



University of Toronto Mississauga Students' Union  
Bylaws

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## Table of Contents

1.	Interpretation	1
1.1.	Definitions	
1.2.	Registered Office	
1.3.	Alternative Evaluation	
1.4.	Number and Gender	
1.5.	Rules of Order	
1.6.	Seal	
2.	Membership	7
2.1.	Eligibility	
2.2.	Termination	
2.3.	Membership Fee	
2.4.	Membership Rights	
3.	Meetings	9
3.1.	Annual Meetings	
3.2.	Special Meetings	
3.3.	Scheduled Meetings	
4.	Committees	13
4.1.	Closed Committees	
4.2.	Open Committees	
4.3.	Committee Membership	
4.4.	Committee Procedures	
4.5.	Ad hoc Committees	
5.	Commissions	18
5.1.	Campaigns & Advocacy Commission	
5.2.	Student Services Commission	
5.3.	Student Life Commission	
6.	Board of Directors	20
6.1.	Executive Members	
6.2.	Division I Directors: First Year Representatives	
6.3.	Division II Directors: Full-Time Directors at Large	
6.4.	Division III Directors: Part-Time Directors at Large	
6.5.	Division IV Directors: Professional Faculties	

6.6.	Non - voting members	
6.7.	Powers of the Board	
7.	At-Large Directors	21
7.1.	Director Eligibility	
7.2.	Terms of Office	
7.3.	Duties and Responsibilities	
7.4.	Resignation	
7.5.	Removal from Office	
7.6.	Replacement and Vacancy	
8.	Executive Committee	25
8.1.	Members	
8.2.	Executive Eligibility	
8.3.	Terms of Office	
8.4.	Duties and Responsibilities	
8.5.	Executive Responsibilities	
8.6.	Remuneration	
8.7.	Resignation	
8.8.	Removal from Office	
8.9.	Replacement and Vacancy	
9.	Elections	32
9.1.	Elections and Referenda Committee (EARC)	
9.2.	Schedule of Elections	
9.3.	Nomination	
9.4.	Voting	
9.5.	Elections Procedure Code	
10.	Referenda	35
10.1.	Procedure	
11.	Personnel	36
11.1.	Preamble	
11.2.	Executive Director	
11.3.	Staff	
11.4.	Coordinators	
11.5.	Associate to the President & Vice-Presidents	
11.6.	Elections and Referenda Staff	

12.	Finances	38
12.1.	Fiscal Year	
12.2.	Budget	
12.3.	Borrowing	
12.4.	Funding Model for Subsidiaries	
12.5.	Discretionary Spending	
13.	Grievances	39
13.1.	Procedure	
14.	Policy of the Union	41
14.1.	Establishment of Policy	
14.2.	Duration of Policy	
15.	Amendments	42
15.1.	Amendments to the Constitution and Bylaws	

## 1. Interpretation

### 1.1. Definitions

#### 1.1.1. Definition of "Act"

"Act" shall mean the Not-for-Profit Corporations Act (Ontario).

#### 1.1.2. Definition of "Ad hoc Committee"

"Ad hoc Committee" shall refer to an ad hoc body struck by the Board to serve one specific purpose and shall be active for a limited period of time.

#### 1.1.3. Definition of "APUS"

"APUS" shall refer to the Association of Part-Time Undergraduate Students.

#### 1.1.4. Definition of "Articles"

"Articles" shall mean any instrument that incorporates the Union or modifies its incorporating document or instrument, including articles of incorporation, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, articles of revival, letters patent or supplementary letters patent.

#### 1.1.5. Definition of "Associate"

"Associate" shall refer to an individual who is an assistant to an Executive Committee member.

#### 1.1.6. Definition of "The Blind Duck"

"The Blind Duck" shall refer to the Union-owned and operated student subsidiary located in the Student Centre.

#### 1.1.7. Definition of "Board of Directors" or "Board"

"Board of Directors" or "Board" shall mean the governing body of the Union, as detailed in Bylaw Seven (7).

#### 1.1.8. Definition of "Campus"

"Campus" shall refer to the grounds under the property of the University:

#### 1.1.9. Definition of "CC"

"CC" shall refer to the University of Toronto Mississauga Campus Council, the body that oversees the academic, business, and student affairs of the University on behalf of the Governing Council.

- 1.1.10. Definition of "Campus Newspaper"  
"Campus Newspaper" includes *The Medium* or *The Varsity*, or another comparable newspaper, that is distributed on the University campus and has comparable circulation.
- 1.1.11. Definition of "Canada's First Radio Erindale" or "CFRE"  
"CFRE" shall refer to the student-run radio station of the University.
- 1.1.12. Definition of "Chair"  
"Chair" shall mean the person who chairs a given Committee or the Union's Board.
- 1.1.13. Definition of "Charter for Referenda"  
"Charter for Referenda" shall refer to the Union Policy that governs Referenda procedures.
- 1.1.14. Definition of "Closed Committee"  
Closed Committee" shall refer to a committee of the Union open to all board members. Only board members and executives, designated, or elected to their respective closed committees shall have a vote within the committee.
- 1.1.15. Definition of "Clubs Policy" or "Campus Groups Policy"  
"Clubs Policy" or "Campus Groups Policy" shall refer to the Policy maintained by the Union in relation to Club affairs.
- 1.1.16. 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.
- 1.1.17. Definition of "Committee"  
"Committee" shall mean those bodies struck by the Board, for a continuous period of time on a specific mandate.
- 1.1.18. Definition of "Constitution"  
"Constitution" shall refer to the document prescribing the fundamental principles of the Union.

- 1.1.19. Definition of "CRO"  
"CRO" shall refer to the Chief Returning Officer hired or appointed to administer an election or referenda of the Union.
- 1.1.20. Definition of "DRO"  
"DRO" shall refer to the Deputy Returning Officer hired to assist with an election or referenda of the Union.
- 1.1.21. Definition of "Division I - First Year Representatives"  
"Division I - First Year Representatives" or "Division I Directors" shall refer to those who are enrolled in their first year of studies, as designated by the University, and who have been elected as voting members of the Board.
- 1.1.22. Definition of "Division II - Full-Time Directors at Large"  
"Division II - Full-Time Directors at Large" or "Division II Directors" shall refer to those who are enrolled in full-time studies, as designated by the University, and who have been elected as voting members of the Board.
- 1.1.23. Definition of "Division III - Part-Time Directors at Large"  
"Division III - Part-Time Directors at Large" or "Division III Directors" shall refer to those who are enrolled in part-time studies, as designated by the University, and who have been elected as voting members of the Board.
- 1.1.24. Definition of "Division IV – Professional Faculties"  
"Division IV – Professional Faculties" or "Division IV Directors" shall refer to those who are enrolled in the professional faculties, as designated by the University, including, but not limited to, the Medical Academy of Medicine (MAM), and who have been elected as voting members of the Board.
- 1.1.25. Definition of "Elections Staff"  
"Elections Staff" shall be those hired or appointed to assist with elections or referenda of the Union, including, but not limited to, the Chief Returning Officers (CRO), Deputy Returning Officers (DRO), and Poll Clerks.
- 1.1.26. Definition of "Executive"  
"Executive" shall mean a member elected or appointed to serve a position on the Executive Committee.

- 1.1.27. Definition of "Non-voting Representatives"  
"Non-voting Representatives" shall mean members of the Board or a Committee who hold a seat by virtue of their position, but do not hold a vote.
- 1.1.28. Definition of "Voting Representatives"  
"Voting Representatives" shall mean members of the Board or a Committee who hold a seat by virtue of their position and hold a vote.
- 1.1.29. Definition of "Session"  
"Session" shall refer to the Summer, Fall, or Winter session as defined by the University.
- 1.1.30. Definition of "Fiscal Year"  
"Fiscal Year" shall mean the period between May first (1st) to April thirtieth (30th) during which the Union operates-and presents financial reports to its membership.
- 1.1.31. Definition of "Full-time undergraduate"  
"Full-time undergraduate" student shall mean any student registered for full-time undergraduate study as designated by-the University.
- 1.1.32. Definition of "Minutes"  
"Minutes" shall refer to written records of the business conducted at a meeting.
- 1.1.33. Definition of "Mississauga Academy of Medicine" or "MAM"  
"Mississauga Academy of Medicine" or "MAM" shall refer to the University of Toronto Mississauga Academy of Medicine which is affiliated with the University-of Toronto Temerty Faculty of Medicine.
- 1.1.34. Definition of "Open Committee"  
"Open Committee" shall refer to a Committee of the Union in which participation is open to all members of the Union. Each member of the Union shall carry a vote in the committee.
- 1.1.35. Definition of "Part-time undergraduate"  
"Part-time undergraduate" shall refer to any student registered in part-time undergraduate studies, as designated by the University.

- 1.1.36. Definition of "Policy Manual"  
The "Policy Manual" shall refer to the set of policies maintained by the Union which governs internal procedures.
- 1.1.37. Definition of "Quorum"  
"Quorum" shall refer to the minimum number of members present required to conduct business.
- 1.1.38. Definition of "Referenda"  
"Referenda" shall refer to a vote of the Members for achieving final approval on a question of significant importance.
- 1.1.39. Definition of "Speaker"  
"Speaker" shall refer to the person who chairs a given Committee or the Union Board.
- 1.1.40. Definition of "Standing Committee"  
"Standing Committee" shall mean those bodies struck by the Board for a continuous period of time.
- 1.1.41. Definition of "Union"  
"Union" shall mean the University of Toronto Mississauga, which is legally referred to as the Erindale College Students' Union.
- 1.1.42. Definition of "Undergraduate Student"  
"Undergraduate student" shall mean any student registered for a degree or certificate at the University of Toronto Mississauga as designated by the University, and who have been elected as voting members of the Board in a program leading to an undergraduate degree or diploma from the University of Toronto, and taking no less than 0.5 courses credits during the academic year for either the Summer, Fall, or Winter session(s).
- 1.1.43. Definition of "UTM" or "University"  
"UTM" or "University" shall mean the University of Toronto Mississauga.
- 1.1.44. Definition of "UTMAC"  
"UTMAC" shall refer to the University of Toronto Mississauga Athletic Council.

- 1.1.45. Definition of "UTMAGS"  
"UTMAGS" shall refer to the University of Toronto Mississauga Association of Graduate Students.
- 1.1.46. Definition of "UTSU"  
"UTSU" shall refer to the University of Toronto's Student' Union.
- 1.1.47. Definition of "World University Service of Canada" or "WUSC"  
"World University Service of Canada" or "WUSC" shall refer to the non-profit organization that partners with the University of Toronto Mississauga and the Union, and which manages the "Student Refugee Program" or "SRP."
- 1.2. Registered Office**  
The Registered Office of the Union shall be located at the University of Toronto Mississauga, Canada.
- 1.3. Alternative Evaluation**  
Any alternative evaluation of the Bylaws made by the Chair outside a Board of Directors meeting shall be reported to the Board of Directors at its next meeting.
- 1.4. 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.
- 1.5. Rules of Order**  
Subject to these Bylaws, all Special Meetings, Board of Directors meetings, Assembly meetings, and Committee meetings shall adopt the latest edition of Roberts Rules of Order.
- 1.6. Seal**  
The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Union.

## **2. Membership**

The UTMSU upholds the principles of equity and is committed to ensuring that no person shall be discriminated against pursuant to the Ontario Human Rights Code and any other applicable laws.

### **2.1. Eligibility**

- 2.1.1. All individuals who have registered as undergraduate, part-time, or professional faculty students in a program leading to a degree or diploma at the University of Toronto Mississauga for the current session, and have therefore paid membership fees to the Union, shall be members of the Union.
- 2.1.2. Members of the Executive Committee shall be the members of the Union during their respective terms in office.

### **2.2. Termination**

- 2.2.1. Membership is terminated when a member withdraws, is suspended, or is expelled from the University, or upon graduation from the University, with the exception of members of the Executive Committee who shall remain members until the end of their term.
- 2.2.2. Membership of the Board is terminated upon resignation, impeachment, or dismissal for any reason, unless the member re-qualifies for membership as an undergraduate student.

### **2.3. Membership Fee**

- 2.3.1. The membership fee shall be set at a base amount of \$41.81 per session for full-time students and \$1.35 per session for part-time students. These base amounts shall be subject to an annual adjustment in accordance with the percentage change in the Consumer Price Index (CPI) for Ontario. The adjusted fee shall be rounded to the nearest cent and shall be deemed the applicable membership fee for the following academic session.
- 2.3.2. Except as hereinafter provided, membership fees may also be set through the following process:
  - 2.3.2.1. By the members of the Union voting in a referendum; and
  - 2.3.2.2. By the ratification of the referenda results by the Board of Directors.

## 2.4. Membership Rights

Members of the Union shall have the following rights and responsibilities:

- 2.4.1. To partake in the services, campaigns, and events of the Union;
- 2.4.2. To act as the sole authority of the Union to make decisions through referenda or Annual/Special Meetings on all questions of membership in the Union, subject to the other provisions of the Union's Articles, Constitution and Bylaws; and
- 2.4.3. To vote at the Annual Meeting and Special Meetings of the Union, and in all elections and referenda conducted by the Union;
- 2.4.4. To attend Meetings of the Board of Directors, except during in-camera (confidential) sessions unless directed otherwise;
- 2.4.5. To nominate and elect candidates to positions on the Board of Directors, subject to the provisions of these Bylaws;
- 2.4.6. To sit on Commissions or Open Committees of the Union, subject to provisions of the Union's Policy;
- 2.4.7. To seek election to the Board of Directors, subject to the provisions of these Bylaws; and
- 2.4.8. To seek appointment or employment in positions of the Union, subject to the provisions of these Bylaws.
- 2.4.9. To respect the goals and objectives as they are specified in the Preamble of the Constitution, the Articles of the Union and, the rules of the present Articles, Constitution, Bylaws, as well as any legal agreement adopted by the Union in their name.

### 3. Meetings

#### 3.1. Annual Meetings

- 3.1.1. The Annual Meeting (otherwise known as Annual General Meeting) of the Union shall be held in the Fall session of each year as set by a majority vote of the Board. The meeting shall discuss the requirements set out and described in the Act and shall include the following:
  - 3.1.1.1. Presenting the financial statements and the auditor's report;
  - 3.1.1.2. Appointing auditors for the ensuing year;
  - 3.1.1.3. Amendments, if any, to the Bylaws unless previously approved; and
  - 3.1.1.4. Any other items on the Agenda as described under the Policy of the Union.
- 3.1.2. Notice
  - 3.1.2.1. Notice shall be provided to members no less than ten (10) days prior to the meeting via email, website, and any other standard form of mass communication.
  - 3.1.2.2. The Agenda and summary of financial position shall be published and sent to the membership via email no less than ten (10) days before the meeting. Financial statements and items pertaining to the Agenda will be available at the Union offices and website.
- 3.1.3. Quorum
  - 3.1.3.1. The quorum required for an Annual Meeting of the Union shall be no less than fifty (50) members present in-person and no less than one hundred and fifty (150) members present by proxy.
- 3.1.4. Voting
  - 3.1.4.1. Each member of the Union is entitled to one vote.
  - 3.1.4.2. Each member of the Union is entitled to designate another member to act as their proxy.
  - 3.1.4.3. The proxy must be in writing and conform to the requirements of the Act, Bylaws, and the Policy of the Union.

3.1.4.4. No member shall carry more than 10 proxies.

### 3.2. Special Meetings

3.2.1. Special Meetings of the Union may be called at any time by a majority vote of the Board of Directors, Executive Committee, or by a written request to the Board stating the purpose of the meeting which is signed by at least five percent (5%) of the Union's members.

#### 3.2.2. Notice

3.2.2.1. Notice shall be provided to members no less than ten (10) days prior to the meeting via email, website, and any other standard form of mass communication.

3.2.2.2. The Agenda and summary of financial position shall be published and sent to the membership via email no less than ten (10) days prior to the meeting. Financial statements and items pertaining to the Agenda will be available at the Union offices and website.

#### 3.2.3. Quorum

3.2.3.1. The quorum required for a Special Meeting of the Union shall be no less than fifty (50) members present in-person and no less than one hundred and fifty (150) members present by proxy.

#### 3.2.4. Voting

3.2.4.1. Each member of the Union is entitled to one vote.

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

3.2.4.3. The proxy must be in writing and conform to the requirements of the Act, Bylaws, and the Policy of the Union.

3.2.4.4. No member shall carry more than 10 proxies.

### 3.3. Scheduled meetings

- 3.3.1. Scheduled meetings are also referred to as Board Meetings.
- 3.3.2. The Board of Directors shall meet no less than once per calendar month during their term in office.
- 3.3.3. The Executive Committee is responsible for presenting a schedule of meetings for approval at the beginning of each session.
- 3.3.4. Notice of meetings, including date, time, and place, shall be provided to the Board of Directors no less than fourteen (14) days prior to the meeting.
- 3.3.5. The quorum for all Board of Directors Meetings shall be no less than fifty percent plus one (50% + 1) of all voting members of the Board of Directors.
- 3.3.6. A member may attend any scheduled meetings as a guest; however, guests may be required to leave the meeting for motions that require confidentiality.
- 3.3.7. Emergency Meetings
  - 3.3.7.1. Emergency meetings shall be called with seventy-two (72) hours notice by the Executive Committee or President, or a written request by a majority of the Directors.
  - 3.3.7.2. Approval of any action must be reported to the next scheduled Board meeting.
  - 3.3.7.3. The quorum for all Emergency Meetings shall be no less than fifty percent plus one (50% + 1) of all voting members of the Board of Directors.
- 3.3.8. Joint Board Meetings
  - 3.3.8.1. There shall be a Joint Board meeting for the outgoing and incoming Board before May first (1st) of every year.
  - 3.3.8.2. 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.

- 3.3.8.3. The quorum for all Joint Board Meetings shall be no less than fifty percent plus one (50% + 1) of all voting members of the Board of Directors.
- 3.3.8.4. Proxies are allowed; however, they are not counted towards quorum.

#### 4. Committees

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

##### 4.1. Closed Committees

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

##### 4.1.1. Budget Committee

4.1.1.1. Shall assist with budget preparation in accordance with the procedure governing budget preparations.

4.1.1.2. Oversee all Union budgets.

##### 4.1.2. Clubs Committee

4.1.2.1. Shall administer the clubs' long- and short-term funding and allocate funds based on applications for collaboration and emergency funding;

4.1.2.2. Shall recognize, withdraw recognition from, assist, or otherwise engage with Union clubs;

4.1.2.3. Shall make recommendations to the Board on all matters relating to clubs in accordance with Clubs Policy;

4.1.2.4. Shall oversee the election processes of all UTMSU recognized clubs;

4.1.2.5. Shall review the Campus Groups Policy and recommend changes to the Board;

4.1.2.6. Shall follow membership guidelines as defined in the Union's Policy;

4.1.2.7. Shall review complaints brought forward by members of the Union pertaining to club affairs; and

4.1.2.8. Shall investigate club misconduct and shall vote on a resolution to be recommended to the Board.

- 4.1.3. Elections and Referenda Committee
  - 4.1.3.1. Shall oversee all Union elections and referenda;
  - 4.1.3.2. Shall review and recommend changes to the rules governing elections and referenda to the Board;
  - 4.1.3.3. Shall maintain an up-to-date Elections Procedure Code and Charter for Referenda;
  - 4.1.3.4. Shall schedule election dates, subject to Board approval; and
  - 4.1.3.5. Shall Enforce the rules of the election and referenda processes in accordance with the Elections Procedure Code and Charter for Referenda, as per their responsibilities under Bylaw Nine (g).
- 4.1.4. Policy and Procedures Committee
  - 4.1.4.1. Shall ensure the Policy Manual and Bylaws are complete and up to date;
  - 4.1.4.2. Shall propose amendments to the legislative documents of the Union to the Board and/or members;
  - 4.1.4.3. Shall formalize any unwritten policies or procedures commonly practiced by the Union into written form for Board approval; and
  - 4.1.4.4. Shall review all proposed policies and procedures prior to Board approval.
- 4.1.5. Executive Review Committee
  - 4.1.5.1. Shall review the performance of the Executives; and
  - 4.1.5.2. Shall investigate any charges of misconduct or dereliction of duty by Executive Committee members and shall recommend disciplinary action to the Board.
- 4.1.6. Executive Committee
  - 4.1.6.1. Shall carry out all decisions of the Board;

4.1.6.2. Shall exercise powers and duties as prescribed in the Bylaws or delegated by the Board; and

4.1.6.3. Shall hold responsibility for the governance and management of the Union between meetings of the Board, Committees, and Commissions, subject to Board direction, review, and approval.

4.1.7. Bursary Committee

4.1.7.1. Shall review and administer all Union bursaries; and

4.1.7.2. Shall oversee the distribution of all Union bursaries.

4.1.8. Human Resources Committee

4.1.8.1. Shall review and make decisions on all personnel-related matters, including, but not limited to, terms of employment, performance evaluations, disciplinary procedures, and hiring and termination of staff.

4.1.8.2. Shall review and investigate complaints brought forward by members of the committee towards staff members of the Union in accordance with Union Policy.

4.2. Open Committees

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

4.2.1. WUSC Committee

4.2.1.1. Shall oversee the WUSC program at UTM.

4.2.1.2. Shall work with the UTMSU Executive to lobby UTM Administration for further support of the Student Refugee Program.

4.2.1.3. Shall ensure consistent support for all participants in the Student Refugee Program.

4.2.2. Housing Committee

4.2.2.1. Shall create and implement on- and off-campus housing advocacy strategies.

- 4.2.2.2. Shall conduct research on housing issues, lobby relevant decision-makers, and seek services to alleviate housing costs.
    - 4.2.3. Transit Advocating Party
      - 4.2.3.1. Shall address student-related transit issues with local agencies.
      - 4.2.3.2. Shall lobby for more accessible, frequent, and affordable transit options.
    - 4.2.4. Committee to Indigenous Justice and Collaboration
      - 4.2.4.1. Shall uphold the Union's commitment to dismantling colonial structures and uplifting reclamation, liberation and post-colonial transformation through Indigenous-led initiatives and advocacy.
      - 4.2.4.2. Shall create and strengthen platforms that empower Indigenous voices within the Union and the University.
      - 4.2.4.3. Shall collaborate with Indigenous and non-Indigenous students, communities, and organizations to build meaningful relationships, and solidarity in the pursuit of Indigenous justice.
- 4.3. **Committee Membership**
  - 4.3.1. Closed Committee Members shall be Members of the Board who are appointed or elected to serve in the Closed Committees.
  - 4.3.2. Open Committee Members are any students who express interest in joining a committee and are selected through the committee's appointment or hiring process, as outlined in the Policy Manual.
- 4.4. **Committees Procedures**
  - 4.4.1. Committees shall meet when and where they choose, provided that they meet at least twice per semester or as needed.
  - 4.4.2. Notice of meeting shall be given no less than forty-eight hours (48) before the start of the meeting.
  - 4.4.3. Quorum is fifty-percent plus one (50% + 1) of the membership of the committee.

- 4.4.4. Proxies do not count for quorum.
- 4.4.5. Members of the Committee are not allowed to carry more than one (1) proxy.
- 4.4.6. Committees shall be struck at the Board meeting following the Joint-Board meeting and shall be re-struck no later than November first (1), with the exception of ad-hoc committees.

4.5. **Ad hoc Committees**

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

## **5. Commissions**

Commissions shall be open to all members, offering opportunities to participate in the Union's campaigns, events, services, advocacy, and lobbying efforts. Each Commission may establish working groups as needed to focus on specific campaigns, events, or services. The Commissions of the Union are:

### **5.1. Campaigns & Advocacy Commission**

5.1.1. This Commission shall dedicate its resources to advocating for and educating members on matters related to external bodies, including, but not limited to, to the University, government, and other student or community organizations.

5.1.2. Its responsibilities include supporting campaigns and initiatives related to sustainability, international student concerns, mental health and well-being, and broader issues of academic, cultural, educational, and University governance.

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

### **5.2. Student Services Commission**

5.2.1. This Commission shall focus its resources on implementing, overseeing, and introducing services of the Union.

5.2.2. The Commission will be responsible for working in collaboration and in consultation with the Board and Union staff.

### **5.3. Student Life Commission**

5.3.1. This Commission shall focus its resources and be responsible for advocating on student life issues at the University; conducting projects and hosting events to enhance the student experience at the University; as well as planning and carrying out social events.

## **6. Board of Directors**

The Board of Directors shall be comprised of:

### **6.1. Executive Members:**

- 6.1.1. President
- 6.1.2. Vice-President Internal
- 6.1.3. Vice-President University Affairs
- 6.1.4. Vice-President External
- 6.1.5. Vice-President Equity
- 6.1.6. Vice-President Campus Life (non-voting)

### **6.2. Division I Directors: First Year Representatives;**

- 6.2.1. Two (2) At-large registered UTM full-time students who are in their first year of studies or hold 3.5 credits or less.

### **6.3. Division II Directors: Full-Time Directors at Large;**

- 6.3.1. Eleven (11) At-large registered UTM full-time students.

### **6.4. Division III Directors: Part-Time Directors at Large;**

- 6.4.1. Two (2) At-large registered UTM part-time students.

### **6.5. Division IV Directors: Professional Faculties; and**

- 6.5.1. One (1) At-large registered Professional Faculty Student.

### **6.6. Non-voting Representatives:**

- 6.6.1. Executive Director
- 6.6.2. Chair
- 6.6.3. Assistant to the Board
- 6.6.4. Guests:
  - 6.6.4.1. Staff
  - 6.6.4.2. Media
  - 6.6.4.3. President or designate of the Residence Council

6.6.4.4. President or designate of UTMAC

6.6.4.5. President or designate of UTMAGS

6.6.4.6. President or designate of SCSU

6.6.4.7. President or designate of APUS

## 6.7. Powers of the Board

The Board of Directors governs the advocacy, events, and services of the Union. It consists of Directors elected by the membership to govern the affairs of the Union. Decisions made at the Board are final, unless rescinded.

6.7.1. The Board shall vote on key decisions made within the Union, including those related to campaigns, services, and events.

6.7.2. 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.

6.7.3. The Board shall prepare an annual budget for the Union.

6.7.4. The Board shall adopt and amend the governing documents, including Articles, Constitution, Bylaws, and Policies.

6.7.5. The Board has the right to externalize any motions brought forth by a Committee or Commission, or to ratify or reject any actions of the Committees and Commissions with the following exceptions:

6.7.5.1. Any staff or personnel issues;

6.7.5.2. Any Elections and Referenda Committee actions, except for approving the recommended the dates of elections, the ratification of election results, or accepting or rejecting funds allocated or expended by the Committee; and

6.7.5.3. Any Appeals Committee actions.

## **7. At-Large Directors**

### **7.1. Director Eligibility**

- 7.1.1. A Division I, II, III, or IV Director must be a member of the UTMSU at the time of the election and throughout their term in office.
- 7.1.2. A Division I, II, III, or IV Director shall not be eligible for the position if they have not reached the age of majority in Ontario.

### **7.2. Terms of Office**

- 7.2.1. Terms of Office for Executives, Division II, III, and IV Directors, and non-voting representatives shall be one (1) year, commencing May first (1st) and expiring the following April thirtieth (30th).
- 7.2.2. The position(s) of Division I Directors, enrolled in an academic program for one (1) year, commencing in September, will endure a term of one (1) academic year beginning after the by-election in the Fall Session and expiring the following April thirtieth (30th).

### **7.3. Duties and Responsibilities**

- 7.3.1. Act as a representative of and in the best interest of the student body.
- 7.3.2. Ensure accountability of Union Executives and Staff.
- 7.3.3. Uphold principles of democracy and equity in all decision-making processes.
- 7.3.4. Act in accordance with the Board of Directors Code of Ethics and Union Policies,
- 7.3.5. Act with diligence, fiduciary responsibility, honesty, and good faith in the best interest of the Union.

### **7.4. Resignation**

- 7.4.1. A Division I, II, III, or IV Director holds the right to leave office at any time during their mandated term.
- 7.4.2. A Director may resign by submitting a letter of resignation to the Executive Committee of the Union.

- 7.4.3. The process of Removal from Office due to Resignation shall be as follows:
- 7.4.3.1. The Director shall submit their resignation to the Executive Committee;
  - 7.4.3.2. The Executive Committee shall present the resignation at the next duly convened Board meeting, and the resignation shall be accepted by the Board.
  - 7.4.3.3. Upon acceptance by the Board, the Director shall serve a two (2) week period, after which the resignation shall take effect and they shall be deemed removed from office.

## 7.5. Removal from Office

- 7.5.1. Failure to uphold Duties and Responsibilities
- 7.5.1.1. A Division I, II, III, or IV Director may be removed from office if they fail to uphold their duties and responsibilities as outlined in the Union Articles, Constitution, Bylaws, and Policies. .
- 7.5.2. Abandonment of Office
- A Division I, II, III, or IV Director of the Union may be subject to removal from office, if the Director, without due notice:
- 7.5.2.1. fails to attend three (3) consecutive meetings or any four (4) meetings of the Board, including the Annual Meeting;
  - 7.5.2.2. fails to attend three (3) consecutive meetings or any four (4) meetings of the Commission or Committee to which the Director has been appointed; or
  - 7.5.2.3. fails to satisfy the office requirements as established for three (3) consecutive weeks or any four (4) weeks.
- 7.5.3. The process of Removal from Office shall be as follows:
- 7.5.3.1. The Chair of the Executive Committee shall call a meeting with substantiated proof that a Director has abandoned or failed to uphold their duties and responsibilities;
  - 7.5.3.2. The Committee shall review the situation, investigate as needed, and prepare a report with a recommendation for the Board of Directors;

- 7.5.3.3. The Chair of the Committee shall put forward the report and recommendation at the next duly concerned meeting;
  - 7.5.3.4. The Board of Directors shall review the report and vote on whether to accept or reject the Committee's recommendation;
  - 7.5.3.5. If the Board accepts the recommendation, as determined by a three-fourths (3/4) majority vote, the Director will receive a written notice; and
  - 7.5.3.6. After two (2) weeks from the date of the notice, the Director shall be removed from office.
- 7.5.4. Impeachment proceedings in the order stated:
- 7.5.4.1. A petition signed by no fewer than five percent (5%) of the Union's membership, calling for a referendum on the removal of a Division I, II, III, or IV, which shall be submitted to the Board of Directors;
  - 7.5.4.2. The Board of Directors shall review the petition and may approve the initiation of a referendum process by a three-fourths (3/4) majority vote at a duly convened meeting;
  - 7.5.4.3. Upon approval, the Board shall initiate and oversee the referendum process in accordance with the Union's procedures outlined in the Charter for Referenda and Elections Procedure Code;
  - 7.5.4.4. After the referendum has been conducted, the Board shall ratify the results at the next meeting; and
  - 7.5.4.5. If the result of the referendum supports removal, the Director shall be removed from office effective immediately upon ratification.

7.6. Replacement and Vacancy

7.6.1. In the event of a vacancy of a Division I, II, III, or IV Director due to resignation, removal from office, impeachment, or any other such reason, the position may be filled by means of an election, at the discretion of the Board.

7.6.2. The terms of Office of a Director position that is filled in this manner shall commence on the first day following confirmation from the Board of Directors, and shall end on the thirtieth (30th) of April.

## **8. Executive Committee**

### **8.1. Members:**

- 8.1.1. President
- 8.1.2. Vice-President Internal
- 8.1.3. Vice-President University Affairs
- 8.1.4. Vice-President External
- 8.1.5. Vice-President Equity
- 8.1.6. Vice-President Campus Life
- 8.1.7. Executive Director

### **8.2. Executive Eligibility**

- 8.2.1. Executive Committee members, with the exception of the Executive Director, must be members of the UTMSU at the time of the election.
- 8.2.2. The Executive Director shall serve on the Executive Committee as a non-voting representative.
- 8.2.3. Executive Committee members shall not be eligible for the position if they have not reached the age of majority in Ontario.

### **8.3. Terms of Office**

- 8.3.1. The Terms of Office of Executive Committee members, with the exception of the Executive Director, shall commence on the first (1st) of May of the year in which they were elected or hired, or following the ratification of election results by the Board of Directors, and end on the following April thirtieth (30th).

### **8.4. Duties and Responsibilities**

- 8.4.1. Act as a representative of and in the best interest of the student body;
- 8.4.2. Ensure accountability of Union Executives and Staff;

- 8.4.3. Uphold principles of democracy and equity in all decision-making processes;
- 8.4.4. In conjunction with the Vice-President Internal, expend funds of the Union in accordance with the budget as approved by the Board and establish procedures for the administration of the Union's funds.

**8.5. Executive Responsibilities**

**8.5.1. President**

- 8.5.1.1. Shall serve as the official representative and spokesperson of the Union;
- 8.5.1.2. Shall serve as the Chief Executive Officer of the Union, as defined in the Act;
- 8.5.1.3. Shall be a voting member on the Commission and Committees of the Union with the exception of the Executive Review Committee;
- 8.5.1.4. Shall serve as the acting Vice-President in the absence of any Vice-President unless directed otherwise by the Executive Committee;
- 8.5.1.5. Shall serve as the Chair or designate the Chair of the Elections and Referenda Committee, Policy and Procedures Committee, Executive Committee, and the Campaigns & Advocacy Commission;
- 8.5.1.6. Shall serve as the chief liaison between the Union and the central administration;
- 8.5.1.7. Shall serve as a Signing Officer of the Union and its subsidiaries;
- 8.5.1.8. Shall serve as the default Secondary Grievance Officer of the Union.
- 8.5.1.9. Is ultimately responsible for the general management and supervision of the operations of the Union and its subsidiaries.

**8.5.2. Vice-President Internal**

- 8.5.2.1. Shall act as the Interim President in the absence of the President;

- 8.5.2.2. Shall chair or designate the Chair of the Budget Committee;
  - 8.5.2.3. Shall serve as the Chief Human Resources Manager of the Union and its subsidiaries;
  - 8.5.2.4. Shall chair the Human Resources Committee;
  - 8.5.2.5. Shall serve as Chief Financial Officer of the Union and its subsidiaries;
  - 8.5.2.6. Shall serve as Chief Operating Officer of the Union and its subsidiaries;
  - 8.5.2.7. Shall serve as official Secretary of the Union;
  - 8.5.2.8. Shall serve as a Signing Officer of the Union and its subsidiaries.
  - 8.5.2.9. Shall chair or designate the Chair of the Student Services Commission.
- 8.5.3. Vice-President University Affairs
- 8.5.3.1. Shall act as the Interim President in the absence of the President and the Vice-President Internal;
  - 8.5.3.2. Shall serve as the Chief Liaison to all Academic Departments and Academic Societies;
  - 8.5.3.3. Shall chair or designate the chair of the Academic Society Affairs Committee (ASAC), in accordance with the contract between the Office of the Dean and the UTMSU; and
  - 8.5.3.4. Shall supervise the Campaigns & Advocacy Commission.
- 8.5.4. Vice-President External
- 8.5.4.1. Shall serve as the chief liaison to all organizations and unions external to the University of Toronto and the UTM Campus;
  - 8.5.4.2. Shall serve as the chief liaison to the municipal, provincial, and federal governments;

- 8.5.4.3. Shall liaise with other external representatives from Post-Secondary Students' Unions and national student organizations on issues of common concern;
- 8.5.4.4. Shall be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario, or designate the representative along with the Executive Committee; and
- 8.5.4.5. Shall supervise the Campaigns & Advocacy Commission.
- 8.5.5. Vice-President Equity
  - 8.5.5.1. Shall promote fairness, inclusion, and accessibility across the campus community;
  - 8.5.5.2. Shall liaise with all the university equity offices/officers and equity groups funded by levies;
  - 8.5.5.3. Shall Chair or designate the chair of the Bursary Committee;
  - 8.5.5.4. Shall Chair or designate the chair of the Committee to Indigenous Justice and Collaboration;
  - 8.5.5.5. Shall supervise the Campaigns & Advocacy Commission;
  - 8.5.5.6. Shall serve as the Primary Grievance Officer of the Union.
- 8.5.6. Vice-President Campus Life
  - 8.5.6.1. Shall Chair or designate the chair of the Clubs Committee;
  - 8.5.6.2. Shall be responsible for the oversight of Orientation and the Orientation Coordinator(s);
  - 8.5.6.3. Shall oversee Union events, including, but not limited to, Welcome Week and Hallo-Week;
  - 8.5.6.4. Shall serve as the liaison to all clubs on Campus; and
  - 8.5.6.5. Shall chair or designate the chair of the Student Life Commission.

## 8.6. Remuneration

8.6.1. The remuneration of Executive Committee members shall be determined by the Board of Directors.

## 8.7. Resignation

8.7.1. Any Executive holds the right to leave office at any time during their mandated term.

8.7.2. The process of Removal from Office due to Resignation shall be as follows:

8.7.2.1. The Executive shall submit their resignation to the Human Resources Committee;

8.7.2.2. The Human Resources Committee shall present the resignation at the next duly convened meeting, and the resignation shall be accepted by the Board; and

8.7.2.3. Upon acceptance by the Board, the Executive shall serve a two (2) week period, after which the resignation shall take effect and the Executive shall be deemed removed from office.

## 8.8. Removal from Office

8.8.1. An Executive of the Union may be subjected to removal from office if the Executive meets any two or more of the following conditions without valid excuse or prior notice:

8.8.1.1. Failure to attend five (5) consecutive scheduled meetings (included but not limited to Executive Committee meetings, Board of Directors meetings, or closed committee meetings);

8.8.1.2. Repeated failure to meet key responsibilities or deadlines, including reports, event planning duties, or project deliverables as outlined in their role description;

8.8.1.3. Failure to respond to official Union communications, including, but not limited to, email, messages, and meeting requests, for a continuous period of 14 days;

8.8.1.4. Absence from official Union events or obligations that require their participation (including, but not limited to, mandatory training and major initiatives);

- 8.8.1.5. Failure to engage in expected collaboration with other Executives and Staff; and
- 8.8.1.6. Failure to uphold Union Articles, Constitution, Bylaws, and Policies.
- 8.8.2. The process of Removal from Office shall be as follows:
  - 8.8.2.1. The Chair of the Executive Review Committee shall call a meeting with substantiated proof that an Executive has abandoned their duties;
  - 8.8.2.2. The Committee shall review the situation, investigate as needed, and prepare a report with a recommendation for the Board of Directors;
  - 8.8.2.3. The Chair of the Committee shall put forward the report and recommendation at the next duly concerned meeting;
  - 8.8.2.4. The Board of Directors shall review the report and vote on whether to accept or reject the Committee's recommendation;
  - 8.8.2.5. If the Board accepts the Committee's recommendation for removal through no less than a three-fourths (3/4) majority vote, an impeachment proceeding shall be launched on the removal of the Executive from office as outlined in the Bylaws.
- 8.8.3. Impeachment Proceedings in order stated:
  - 8.8.3.1. A petition signed by no fewer than five percent (5%) of the Union's membership, calling for a referendum on the removal of an Executive, which shall be submitted to the Board of Directors;
  - 8.8.3.2. The Board of Directors shall review the petition and may approve the initiation of a referendum process by a three-fourths (3/4) majority vote at a duly convened meeting;
  - 8.8.3.3. Upon approval, the Board shall initiate and oversee the referendum process in accordance with the Union's procedures outlined in the Charter for Referenda and Elections Procedure Code;

8.8.3.4. After the referendum has been conducted, the Board shall ratify the results at the next meeting; and

8.8.3.5. If the result of the referendum supports removal, the Executive shall be removed from office effective immediately upon ratification.

## 8.9. Replacement and Vacancy

8.9.1. In the event of a vacancy of an Executive position due to resignation, removal from office, impeachment, or any other such reason, the position may be filled by means of an election or hiring, at the discretion of the Executive team.

8.9.2. In the event that the Executive Committee decides against filling the position through an election, the position may be filled by means of a hiring process, as specified in the Policy Manual.

8.9.3. The terms of Office of an Executive position that is filled in this manner shall commence on the first day following confirmation from the Board of Directors, and shall end on the thirtieth (30th) of April.

8.9.4. An Executive that is hired shall serve as a non-voting representative on the Board for the duration of their term.

## 9. Elections

### 9.1. Elections and Referenda Committee (EARC)

- 9.1.1. The Union shall maintain an Elections and Referenda Committee (EARC), which shall be responsible for the administration of all At-Large Director and Executive position elections and referenda. The EARC shall ensure that all election and referenda occur in the manner prescribed by the governing documents of Union.
- 9.1.2. The EARC shall present recommendations for the election or referenda dates to Board.
- 9.1.3. The EARC shall oversee the hiring of the CRO and all additional Elections Staff.
- 9.1.4. The EARC shall hold the authority to issue demerit points to candidates participating in the election, as well as to immediately disqualify candidates for any violation of the Bylaws and Policies.
- 9.1.5. The EARC shall hold the authority to modify any decisions made by the CRO or Elections Staff via the appeals process as outlined in the Elections Procedure Code.
- 9.1.6. The EARC shall hold the authority to rule any election invalid for any violation of the Union's Bylaws and Policies.
- 9.1.7. The EARC shall be responsible for upkeep and maintenance of the Elections Procedure Code, requiring Board approval for finalization.
- 9.1.8. The Elections and Referenda Committee shall be comprised of:
  - 9.1.8.1. The President or a designate from the Executive Committee;
  - 9.1.8.2. The Vice-President Internal or a designate from the Executive Committee;
  - 9.1.8.3. One (1) other executive committee member selected by the Executive Committee;
  - 9.1.8.4. Two (2) Directors from Division II;

- 9.1.8.5. One (1) additional Director from the Board;
- 9.1.8.6. The Chief Returning Officer (non-voting); and
- 9.1.8.7. The Executive Director (non-voting).

## 9.2. Schedule of Elections

- 9.2.1. A general election shall be held in the Spring Session for the Executive and At-Large Director positions, with the exception of Division I Directors.
- 9.2.2. A by-election shall be held in the Fall Session, in September or October, for Division I Directors, and for any vacancies in the Board or Executive Committee occurring before September first (1) of any year.
- 9.2.3. No by-election shall be held in the Summer Session.
- 9.2.4. Notice of the date of the elections and nomination procedures shall be given to members via email, website, and any other form of mass communication at least fourteen (14) days prior to the start of the nomination period.
- 9.2.5. The schedule for elections for the Board of Directors shall be set by the Board of Directors, with recommendations from the Elections and Referenda Committee.
- 9.2.6. There shall be no less than sixteen (16) hours of polling over a period of no less than two (2) days.
- 9.2.7. Notwithstanding the requirement in these Bylaws to hold an election, in the event of a "Force Majeure" which prevents an in-person election from being held, the Board, by way of a two-third (2/3) majority vote, will be empowered to seek alternative measures, including, but not limited to, a virtual election.

## 9.3. Nomination

- 9.3.1. Candidates in an election for Executive positions shall be nominated by no less than one hundred (100) members and submitted to the Elections Staff.

9.3.2. Division I, II, III, and IV Director Candidates shall be nominated by no less than twenty-five (25) members of Union and submitted to the Elections Staff.

**9.4. Voting**

9.4.1. Voting shall be done via secret paper ballot at polling stations present in the main buildings on campus.

9.4.2. Members of the Union may cast one (1) ballot for each position available in an election.

9.4.3. Each candidate may appoint a Scrutineer to oversee the counting of ballots.

**9.5. Election Procedure Code**

9.5.1. In addition to this Bylaw, there shall be an Elections 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 Elections Procedure Code may not have sections externalized; rather, the Board may only send the document back to the Committee for review and revisions.

## **10. Referenda**

The Union may hold referenda wherein members may participate directly in decision-making through a vote in accordance with its internal regulations, including, but not limited to, the Charter for Referenda.

### **10.1. Procedure**

- 10.1.1. Procedures for holding referenda shall be determined by the Charter for Referenda and Union Policies;
- 10.1.2. Notice of referenda shall be no less than ten (10) days prior to the referenda campaigning period.
- 10.1.3. Referenda questions must be approved by a two-thirds (2/3) majority vote of the Board of Directors.
- 10.1.4. Referenda shall be conducted via a secret paper ballot.
- 10.1.5. If the referenda refer to an external organization, the Union shall work with respect to both the Union and the external organization's Bylaws and rules.

## **11. Personnel**

The UTMSU is committed to fostering an equitable, inclusive, and professional work environment. This Bylaw outlines the certain principles in respect of personnel employed by the Union, with the intention of ensuring consistency and accountability with the Union's goals and principles.

### **11.1. Preamble**

11.1.1. The Executive Committee, as the governing body responsible for the operational direction of the Union, shall have the authority to hire personnel to support Union operations. Further, the Human Resources Committee shall have the authority to oversee employment matters and terms as outlined in applicable Employment Agreements. This authority can be delegated to the Executive Director for all positions below the Executive Director, as outlined in the Policy Manual.

11.1.2. The UTMSU upholds the principles of employment equity and is committed to ensuring that all hiring practices are conducted free from discrimination pursuant to the Ontario Human Rights Code and any other applicable laws.

### **11.2. Executive Director**

11.2.1. The Executive Director shall, subject to the direction of the Board or as otherwise set out in the terms of their engagement by the Union, be responsible for overseeing day-to-day Union operations, managing Union finances and staff, ensuring the Union's operations are legally compliant, and serving as the primary liaison between the Executive Committee and Union personnel. The Executive Director reports directly to the Executive Committee.

### **11.3. Staff**

11.3.1. 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.

### **11.4. Coordinators**

11.4.1. The Executive Committee may hire Coordinators in accordance with the Policy of the Union.

**11.5. Associate to the President & Vice-Presidents**

11.5.1. 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.

11.5.2. The number of designated associates to President & Vice-Presidents and responsibilities of each is described in the Policy of the Union.

**11.6. Elections and Referenda Staff**

11.6.1. Elections and Referenda Staff are responsible for supporting the fair, transparent, and impartial administration of all UTMSU elections and referenda. Their role is to uphold the integrity of the democratic process by assisting with logistics, communications, compliance, and the facilitation of voting procedures, thereby ensuring accessible and accountable governance for all members of the Union.

11.6.2. Positions under this category include, but are not limited to:

11.6.2.1. Chief Returning Officer (CRO);

11.6.2.2. Deputy Returning Officer(s) (DRO); and

11.6.2.3. Poll Clerks.

11.6.3. Each position shall be filled in accordance with the qualifications, selection process, and approval mechanisms outlined in the Elections Procedure Code to ensure impartiality, transparency, and adherence to electoral standards.

## **12. Finances**

### **12.1. Fiscal Year**

12.1.1. The Fiscal Year of the Union is from May first (1st) to April thirtieth (30th).

### **12.2. Budget**

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

### **12.3. Borrowing**

12.3.1. The Board shall be empowered to:

12.3.1.1. Borrow money on the credit of the Union;

12.3.1.2. Limit or increase the amount borrowed; and,

12.3.1.3. Issue or sell debentures or other securities of the Union and set the sums and prices thereof.

### **12.4. Funding Model for Subsidiaries**

12.4.1. The funding model for Subsidiaries shall be as follows:

12.4.1.1. The Subsidiaries shall be allocated a budget proportional to membership fees collected by the Union, based on registered members at UTM.

12.4.1.2. The final budget amount accounts for costs associated with maintaining the Subsidiary, including, but not limited to, the Blind Duck Subsidiary and the Blind Duck levy.

### **12.5. Discretionary Spending**

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

## 13. Grievances

The Union intends to make itself an open and accessible space to all members. The Union shall maintain a grievance procedure in the Union Policy Manual.

### 13.1. Procedure

A Union member may file a grievance against any Board Member or Union personnel. An alleged violation of the administration or procedures of the Union's Bylaws or Policies by Board Members or Union Personnel must be investigated and resolved in accordance with the Grievance Procedure maintained by the Union.

13.1.1. A grievance shall be put in writing and addressed to the Primary and Secondary Grievance Officers of the Union.

13.1.2. In order to be valid, a Grievance shall be formally submitted to the Grievance Officers within ninety (90) days of the alleged violation taking place.

13.1.3. The Grievance Officers shall ask for a written response from the person or persons responsible for the matter in contention. This response must be received within thirty (30) days of the request.

13.1.4. The Grievance Officers shall meet with the parties concerned within fourteen days (14) of receiving the response, and attempt to affect a mutually satisfactory resolution of the matter.

13.1.5. Depending on the manner of grievance, the Officers shall forward the complaint to one of the following committees for resolution.

13.1.5.1. Any complaints against Union staff shall be sent to the Human Resources Committee.

13.1.5.2. Any complaints against an Executive shall be submitted to the Executive Review Committee.

13.1.5.3. Any complaints against a Division I, II, III, or IV Director shall be submitted to the Executive Committee.

13.1.5.4. Any complaint regarding a violation of the Campus Groups Policy or relating to club affairs shall be submitted to the Clubs Committee.

- 13.1.6. The resolution of the issue shall be decided by majority vote of the committee members present at the meeting.
- 13.1.7. The resolution shall be communicated to all parties by the Grievance Officer within seven (7) days of the final decision.

## 14. Policy of the Union

### 14.1. Establishment of Policy

14.1.1. Policy for the Union may be established by the Board in accordance with the following guidelines:

#### 14.1.2. Procedural Policy

14.1.2.1. 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 Submission and Adoption of Union Policy.

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

#### 14.1.3. Operational Policy

14.1.3.1. 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 planning framework, staff hiring policies, Union committees, and office conduct:

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

#### 14.1.4. Issues Policy

14.1.4.1. Issues Policy consists of policy that the Union takes a stance on. It is policy that either opposes, supports and/or condones, but is 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.

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

### 14.2. Duration of Policy

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

## **15. Amendments to the Constitution and Bylaws**

### **15.1. Bylaw Ratification**

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

- 15.1.1. Amendments to the Purposes of the Union  
It is understood that the Bylaws and Constitution are a fundamental document and should not be amended except after extensive consultation with the Board, and any other broader consultation deemed necessary by the Policy and Procedure Committee and the Board.
- 15.1.2. The documents shall be reviewed by the Policy and Procedure Committee, and if amended, must be presented to the Board of Directors for approval;
- 15.1.3. The Board of Directors shall have a two-thirds (2/3) majority vote in favour for any amendment to be ratified and presented to the members for final approval; and
- 15.1.4. An amendment shall be ratified following a two-thirds (2/3) majority vote in favour by the membership at the Annual Meeting or at a Special Meeting.