

# Bylaw III - Meetings

## 1. General Meetings

There shall be two types of general meetings: Annual General Meetings and General Meetings

### a. Annual General Meetings

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

### b. General Meetings

- i. may be called at any time by:
  1. A majority vote of a Board meeting; or
  2. Executive Committee; or
  3. A written request to the Board, stating the purpose of the meeting, signed by no less than 5% of members of the Union.

### c. Notice

- i. Notice shall be provided to members ten (10) days prior to the meeting via email, website ~~or campus paper~~ as well as any form of mass communication to the student population. ~~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.~~

### d. General Meeting Package

- i. The General Meeting Package shall induce the Agenda, the Financial Statements, as well as any other business put forth by a UTMSU member such as but not limited to: motions, items of discussion, or presentations
- ii. The General Meeting Package shall be made available to the UTMSU membership three (3) days prior to the meeting via the via email, website as well as any form of mass communication to the student population.

- e. Quorum
  - i. The quorum required for an Annual General meeting of the Union shall be no less than ~~75~~ fifty (50) members, ~~of whom at least forty (40) members must be present in person.~~
  - ii. The quorum required for any General meeting shall be one hundred and fifty (150) (100) members, of whom at least seventy-five (75) members must be present in person.
- f. Voting
  - i. At General Meetings and Annual General Meetings, each member of the Union is entitled to one vote.
- g. Proxy
  - i. Every member of the Union is entitled to designate ~~another~~ other Union members to act as their proxy.
    - 1. The proxy must be in writing and conform to the requirements of the Act, Bylaws and Policy of the Union.
    - 2. No member shall carry more than 10 proxies.

## 2. Meeting of the Board of Directors

- a. There shall be three types of Board of Directors Meetings:
  - i. Scheduled Meetings
  - ii. Emergency Meetings
  - iii. Joint Board Meetings
- b. Scheduled meetings
  - i. The Board of Directors shall meet no less than once per calendar month during their term in office.
  - ii. The Executive Committee is responsible for presenting a schedule of meetings for approval at the beginning of each session
  - iii. Notice of meetings including date, time and place, shall be given no less than fourteen (14) days to the Board of Directors.
  - iv. 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.~~ fifty percent plus one (50% +1) of all voting members of the Board of Directors
- c. Emergency Meetings
  - i. Emergency meetings shall be called with seventy-two (72) hours notice by:
    - 1. The Executive Committee or President
    - 2. A written request by a majority of the Directors
  - ii. Approval of any action must be reported to the next scheduled Board meeting.

- d. Joint Board Meetings
  - i. There shall be a Joint Board meeting for the outgoing and incoming Board before May 1 of every year.
  - ii. 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-
  - iii. Quorum applies at scheduled meetings.
  
- e. Right to Vote
  - i. All Directors elected to the Board of Directors have the right to vote.
- f. Proxy
  - i. Proxies are allowed.
  - ii. Proxies do not count towards quorum.
- g. Procedure at Meetings
  - i. 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.