and the Board of Directors.

14. Definition of "Committee"

"Committee" shall mean those bodies struck by the Board, for a continuous period of time on a specific mandate.

15. Definition of "Constituency"

"Constituency" shall mean each Part-Time and Full-Time Student of the Union at the University of Toronto Mississauga.

16. Definition of "CRO"

"CRO" shall mean the Chief Returning Officer hired under By Law IV to administer any election or referenda of the Union.

17. Definition "Deputy Returning Officer"

"Deputy Returning Officer" shall be those hired to assist with elections or referenda of the Union.

18. Definition "Division I - First Year Representatives"

"Division I Directors" shall refer to those directors who are UTM students who have completed 4.00 or less credits at the University of Toronto. Division 1 Directors

shall be elected by UTM students who are enrolled as fulltime undergraduate

students at the University of Toronto Mississauga.

19. Definition “Division II - Directors at Large”

“Division II Directors” shall refer to those directors elected by UTM students who are enrolled as fulltime undergraduate students at the University of Toronto Mississauga.

20. Definition “Division III - Central Directors at Large”

“Division III Directors” shall refer to those directors elected by UTM students who are enrolled as fulltime undergraduate students at the University of Toronto Mississauga. These Directors shall hold distinct roles as representatives of UTMSU at the UTSU Board of Directors.

21. Definition “Division IV - Part Time Directors at Large”

.Division IV Directors. shall refer to those directors elected by members of the Union at the University of Toronto Mississauga that are registered part-time in a program leading to a degree and are taking the equivalent of a part-time course load at the University of Toronto Mississauga for the current session.

22. Definition “Division V – Professional Faculties”

Division V Directors shall refer to those directors elected by members of the Union at the University of Toronto Mississauga that are registered in a professional Faculty program affiliated with UTM such as the Medical Academy of Medicine (MAM).

23. Definition of “Executive”

“Executive” shall mean a member elected or appointed to serve a position on the Executive Committee.

24. Definition of “Ex-officio, non-voting members”

“Ex-officio, non-voting members” shall mean members of a Committee or Board who hold a seat due to their position; i.e. A Student Governor shall be an ex-officio, non-voting member.

25. Definition of “Ex-officio, voting member”

“Ex-officio voting member” shall mean members of a Committee or Board who hold a seat due to their position and have a vote.

26. Definition of “Fall, Winter, and Summer Sessions”

“Fall, Winter, and Summer Sessions” shall mean the dates provided by the Office of the

University of Toronto Registrar defining the period for each Fall, Winter, and Summer session.

27. Definition of “Fiscal Year”

“Fiscal Year” shall mean the period between May 1 to April 30 that the Union operates annually and presents financial reports to its membership.

28. Definition of “Full-time undergraduate”

“Full-time undergraduate” shall mean any student registered for a full-time undergraduate study at the University of Toronto in a program leading to a degree or diploma of the University, and taking no less than 3.0 full-time equivalent credits in the fall/winter session, and for any student registered for 1.5 or more credits in the summer session.

29. Definition of “Letters Patent”

“Letters Patent” shall mean the incorporation documents of the Union dated August 2, 1983.

30. Definition of “Member”

“Member” shall mean a person who satisfies the requirements in Bylaw II.

31. Definition of “Minutes”

“Minutes” are the written records of the business conducted at a meeting.

32. Definition of “Mississauga Academy of Medicine (MAM) student”

“Mississauga Academy of Medicine (MAM) student ” shall mean any student registered with the University of Toronto Faculty of Medicine and is affiliated with the University of Toronto Mississauga Campus in a program leading to an undergraduate medical degree from the University of Toronto.

33. Definition of “Open Committee”

“Open Committee” shall refer to a Committee of the Union open to all members of the Union. All members of the Union shall carry one vote.

34. Definition of “Part-time undergraduate”

“Part-time undergraduate” shall mean any student registered for a part-time undergraduate study at the University of Toronto in a program leading to a degree or diploma of the University, and taking less than 3.0 full-time equivalent credits in the fall/winter session and for any student registered for less than 1.5

credits in the summer session.

35. Definition of “Quorum”

“Quorum” shall refer to the minimum number of members present to conduct business of a Committee.

36. Definition of “Referendum”

“Referendum” shall refer to any question put to the membership.

37. 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.

38. Definition of “Speaker”

“Speaker” shall refer to the person who chairs a given Committee or the Union Board.

39. Definition of “Standing Committee”

“Standing Committee” shall mean those bodies struck by the Board for a continuous period of time.

40. Definition of “Sub-committee”

“Sub-committee” shall mean a subset of a committee/commission struck to address a specific purpose.

41. Definition of “Union”

“Union” shall mean the University of Toronto Mississauga Students’ Union.

42. Definition of “Undergraduate Student”

“Undergraduate student” shall mean any student registered for a degree or certificate at the University of Toronto Mississauga in a program leading to an undergraduate degree or diploma from the University of Toronto, and taking no less than 0.5 courses during the academic year for either the Summer, Fall or Winter session(s).

43. Definition of “UTM”

“UTM” shall mean the University of Toronto Mississauga.

44. Definition of “UTMAC”

“UTMAC” shall refer to the University of Toronto Mississauga Athletic Council.

45. Definition of “UTSU”

“UTSU” shall refer to the University of Toronto’s Student Union.

46. Definition of "Working Group"

"Working Group" shall mean a group of people working together temporarily until a specific goal is achieved. The Board, Committees and the Commission have the right to strike working groups as deemed necessary.

47. Definition of "SCSU"

"SCSU" shall refer to the Scarborough Campus Students' Union

Head Office

The Head Office of the Union shall be the Union offices located in the UTM Student Center at the University of Toronto Mississauga, Canada.

Seal

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

Number and Gender

Words implying only the singular number include the plural definition and/or vice versa where the context permits. Words implying only the singular gender include all genders

MEMBERSHIP

1. Members

The members of the Union shall be:

- a. All individuals who have registered as undergraduate students in a program leading to a degree or diploma at the University of Toronto Mississauga for the current session, therefore have paid membership fees to the Union.
- b. All individuals who have registered as undergraduate students affiliated with the
Mississauga Academy of Medicine
- c. Members of the Executive Committee during their respective terms in office, including
the Executive Director of the Union as a non-voting member.
- d. Membership is only valid for the session paid.

2. Termination

- a. Membership to the Union is terminated when a member withdraws, is suspended or expelled from the University of Toronto or upon graduation from the University with the exception of members of the Executive Committee.
- b. Membership of the Executive Committee is terminated upon resignation,
impeachment or dismissal for any reason, unless the member re-qualifies
for membership as an undergraduate student.

3. Membership Fee

The membership fee shall consist of \$14.11 per session for full-time and \$1.04 per session for part-time for the 2015-16 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

- 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.
 - ii. By an affirmative resolution by the Union's Board of Directors.

4. Membership Rights

Only members may:

- a. Vote in elections, referenda and general meetings of the Union;
- b. Sign petitions of the Union;
- c. Nominate a candidate for election to positions on the Board of Directors and the Executive Committee subject to provisions in the Bylaws; d
- d. Sit on a Commission of the Union subject to ratification by the Board of Directors; and,
- e. Seek election to the Board of Directors, subject to provisions in the Bylaws.

Limitation of rights:

- a. A member may be prohibited from all Committees of the Union by three-fourths (3/4) vote at the Board.

MEETINGS

1. Types of General Meetings

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

1.2. 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 5% of members of the Union.

1.3. Notice

Notice shall be provided to members ten (10) days prior to the meeting via email, and website or campus paper. 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.

1.4. Quorum

- a. The quorum required for an Annual General meeting of the Union shall be no less than 75 members, of whom at least forty (40) members must be present in person.
- b. The quorum required for any General meeting shall be one hundred and fifty (150) members, of whom at least seventy-five (75) members must be present in person.

1.5. Voting

At General Meetings and Annual General Meetings, each member of the Union is entitled to one vote.

1.6. Proxy

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

- a. The proxy must be in writing and conform to the requirements of the Act, Bylaws and Policy of the Union.
- b. No member shall carry more than 10 proxies.

2. Meeting of the 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.
- d. Quorum for meetings is no less than half (1/2) Executives and half (1/2) plus one (1) Directors during the Summer session and no less than ten (10) Directors, four (4) of which must be members of the Executive Committee during the Fall and Winter Sessions.

2.2. Emergency Meetings

- a. Emergency meetings shall be called with seventy-two (72) hours notice by:
 - i. The Executive Committee or President
 - ii. A written request by a majority of the Directors
- b. Approval of any action must be reported to the next scheduled Board meeting.

2.3. Joint Board Meetings

- a. There shall be a Joint Board meeting for the outgoing and incoming Board 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.
- c. Quorum applies at scheduled meetings.

3. Right to Vote

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

4. Proxy

- a. Proxies are allowed.
- b. Proxies do not count towards quorum.

5. 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.

Bylaw IV – Policy of the Union

1. Establishment of Policy

Policy for the Union may be established from time to time by the Board 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 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, UPASS distribution process. 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 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 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.

Bylaw V—Board of Directors

BOARD OF DIRECTORS

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

- a. The following Executive positions:
 - i. President
 - ii. Vice-President, Internal
 - iii. Vice-President, University Affairs
 - iv. Vice-President, External
 - v. Vice-President, Equity
 - vi. Vice-President, Campus Life (non-voting)
- b. Division I Directors: First Year Representatives
 - i. Two (2) At-large registered UTM full-time students.

- ~~c. Division II Directors: Directors at Large~~
 - ~~i. Four (4) At-large registered UTM full-time students.~~
- ~~d. Division III Directors: Central Directors at Large~~
 - ~~i. Seven (7) At-large registered UTM full-time students.~~
- ~~e. Division IV Directors: Part Time Directors at Large~~
 - ~~i. Two (2) At-large registered UTM part-time students.~~
- ~~f. Division V Directors: Professional Faculties~~
 - ~~i. One (1) At-large registered MAM Student~~
- ~~g. UTSU Designate: Designate of the UTSU~~
 - ~~i. One (1) At-large representative~~
- c. Division II Directors: Upper Year Directors
 - i. Eleven (11) At-large registered UTM full-time students.
- e. Division III Directors: Part Time Directors at Large
 - i. Two (2) At-large registered UTM part-time students.
- f. Division IV Directors: Professional Faculties
 - i. One (1) At-large registered MAM Student
- h. Non-voting members:
 - i. Executive Director
 - ii. Speaker
 - iii. Vice-President, Campus Life
 - iv. President or designate of the Residence Council
 - v. President or designate of UTMAC
 - vi. President or designate of UTMAGS
 - vii. President or designate of SCSU
 - viii. President or designate of Association of Part-Time Undergraduate Students'(APUS).

2. Term of Office

- a. Terms of Office for Executive members, Division II, III and IV Directors, At-Large Directors and non-voting representatives shall be one (1) year commencing May 1 and expiring the following April 30.
- b. The position(s) of Division I Directors representing the constituencies having an academic program for one year, commencing in September – specifically First Year Students of the University of Toronto Mississauga, will endure a term of one academic year beginning after the general election in the Fall Session and terminating on April 30 of the following year.

3. Constituency Seats

The number of constituency seats is determined by the process below. Enrolment

figures must be obtained from the University's Registrar to determine the members registered and who have paid their membership fees.

a. Division I - First Year Representatives

Division I Directors must be elected by the constituency they are running in and/or belong to. The number of directors elected in this constituency shall be limited to two (2).

b. Division II - Directors at Large

Division II Directors must be elected by the members of the Union. The number of directors elected in this constituency shall be limited to ~~four (4)~~ eleven (11).

~~c. Division III - Central Directors at Large~~

~~Division III Directors must be elected by the members of the Union. The number of directors elected in this constituency shall be allocated according to the following seat distribution, based on enrolment figures as of January 1 or September 1 of any given year, depending on which date is more recent for the election being run.~~

Number of students registered in Constituency	Number of Seats
25-499	1
500-999	2
1,000-1,999	3
2,000-2,999	4
3,000-4,999	5
5,000-8,999	6
9,000-14,999	7
15,000-22,999	8

~~These Directors shall hold distinct roles as representatives of UTMSU at the UTSU Board of Directors.~~

d. Division ~~IV~~ III - Part Time Directors at Large

Division ~~IV~~ III Directors must be elected by the members of the Union at the University of Toronto Mississauga that are registered part-time in a program leading to a degree, diploma, or certificate, are taking the equivalent of a part-time course load at the University of Toronto Mississauga for the current

session. The number of directors elected in his constituency shall be limited to Two (2).

e. Division ~~V~~ IV – Professional Faculties

i) Division ~~V~~ IV Directors shall refer to those directors elected by members of the Union at the University of Toronto Mississauga that are registered in a professional Faculty program affiliated with UTM such as the Medical Academy of Medicine (MAM).

ii) Individuals elected as Professional Faculty At-Large representatives must be from separate Professional Faculties.

~~f. UTSU Designate: Designate of the UTSU~~

~~There shall be one (1) Director appointed by the University of Toronto Student's~~

~~Union Board of Directors or its Executive Committee.~~

ELECTIONS OF BOARD OF DIRECTORS

1. Elections and Referenda Committee

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 Bylaw and the policies of the Union.

- a. the Elections and Referenda Committee shall be comprised of:
 - i. President or a designate from the Executive Committee
 - ii. Vice-President, Internal or a designate from the Executive Committee
 - iii. One (1) other executive committee member selected by the Executive Committee
 - iv. ~~One Director~~ Two Directors from Division II
 - v. ~~One Director from Division III~~
 - vi. One (1) additional Director from the Board
 - vii. Chief Returning Officer (Non – Voting)
- b. the Elections and Referenda Committee shall determine the eligibility of all nominated candidates
- c. the Elections and Referenda Committee may disqualify a candidate or rule any election invalid for any violation of the Bylaws.
- d. 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

- a. The Union shall hold:
 - i. a general election in the Spring Session, between February 1 and March 31 of each year, for the positions of Executive and Directors.
 - ii. a general election in the Fall Session, between September 20 and October 15 of each year, for the positions of Directors in Division 1, and for any vacancies in the Board or Executive occurring before September 1 of any year.
 - iii. no by-election between November 1 and September 19 of any year.
- b. The schedule of elections shall include:
 - i. Notice of the date of the elections and nomination procedure shall be given to members by campus publication and Union website at least fourteen (14) days

- Prior to the start of the nomination period.
- ii. 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 as follows by the Board of Directors, with the recommendation from the Elections and Referenda.

~~Committee in consultation with the chair of the UTSU Elections and referenda Committee.~~

3. Nomination

- a. Division I, ~~II, or III~~ or II Director Candidates in an election for a Constituency shall be nominated by no less than twenty-five (25) members of the Constituency group and submitted to the Elections and Referenda Committee.
 - i. Candidates in an election for Executive positions shall be nominated by no less than one-hundred (100) members and submitted to the Elections and Referenda Committee.
- b. Division ~~IV~~ III Director Candidates in an election for the Part Time Constituency shall be nominated by no less than ~~ten~~ five (5) members of the Constituency group and submitted to the Elections and Referenda Committee.
- c. Division ~~V~~ IV Director Candidates in an election for the Professional Faculty Constituency shall be nominated by no less than five (5) members of the Constituency group and submitted to the Elections and Referenda Committee.

4. Voting

- a. Members of the Union may cast one ballot for each position available in an election, in their respective constituency
- b. Each nominee may appoint a Scrutineer to oversee the counting of ballots when a paper ballot is used.

5. Appointed Executive

There shall be one appointed Executive by the Board of Directors, based on the recommendation of the Executive Search Committee:

- a. Vice-President, Campus Life

6. 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.

Bylaw VII—Duties and Responsibilities of the Board

DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board of Directors is the highest decision-making body of the Union that governs the daily advocacy and services. It consists of Directors elected by the membership 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:

- Any staff or personnel issues;
- Any Elections and Referenda Committee actions, except for ratifying or rejecting funds allocated or expended by the Committee; and
- Any Appeals Committee actions.

1. Board Responsibility for Union Finances and Property

The Board 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 shall prepare an annual budget for the Union.

3. Maintenance of Union Policy Manual

The Board shall maintain an up-to-date policy manual for the Union.

4. Division I, II, III, ~~IV, and V~~ and IV Director Responsibility

Constituency Directors are responsible for:

- a. Attending meetings of the Board, the Commission and Committees where they hold membership;
- b. Shall report activities of the Union to their Constituencies;
- c. Joining at least one (1) Committee;
- d. Joining at least one Commission;
- e. Maintaining regular office hours or actively joining a project or campaign of

the

Union;

- f. Acting with diligence, fiduciary responsibility, honesty and good faith in the best interest of the Union;
 - g. Recruiting students from their constituency to participate in Union projects, events, services, and campaigns;
 - h. Reading, understanding and abiding by the Union Bylaws, Letters Patent and Policies; and
- Maintaining confidentiality of in camera sessions and documentation.

5. Rights of the Board of Directors

- a. 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. Members of the Executive Committee shall be:

Voting:

- a. President
- b. Vice-President, Internal
- c. Vice-President, University Affairs
- d. Vice-President, External
- e. Vice-President, Equity
- f. Vice-President, Campus Life

Non-voting:

- Executive Director

2. Responsibility of the Executive Committee

The powers of the Executive Committee include the power to:

- a. Authorize the reimbursement of the reasonable expenses incurred by Directors and officers of the Union in carrying out their duties, including their attendance at meetings of the Board of Directors and the Executive Committee;
- b. Employ staff as it deems necessary and determine and review their terms of employment;
- c. In conjunction with the Vice-President, Internal-expend funds of the Corporation in accordance with the budget as approved by the Board and establish procedures for the administration of the Union's funds.
- d. Prepare agendas for meetings of the Board and schedule meetings of the Board pending Board approval.

3. Responsibility of Executive Members

- a. President
 - i. Serve as the official representative and spokesperson of the Union;
 - ii. Serve as the Chief Executive Officer of the Union, as defined in the Act;
 - iii. Be an ex-officio member with a vote on the Commission and Committees of the Corporation with the exception of the Executive Review Committee;
 - iv. Serve as the acting Vice President in the absence of any Vice
 1. President, unless directed otherwise by the Executive Committee;

- v. Serve as the Chair of the Executive Committee;
- vi. Serve as the Chair of the Elections and Referenda Committee;
- vii. Server as the Chair of the Policy and Procedures Committee;
- viii. Serve as the chief liaison between the Union and the central administration;
- ix. Serves as a Signing Officer of the Union and its subsidiaries;
- x. Is ultimately responsible for the general management and supervision of the operations of the Union and its subsidiaries;
- xi. Supervise all Commissions of the Union; and
- xii. Serve as the Chair or designate the chair of the Campaigns & Advocacy Commission.
- xiii. Serve as the Grievance Officer

b. Vice-President, Internal

- i. Shall act as the Interim-President in the absence of the President;
- ii. Shall chair the Budget Committee;
- iii. Shall chair the Organizational Development and Services Committee;
- iv. Serve as the Chief Human Resources Manager of the Union and its subsidiaries;
- v. Serve as Chief Financial Officer of the Union and its subsidiaries;
- vi. Serve as Chief Operating Officer of the Union and its subsidiaries;
- vii. Serve as official Secretary of the Union;
- viii. Serves as a Signing Officer of the Union and its subsidiaries; and
- ix. Chair or designate the chair of the Student Services Commission.

c. Vice-President, University Affairs

- i. Shall Chair of the Academic Society Affairs Committee;
- ii. Shall act as the Interim President in the absence of the President and
Vice-President Internal
- iii. Serve as the Chief Liaison to all Academic Departments and Academic Societies;
- iv. Shall Chair or designate the chair for the Green Grants Committee;
- v. Shall Chair the UTMSU Recognition of Achievement Award Committee; and

- vi. Shall supervise the Campaigns & Advocacy Commission.
- d. Vice-President, External
 - I. Shall be the chief liaison to all organizations and unions external to the University of Toronto and the UTM Campus;
 - II. Shall be the chief liaison to the municipal, provincial and federal governments;
 - III. Liaise with other external representatives from Post-Secondary Students' Unions and national student organizations on issues of common concern;
 - IV. Be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario; and
 - V. Shall supervise the Campaigns & Advocacy Commission.
 - e. Vice-President, Equity
 - I. Work to ameliorate the status of women, minorities and other marginalized groups at the university;
 - II. Liaise with all the university equity offices/officers and equity groups funded by UTSU levies;
 - III. Shall Chair the Bursary Committee;
 - IV. Shall sit on all the hiring committees of the Union; and
 - V. Shall supervise the Campaigns & Advocacy Commission.
 - f. Vice-President, Campus Life
 - I. Shall Chair the UTM Clubs Committee;
 - II. Shall Chair the Orientation Committee;
 - III. Be responsible for the oversight of orientation and the Orientation Coordinators;
 - IV. Organize Clubs Week and one clubs resource session each semester;
 - V. Be the supervisor of all Clubs on Campus; and
 - VI. Shall chair or designate a chair of the Student Life Commission.

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. Funding Model for Subsidiaries

The funding model for Subsidiaries shall be as follows, the Subsidiaries shall be allocated a budget proportional to membership fees collected by the Union, based on registered members at UTM. The final budget amount account for costs associated with maintaining the Subsidiary. An example is the Blind Duck Subsidiary and the Blind Duck levy.

5. Discretionary Spending

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

REMOVAL FROM OFFICE

1. Abandonment of Office

- a. A Division I, II, III, or IV Director of the Union, as determined by a two-thirds majority vote of the Board, shall be deemed to have delivered their resignation, if the Director, subsequent to September 1 of any year:
 - i. fails to attend three consecutive meetings or any four meetings of the Board, including the Annual General Meeting;
 - ii. fails to attend three consecutive meetings or any four meetings of the Commission or Committee which such Directors has been appointed; or
 - iii. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks.

~~b. A Division III Director of the Union, as determined by a two-thirds majority vote~~

~~of the Board, shall be deemed to have delivered their resignation, if the Director, subsequent to September 1 of any year:~~

- ~~i. fails to attend four consecutive meetings or any six meetings of the Board, including the Annual General Meeting;~~
- ~~ii. fails to attend four consecutive meetings or any six meetings of the Commission or Committee which such Directors has been appointed; or~~
- ~~iii. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks.~~

Ineligibility

A Division I, II, III or IV 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; or
- d. submits a written resignation, from such office, to the Board.

2. Impeachment Proceedings

A Division I, II, III or IV Director may be removed from office upon the following procedure, in order stated:

- a. A petition signed by no less than five per cent (5%) of the membership in the

Constituency that elected the Director calling for a referendum on the question of the Director's removal;

- b. A referenda conducted by the Board in the Constituency represented by the Director; such a referenda shall follow upon a two-thirds majority (2/3) of the Board vote on the resolution.

3. Vacancies

- a. Division I, II, III or IV Directors vacancies that occur after ~~November~~ **September** 1 shall be replaced by an interim election at the Board. The vacancy shall be open to any member of the Union who is a member of the constituency that the vacancy occurred in.
- b. Executive vacancies require a by-election to be called no later than thirty (30) days:
 - i. 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.
 - ii. If the vacancy occurs during 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 less than two (2) candidates to send to the Board of Directors for election.

4. Removal of Executives

Members of the Executive shall be removed from office upon the occurrence of either of the following:

- a. No less than 5% members of the Union may requisition the Board to hold a referendum on the eligibility of an Executive Committee member. 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.
- b. No less than a three-fourths (3/4) majority vote on the Board of Directors may requisition to hold a referendum inquiring the membership the removal of the Executive from office.

COMMITTEES

1. Committees

The Committees of the Union shall conduct all decisions made by the Board and seek Board approval in all matters.

2. Committees of the Union

All Committees shall adhere to the Union's Operational Policy Manual. The Committees of the Unions shall be as follows:

- a. Budget Committee
 - i. To assist with budget preparation in accordance with the procedure governing budget preparations.
 - ii. Oversee all Union budgets

- b. Clubs Committee
 - i. To administer the Clubs' Special Projects budget
 - ii. To recognise, withdraw recognition, assist or otherwise deal with Union clubs
 - iii. Make recommendations to the Board on all matters relating to clubs', including proposals for new clubs
 - iv. Review Clubs' Policy and recommend changes to the Board
 - v. Membership is defined in the Union's policy.

- c. Elections and Referenda Committee
 - i. To oversee the elections and referenda
 - ii. Review the rules governing elections and referenda and recommend any changes to the Board
 - iii. Schedule election dates, subject to Board approval
 - iv. Hire election officials, the Chief Returning Officer, the Deputy Returning Officer(s), and polling clerks.

- d. Orientation Committee
 - i. To oversee UTM Orientation programming

- iii. Organize the Orientation Week Schedule.
- iv. Recommend to the Board specific actions to enhance orientation week.

- f. Policy and Procedures Committee
 - i. To ensure that existing policy and procedure manual & the constitution and bylaws are updated and complete;
 - ii. To propose amendments to policies, procedures and bylaws;
 - iii. To ensure that any unwritten policy or procedure commonly utilized by the Union, be proposed in the form of a written policy. These policies or procedures shall be presented to the Board for approval.
 - iv. All policies and procedures must be submitted to the Committee for review before Board approval.

- g. Organizational Development and Services Committee
 - i. Review and administer all services of the Union
 - ii. Propose short and long-term planning for services of the Union

- h. Executive Review Committee
 - i. Review the performance of the executives
 - ii. Investigate charges of misconduct or derelict of duty of an Executive Committee member and recommend disciplinary action to the Board.

- i. Executive Committee
 - i. The Executive Committee shall carry out all decisions of the Board and shall have the powers and duties as are prescribed in the Bylaws or as delegated by the Board of Directors.
 - ii. Between meetings of the Board and its Committees, the Commission and Ministries, the governance and management of the Union are vested in the members of the Executive Committee, subject to direction from, accountability to, review by, and approval of the Board.

- j. Bursary Committee
 - i. Review and administer all bursaries of the Union.
 - ii. Oversee the distribution of all bursaries of the Union.

- k. Green Grants Committee
 - i. Review all green grants applications.
 - ii. Administer and oversee the distribution of green grants.

- I. WUSC Committee

- i. Shall have oversight over the WUSC program at UTM
- ii. Shall work with the UTMSU Executive to lobby the UTM administration on supports for the SRP Program
- iii. To ensure the consistent support of all participants in the Student Refugee Program.
- iv. Shall be an open committee to all UTMSU Members

6. Committee Membership

Members of the Board shall be elected at a Board meeting by the Directors to serve at the Committees.

7. Committee Procedures

- a. Committees shall meet when and where they choose on the UTM campus provided that they meet at least twice per semester or as needed.
- b. Notice of meeting shall be given no less than forty-eight hours (48) before the start of the meeting
- c. Quorum is fifty-percent (50%) plus one (1) of the membership of the committee and proxies do not count for quorum.
- d. Members are not allowed to carry more than one (1) proxy.
- e. Committees shall be struck at the Board meeting following the Joint-Board meeting and shall be re-struck no later than November 1.

8. Ad Hoc Committees

The Board reserves the right to strike ad hoc committees as it deems necessary. Ad hoc committees are committees established by the Board to fulfill a specific mandate in a finite period of time.

Bylaw XII—Referenda

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.

COMMISSIONS

1. Commissions

The Commission shall be open to the membership to provide a means to get involved in the [events](#), services, advocacy and lobbying of the Union. The Commissions of the Union are free to strike working groups as designated to focus on campaigns, events, and services. The Commissions of the Union are:

a) Campaigns & Advocacy Commission

This Commission will focus its resources and be responsible for advocating and educating the membership on issues pertaining to external bodies, such as the University, Government and other student/community groups, campaigns related to the conservation of the environment, ~~Internal~~ [International](#) Student issues, [Mental Health & Well-being](#), advocacy on all part-time issues and on academic, cultural, educational and university governance issues at the University of Toronto.

The purpose of this Commission is to take an intersectional approach however different Commissioners can focus on different aspects depending on the priorities of the Union.

b) Student Services Commission

This Commission shall focus its resources on implementing, overseeing, and introducing services of the Union. The Commission will be responsible for working in collaboration and in consultation with staff of the Union.

c) Student Life Commission

This Commission shall focus its resources and be responsible for advocating on student life issues at the University; conduct projects and host events to enhance the student experience at the University; manage and oversee UTM's Promotional Squad; as well as plan and carry out social events.

2. Commissions' Assistant

Each commission reserves the right to have an assistant. Duties and responsibility are

defined in the Union's Operational Policy.
Bylaw XIV—Personnel

PERSONNEL

1. Staff Hiring

The Executive Committee has the right to employ unionized and contractual staff as it deems necessary for the best interest of the Union. The Executive Committee shall review their terms of employment as outlined in the Collective Bargaining Agreement between the Union and the respective Union representing the Staff.

2. Executive Director

- a. 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:
 - i. be immediately responsible to the Vice-President Internal and President;
 - ii. act as Chief Administrator of the Union
 - iii. act as a supervisor of both unionized and non-unionized personnel in conjunction with the Vice President Internal, and President;
 - iv. act as a liaison between the staff and Executive Committee;
 - v. receive and administer all funds accruing to the Union and ensure maintenance of appropriate accounting records; and
 - vi. sit on all committees, and commission of the Union as a non-voting member.
- b. 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 Executive Committee.

3. Orientation Coordinators

The Executive Committee shall hire Orientation Coordinators in accordance with the Policy of the Union.

4. Associate to the President & Vice-Presidents

Associate to the President & Vice-Presidents shall act as an assistant to the respective President & Vice-Presidents and shall be hired by the Executive Committee. The number of designated associates to President & Vice-Presidents and responsibilities of each is described in the Policy of the Union.

~~Bylaw XV—Relationship with UTSU~~

~~1. UTSU~~

~~The organization shall be known as the University of Toronto Students' Union will hereinafter be referred to as UTSU.~~

~~2. Role at Mississauga~~

~~In addition to the purpose of the Union, the UTSU shall:~~

- ~~a. Work together and not in competition with UTMSU~~
- ~~b. Take reasonable steps to avoid duplicating or overlapping services and advocacy/ representation to their members registered at the UTM campus that are provided by UTMSU.~~
- ~~c. Where UTMSU does not provide a particular service to members of UTSU registered at UTM, UTSU shall have the right to provide such a service at UTM.~~
- ~~d. To work closely with UTMSU to implement projects, campaigns and events at the Mississauga campus~~
- ~~e. UTSU and UTMSU shall provide representation to one another on each other's Board of Directors.~~

~~3. UTSU Representation~~

~~The UTSU executive shall appoint the President or his/her designate to sit on the UTMSU Board of directors:~~

- ~~a. As a voting member of the UTMSU Board of Directors~~
- ~~b. As a liaison to the UTMSU executive on the Union's activities~~

~~4. Joint Executive Meetings~~

~~Executive representatives of both organizations shall conference (i.e., meet/caucus) at least once per term/ semester to: (i) discuss the priorities of each organization; (ii) review and determine the coordination of resources, services and advocacy; and, (iii) review the terms of joint agreement.~~

~~5. Fees~~

- ~~a. UTSU will transfer fees/levies (according to the signed contract) to UTMSU within 14 days of receiving them from the University of Toronto's administration.~~

~~6. Contractual Agreement—Termination~~

~~The termination of the agreement must be ratified by the Board of Directors and membership of both UTSU and the Union by:~~

- ~~i. a $\frac{3}{4}$ majority at a Board of directors meeting followed by a $\frac{3}{4}$ majority at a general meeting; or~~
- ~~ii. by a simple majority at a Board of directors meeting followed by simple majority at a referendum.~~

Bylaw ~~XVI~~ XV— Amendments

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 and Procedure Committee, and if amended, must be presented to the Board of Directors for approval;
- b. The Board of Directors must vote three-quarters ($\frac{3}{4}$) in favour for any amendment to be ratified and presented to the members for final approval;
- c. Members must vote two-thirds ($\frac{2}{3}$) in favour to ratify an amendment at the Annual General Meeting or at a General Meeting.

GRIEVANCES

The Union intends to make itself an open and accessible space to all members. The Union shall have a grievance procedure that facilitates a structured mode to grieve.

1. Procedure

Any alleged violation of the administration or procedures of the Union's Bylaws by the Directors may be dealt with by filing of a Grievance by any member of the Corporation. Any such Grievance shall be put in writing and addressed to the Grievance Officer, who shall be the President of the Union.

a. In order to be valid, a Grievance shall be submitted to the Grievance Officer within thirty (30) days of the alleged violation taking place.

b. The Grievance Officer shall ask for a written response from the person or persons responsible for the matter in contention. This response must be received within fourteen (14) days of the request.

c. The Grievance Officer shall meet with the parties concerned within two weeks of receiving the response referred to in (b) above, and attempt to affect a mutually satisfactory resolution of the matter.

d. Depending on the manner of grievance, the Officer will pass the complaint onto one of three (3) committee to discuss the matter.

i. Any complaints on staff of the union is sent to the Executive Committee

ii. Any complaints against an Executive are sent to the Executive

Review Committee of the Board.

iii. Any complaints against a Division I, II, III, ~~IV or V~~ or IV would be sent to the Executive Committee.

iv. Any complaints regarding any personnel of the Union that violates the UTMSU's Operational Policy on Harassment, Sexual Harassment and Discrimination shall follow the procedures within said policy.

f. The resolution of the issue shall be decided by majority vote of the committee members present at the meeting.

VALIDATION

**Felipe Nagata
President**

A handwritten signature in black ink, appearing to read 'Felipe Nagata', is centered on a light gray, textured rectangular background. The signature is fluid and cursive, with a double vertical line at the end.

**November 11st
2018**

