



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 11th, 2018 and ratified by UTMSU's
members at the Annual General Meeting on
Friday, November 30th 2018.

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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.

Bylaw I—Interpretation

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.

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.

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: 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 **eleven (11)**.

- d. Division III - Part Time Directors at Large
Division 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 IV – Professional Faculties
 - i) Division 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.

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. **Two Directors** from Division II
 - 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.

3. Nomination

- a. Division I, 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 III Director Candidates in an election for the Part Time Constituency shall be nominated by no less than five (5) members of the Constituency group and submitted to the Elections and Referenda Committee.
- c. Division 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.

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 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.

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 [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.

- l. 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, [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.

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.

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~~ 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**



**November 30th
2018**

NAME AND POSITION

SIGNATURE

DATE

THE END
