

UNIVERSITY OF TORONTO SCARBOROUGH

Official Constitution

**POLITICAL SCIENCE STUDENTS' ASSOCIATION  
(PSSA)**

Est. 2013

Running Academic Year: 2023-2024

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## ARTICLE I: Name of Organization

1. The official name of the organization will be Political Science Students' Association at the University of Toronto Scarborough.

### Interpretation

1. Definition of "PSSA."  
"PSSA" shall refer to the Political Science Students' Association.
2. Definition of "Internal Department."  
"Internal Department" shall refer to the PSSA units that are designated to fulfill a category of roles for the year. For example, the VP of Academics will be the head of the Internal Academics Department within PSSA. Other departments can include:
  - Department of External
  - Department of Administration
  - Department of Finance
  - Department of Marketing
  - Department of Publications
3. "Annual General Meeting."  
"AGM" shall refer to a general meeting of Members.
4. Definition of "Board."  
"Board" shall refer to the Board of Directors of the Political Science Students' Association.
5. Definition of "Campus."  
"Campus" shall refer to the grounds under the property of the University of Toronto.
6. Definition of "Department."  
"Department" shall refer to the Department of Political Science, Public Policy, and Public Law.
7. Definition of "DSA."  
"DSA" shall refer to "Departmental Student Association" as recognized by Student Affairs [The Department of Student Life at UTSC] and each academic department.
8. Definition of "University."  
University shall refer to the University of Toronto Scarborough Campus.
9. Definition of "Executive Team"  
"Executive Team" shall refer to the Executive Committee of the PSSA.
10. Definition of "Partisan."  
"Partisan" shall refer to the open endorsement of one party, cause, or person. This does not refer to the organizing of events with speakers who have partisan ties, so long as there are attempts to provide a counterinterview.
11. Definition of "PSSA sponsored activities."  
"PSSA sponsored activities" shall refer to events, announcements, tabling, and other activities. carried out in the normal practice of PSSA business.

## **ARTICLE II: Purpose of Organization**

1. The purpose of the PSSA will be to:
  - a) To represent students registered at the University of Toronto Scarborough under Political Science, Public Law, and/or Public Policy programs;
  - b) Serve as a liaison between students and the Department;
  - c) To provide external opportunities for students;
  - d) Advocate for students' academic interests, including but not limited to: program requirements, new and modified courses, professor evaluations, and member complaints;
  - e) To serve as a partisan-free space;
  - f) Promote the academic study of political science, public policy, and public law.
2. The PSSA will enhance the educational and social environment for its members.
3. The PSSA will fundamentally serve a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
4. The PSSA will operate as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## **ARTICLE III: Membership**

### **Members**

1. Membership in the PSSA is open to all students enrolled in a program within the Political Science Department at the University of Toronto Scarborough.

### **Membership Rights**

1. Each member shall be afforded the following rights through membership in PSSA:
  - a) The right to participate and vote in the elections process and meetings. Members who are not enrolled in a program within the Political Science Department cannot run for Executive positions.
  - b) The right to communicate, discuss, and explore all ideas without undue persecution. PSSA reserves the right to intervene on any activity that is deemed impermissible by the policies and/or guidelines set by the University.
  - c) The right to organize/engage in activities/events that are reasonable and lawful.
  - d) The right to freedom from discrimination based on sex, race, religion, sexual orientation, gender identity or gender expression.
  - e) The right to distribute on campus, in a responsible way, published material if it is not unlawful; or which does not conflict with the purpose of the PSSA.
  - f) The PSSA values and respects the personal information of its members. The PSSA always secures its members' information and will not supply names or other confidential information to third parties without prior consent.
  - g) The PSSA will protect the privacy of member information and must only use it for the delivery of service and not for commercial gain.
2. Each member shall possess the following responsibilities relative to participation in the PSSA:
  - a) Support the purpose of the organization;
  - b) Contribute constructively to the programs and activities offered by the organization;
  - c) Attend general meetings;

- d) Abide by the constitution and subsequent official organizational documents;
- e) Respect the rights of peers and fellow members;
- f) Abide by University of Toronto policies, procedures, and guidelines;
- g) Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

#### **ARTICLE IV: Principles of Conduct**

1. All meetings and events of the PSSA shall be conducted in a safe space, free from discrimination, inclusive to all its membership, and welcoming to the input and involvement of all its members.
2. During events, members must participate in an equitable and anti-oppressive manner as this space is created for everyone to participate equally. Members shall neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment. Individuals who display the above conduct will be asked to leave.

#### **ARTICLE V: Organizational Structure**

1. The composition of the Executive Team shall be the following positions:
  - a) President
  - b) Vice President, Academics
  - c) Vice President, External
  - d) Vice President, Administration
  - e) Director of Finance
  - f) Director of Marketing
  - g) Director of Publications
  - h) Director of Public Policy
  - i) Director of Public Law
  - j) First-Year Representative (x2)
  - k) Second-Year Representative (x2)
  - l) Associate to the Vice President, Academics
  - m) Associate to the Vice President, External
2. The composition of the Senior Executive Team shall be the following positions:
  - a) President
  - b) Vice President, Academics
  - c) Vice President, External
  - d) Vice President, Administration
  - e) Director of Finance
3. The following positions will be hired:
  - a) Vice President, Administration
  - b) Director of Finance
  - c) Director of Marketing
  - d) Director of Publications
  - e) Associate to the Vice President, Academics
  - f) Associate to the Vice President, External
4. The following positions will be elected:
  - a) President
  - b) Vice President, Academics

- c) Vice President, External
  - d) Director of Public Policy
  - e) Director of Public Law
  - f) First-Year Representative (x2)
  - g) Second-Year Representative (x2)
5. If any of the above positions do not have any nominated candidates, the position will be filled through a hiring process conducted by the Senior Executive Team. For clarification, this provision extends to all positions mentioned in 1.1, but regularly refers to positions mentioned in 1.3.

## **Responsibilities of the Executive Members**

### **1. President**

- a) Shall communicate regularly with and as requested by any Faculty Advisor(s) assigned to the PSSA and/or the Department of Political Science at UTSC.
- b) Shall serve as the official representative and spokesperson of the PSSA.
- c) Shall be a signing officer.
- d) Shall update general members about the progress of the Association's goals and plans in a general meeting.
- e) Shall approve all documentation released on behalf of the PSSA for things such as but not limited to information packages, funding applications, marketing materials, etc.
- f) Shall be responsible for the general management and supervision of the affairs and operations of the PSSA.
- g) Shall have the final say on all Political Science Students' Association Equity Statements, so long as statements reflect the diversity of the lived experiences of the PSSA's constituency and beyond.
- h) Shall preside over the development of clubs' support criteria and participatory budgeting criteria.
- i) Shall oversee the continuity process for all executives.
- j) Shall oversee the hiring/election process.
- k) Shall chair bi-weekly executive meetings (and as needed by current period).
- l) Shall draft agendas for executive meetings.
- m) This shall be an elected position and the candidate must:
  - i. Have previous experience of at least one year with the PSSA in an executive capacity, to be eligible.
  - ii. Be clear of any and all conflicts of interest, including but not limited to: duties as a high-ranking executive in another DSA, duties as a Director in the SCSU, etc.

### **2. Vice President, Academics**

- a) Shall create and maintain a database of student input, requests, and complaints to be given to the Department during the relevant committees and meetings.
- b) Shall work to develop safe and comforting spaces for students in order for them to thrive and succeed within the UTSC Department of Political Science.
- c) Shall develop and oversee academic services, events, and campaigns of students' rights.
- d) Shall maintain a working relationship and coordinate with the Academic Advising & Career Centre and the Department of Political Science.
- e) Shall meet bi-weekly with the Faculty Advisor(s) to update the Department on the status of the PSSA.
- f) Shall attend bi-weekly executive meetings (and as needed by current time) and present an academic report.

- g) This shall be an elected position.

### **3. Vice President, External**

- a) Shall officially represent PSSA to community coalitions, external organizations, and UTSC campus groups including but not limited to, DSAs and the SCSU, which do not explicitly request the President's attendance.
- b) Shall work to create member and community engaging initiatives outside and inside of the university setting.
- c) Shall work to develop better alumni relations to facilitate more inclusive types of programming within the PSSA.
- d) Shall make recommendations to Executives on external related issues and programming.
- e) Shall attend bi-weekly executive meetings (and as needed by current time) and present an external report.
- f) Shall oversee the development of an effective public relations and marketing strategy each year, working in conjunction with the Director of Marketing.
- g) Shall be responsible for informing students of PSSA events, by overseeing that classroom announcements are made by Representatives.
- h) This shall be an elected position.

### **4. Vice President, Administration**

- a) Shall be responsible for drafting agendas in collaboration with the President.
- b) Shall be responsible for taking minutes at all executive and general meetings.
- c) Shall be the chair of all PSSA Executive Meetings.
- d) Shall be responsible for informing members (general and executives) about meeting dates, times and locations.
- e) Shall be responsible for booking all spaces for events and programming in collaboration with at least one executive member and with the approval of the President.
- f) Shall be responsible for maintaining office space.
- g) Shall be responsible for maintaining the membership list and general mailing list.
- h) Shall attend bi-weekly executive meetings (and as needed by current time).
- i) This shall be a hired position.

### **5. Director of Finance**

- a) Shall draft an annual budget proposal in collaboration with the President at the beginning of the academic year and administer changes as required.
- b) Shall collect and maintain an accurate record of all expenditures and incoming monetary resources.
- c) Shall develop intermediate long-term plans for the financial operations and security of this organization.
- d) Shall maintain and prepare accurate income statements at the end of each semester.
- e) Shall be responsible for seeking funding opportunities aside from the Department of Political Science at UTSC.
- f) Shall ensure that the PSSA adheres to the regulations of the Financial Policy of the University of Toronto.
- g) Shall work with at least one of the Senior Executives when drafting applications for other funding opportunities.
- h) Shall be a signing officer.
- i) Shall attend bi-weekly executive meetings (and as needed by current time) and present a financial report at executive and general meetings.
- j) This shall be a hired position.

## **6. Director of Marketing**

- a) Shall be constituted as the head of the Department of Marketing.
- b) Shall represent PSSA to community coalitions, external organizations, and UTSC campus groups including but not limited to, DSAs and the SCSU.
- c) Shall be responsible for coordinating and managing all marketing and promotional activities.
- d) Shall be responsible for designing banners, posters, and other promotional material.
- e) Shall be responsible for distributing information from the PSSA Executive Team about events to the student body.
- f) Shall be responsible for informing students of PSSA events, by overseeing that classroom announcements are made by First and Second-Year Representatives.
- g) Shall manage all social media accounts (Instagram, Facebook, X, LinkedIn, LinkTree).
- h) Shall be responsible for the upholding of the PSSA Branding Guidelines and overseeing its compliance by all members of the Executive Team.
- i) Shall attend bi-weekly executive meetings (and as needed by current time) and present a marketing report.
- j) This shall be a hired position.

## **7. Director of Publications**

- a) Shall be constituted as the head of the Department of Publications.
- b) Shall oversee the development and publication of the annual issue of ResPublica, the PSSA's undergraduate student journal.
- c) Shall oversee the selection process of the papers.
- d) Shall oversee the publication of the printed material for ResPublica.
- e) The publishing director reserves the right as other directors to employ one (1) assistant to assist and learn about the position.
- f) The publishing director must conduct a turnover meeting whereas the incoming director is to ask questions and learn about the operation from the outgoing publishing director.

## **8. Director of Public Policy**

- a) Shall be responsible for representing the students in public policy courses.
- b) Shall be enrolled in at least two (2) public policy courses in total for the upcoming academic year.
- c) Shall officially represent the PSSA to community coalitions, external organizations, and UTSC campus groups.
- d) Shall communicate with other public policy students regularly to collect data on needs and requests of students.
- e) Shall be responsible for distributing information from the PSSA Executive Team about events to the student body.
- f) Shall make recommendations to executives on external related issues.
- g) Shall attend bi-weekly executive meetings (and as needed by current time) and present a report.
- h) Shall be responsible to run at least one Public Policy related event, or other event, focused on opening direct communication between professors and students, per semester.
- i) This shall be an elected position.

## **9. Director of Public Law**

- a) Shall be responsible for representing the students public law courses.
- b) Shall be enrolled in at least two (2) public law courses in total for the upcoming academic year.
- c) Shall officially represent the PSSA to community coalitions, external organizations, and UTSC campus groups.



- d) Shall communicate with other public law students regularly to collect data on needs and requests of students.
- e) Shall be responsible for distributing information from the PSSA Executive Team about events to the student body.
- f) Shall make recommendations to executives on external related issues.
- g) Shall attend bi-weekly executive meetings (and as needed by current time) and present a report.
- h) Shall manage the relationship and potential collaborative initiatives between the PSSA and the Law Society of UTSC (LSOU).
- i) Shall be responsible to run at least one Public Law or other event, focused on opening direct communication between professors and students, per semester.
- j) This shall be an elected position.

#### **10. First-Year Representative (x2)**

- a) Shall be representing the students in A-level political science courses.
- b) Shall be enrolled in at least one (1) A-level political science course.
- c) Shall officially represent the PSSA to community coalitions, external organizations, and UTSC campus groups.
- d) Shall communicate with other first-year students regularly to collect data on needs and requests of students.
- e) Shall be responsible for distributing information from the PSSA Executive Team about events to the student body.
- f) Shall make recommendations to executives on external related issues.
- g) Shall attend bi-weekly executive meetings (and as needed by current time) and present a report.
- h) Shall be responsible for organizing an essay and exam review sessions for students they serve.
- i) Shall be responsible for running at least one *Lunch and Learn*, or other event, focused on opening direct communication between professors and students, per semester.
- j) This shall be a hired position conducted in the fall semester.

#### **11. Second-Year Representative (x2)**

- a) Shall be responsible for representing the students in B-level political science courses.
- b) Shall be enrolled in at least two (2) B-level political science courses in total for the upcoming academic year.
- c) Shall officially represent PSSA to community coalitions, external organizations, and UTSC campus groups.
- d) Shall communicate with other second-year students regularly to collect data on needs and requests of students.
- e) Shall be responsible for distributing information from the PSSA Executive Team about events to the student body.
- f) Shall make recommendations to executives on external related issues.
- g) Shall attend bi-weekly executive meetings (and as needed by current time) and present a report.
- h) Shall be responsible for organizing an essay and exam review sessions for students they serve.
- i) Shall be responsible for running at least one *Let's Chat*, or other event, focused on opening direct communication between professors and students, per semester.
- j) This shall be an elected position.

#### **12. Associate to the Vice President, Academics**

- a) Shall represent, along with the Vice President, Academics, the department of Academics.
- b) Shall be responsible for completing all PSSA related tasks and duties assigned to them by the Vice President, Academics.
- c) Shall be responsible for attending team meetings and internal departmental meetings.

- d) Shall be responsible for planning, executing or helping to execute at least one event per semester.
- e) Shall be responsible for relaying important information to and from the PSSA and the student body.
- f) This shall be a hired position.

**13. Associate to the Vice President, External**

- a) Shall represent, along with the Vice President, External, the department of External.
- b) Shall be responsible for completing all PSSA related tasks and duties assigned to them by the Vice President, External.
- c) Shall be responsible for attending team meetings and internal departmental meetings.
- d) Shall be responsible for planning, executing or helping to execute at least one event per semester.
- e) Shall be responsible for relaying important information to and from the PSSA and the student body.
- f) This shall be a hired position.

**ResPublica**

- 1. Annual review – refers to a conglomeration of papers from students to be processed, published, packaged as an undergraduate journal for the Political Science Students’ Association
- 2. This review is primarily academic in nature and must be focused specifically on topics relating to political science in nature.
- 3. The Director of Publications is responsible for the development of this paper, its outreach, the quality of academic articles published within it.
- 4. The review is integrated with PSSA and is part of its organizational structure, it may not be dislodged, become independent, or become a sovereign entity.
- 5. The goals of this review are to engage students through following the academic enrichment of the program.
- 6. This review is meant to be part of PSSA outreach protocol to better engage students in political science by offering a chance for the production original, creative, and writing of an academic nature.
- 7. The review shall be identified as the only published works with official affiliations to the PSSA.
- 8. The review is principally a non-profit department and will not engage in activities of a commercial nature.
- 9. All employees of this journal are henceforth employed on a volunteer basis.

**Writer’s Credit**

- 1. Students are responsible for their own pieces of writing and must not be a plagiarized piece of already published works.
- 2. Only students who contribute to this journal may receive credit for their works.
- 3. All writing is done on a volunteer basis and is not commercial in nature.
- 4. All student writers who submit a paper for the journal if the piece becomes published will retain credit for their work for that specific piece of writing.

**ARTICLE VI: Equity Policy**

- 1. This equity policy shall be administered by the President in coordination with our Faculty Advisors.
- 2. This equity policy cannot be amended to remove protections for those groups and individuals that do not have institutional privilege and power.
- 3. The PSSA is an inclusive organization that prohibits discrimination of any kind, whether on the premise of physical ability, mental ability, gender identity and expression, sex, racial, ethnic, or national origin, sexual orientation, marital status, age, mental health, family status, or religion or irreligion.

4. Members who make discriminatory remarks about other members will be sent a Letter of Warning by the Faculty Advisor, which will demand that the member who has made those remarks withdraw and apologize for that language;
5. All members who create poisoned environments that pervert the course of justice for the aggrieved shall be investigated by an independent officer who is;
  - a) Appointed by the Faculty Advisor without consultation to the President if the President is a part of the problem.
  - b) If the problem persists, members can write an e-mail to the Faculty Advisor asking for the suspension of duties of that member.
6. Members found to have breached any part of Section 3 of this Equity Policy will automatically be given a Notice of Dismissal by Faculty Advisor, effective immediately;
  - a) Following the termination of employment, the Senior Executive Team will hold a meeting within 7 days to decide how, if deemed necessary to hire another individual for the newly vacant position.
7. Members who contribute to a poisoned environment by tacit silence or ignorance shall also be investigated, by Faculty Advisor.
  - a) If the member is found to have contributed to the problem, depending on the severity of the complaint, will either be suspended for a maximum of 21 days or given an immediate Notice of Dismissal by the Faculty Advisor.
8. Members who pursue discriminatory courses of actions contrary to the protection areas listed in Section 3, will be investigated per the Faculty Advisor.
9. The organization has no tolerance for any harassment whether electronic, verbal, physical and/or sexual in nature and will take necessary measures to ensure the safety of all PSSA members;
  - a) In the case of workplace harassment, the wronged party should immediately contact Faculty Advisor to issue a formal complaint;
  - b) Perpetrators will be sent a Notice of Dismissal indicating that their termination is effective immediately;
    - i) Following the Notice of Dismissal being sent, the Senior Executive Team will assemble, so long as none of the members are implicated in the investigation as one of the perpetrators;
    - ii) The Senior Executive Team will also be tasked to discuss preventative measures with lessons learned from any incident of harassment.
10. Work accommodations will be provided to those with those who require extra support for their duties as members of this association;
  - a) The individual's direct supervisor will be responsible for providing continued support to ensure that the executive has the technical and personnel resources needed to succeed within the organization;
  - b) The type of support that will be provided will depend on the specifics of the accommodation requested, but support is not limited to more time to complete projects, being partnered with another executive to complete a project etc;
  - c) In the case of members who do not have direct replacements, alternative arrangements will be made as situations arise.
11. Members are expected to act in accordance to common safety rules, to prevent injury to themselves or others;
  - a) In the case that a health or safety accident occurs during a club meeting itself, a workplace incident report form must be filled out and submitted to the Faculty Advisor within 96 hours (4 business days) of the incident by the injured member(s).
  - b) Arrangements will be coordinated between the Faculty Advisor and direct supervisor to ensure that the injured executive receives the necessary accommodations.

## **ARTICLE VII: Removal of Executive Members**

1. The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - a) A member or executive has engaged in unlawful actions or activities;
  - b) A member or executive has violated the constitution;
  - c) A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - d) A member or executive has violated the rights of a fellow member;
  - e) A member or executive has not fulfilled their organizational responsibilities;
  - f) Other criteria deemed to be appropriate by the executive team in consultation with and approved by a majority of the general membership;
  - g) A member or executive has engaged in activities that were designed to personally benefit themselves towards partisan ends during their role in PSSA sponsored activities. Such as using a classroom announcement to advertise for an election in which they are a candidate, etc.
  
2. The process for removing a member or executive may also be initiated when:
  - a) A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - b) A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
  - c) The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
  - d) First Tier
    - i. The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
  - e) Second Tier
    - i. Initiated because the member or executive has violated section 6.1 after receiving a first tier warning relative to an action or behavior.
    - ii. The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
    - iii. The executive or member accused of violating section 6.1 will be given fourteen (14) calendar days from receiving the President's written response to demonstrate progress or correction of behavior.
  - f) Third Tier
    - i. Initiated because the member or executive has violated section 6.1 after receiving second tier warning relative to the action in dispute.
    - ii. The removal vote must take place at a valid executive meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to 2 minutes each.
    - iii. The removal of an executive or member requires a 2/3 majority vote of all the members present at a valid executive meeting. The executive or member facing removal is entitled to vote on the motion.

### **ARTICLE VIII: Finances**

1. The funds of the organization shall be expended pursuant to the operating budget presented to the Chair of the Department of Political Science.
2. All Budgets shall be prepared by the Director of Finance in accordance with the organization's priorities as determined by the Executive Team.
3. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
4. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
5. The President, the Vice President, Academics, and the Director of Finance shall be the signing authorities of banking instruments for the organization.
6. The PSSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
7. The PSSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

### **ARTICLE IX: General Meetings**

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
2. General meetings will be facilitated by the President. They shall be responsible for:
  - a) Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
  - b) Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - c) Moderating the discussion at meetings according to the agenda;
  - d) Suspending members from participating in meetings for constitutional or procedural violations.
3. General meetings are open to all members of the PSSA.
4. All Senior Executives are expected to make brief progress reports on their activities at every general meeting.
5. Minutes of all general meetings must be recorded and maintained for reference purposes.
6. Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson/President who shall only vote in the event of a tie.
7. In case of an equality of votes at a valid general meeting, the Chairperson (the President) of the meeting shall have the deciding vote.

### **ARTICLE X: Executive Meetings**

1. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
2. Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - a) Formulating and distributing an agenda for each meeting;
  - b) Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - c) Moderating the discussion at meetings per the agenda;

3. There shall be a minimum of (2) executive meetings held each month.
4. The frequency of executive meetings outside of this minimum will be left to the discretion of the President.
5. Minutes of all executive meetings must be recorded and maintained for reference purposes by the Vice President, Administration.
6. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
7. Any question at an Executive Meeting shall be decided by a show of hands.
8. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
9. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

#### **Article XI: Annual Elections**

1. Executive elections will be held on or prior to March 31 each year.
2. Candidates for elected positions will follow an application process that culminates in a vote at the Winter Annual General Meeting.
3. Candidates will be permitted to present a short two to 5 (2-5) minute speech at the Winter Annual General Meeting where the election is being held.
4. Elections shall be conducted by secret ballot.
5. Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
6. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.
7. Candidates for the remaining executive positions are selected through an application and hiring process conducted by the Executives, led by the newly elected President, advised by the outgoing President. These candidates must meet a set of minimum qualifications for holding a position.
8. It is mandatory that the Hiring Panel consist of *at least* two (2) Senior Executive members (out of which one Senior Executive must be the President and the other must be a Vice President).
9. Elections shall be conducted by secret ballot.
10. Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
11. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

#### **ARTICLE XII. Annual General Meeting**

1. Held within the month of March.
2. With the intention of electing the elected Executive Team
3. The conduction of the Annual General Meeting shall go as followed;
  - a) The incumbent President opens the meeting with opening remarks.
  - b) The members present elect a Chair and a Secretary.
  - c) The agenda is read.
  - d) The Chair shall read the minutes of the prior year.
  - e) Any other duties shall be conducted here.
  - f) The speeches begin in order of;
    - i. Second-Year Representatives
    - ii. Director of Public Law
    - iii. Director of Public Policy
    - iv. Vice President, External

- v. Vice President, Academics
  - vi. President
  - g) Elections shall be held through private ballot.
  - h) Once all ballots have been collected, the President shall deliver closing remarks and the Annual General Meeting can be declared adjourned.
4. Election results collected from the Annual General Meeting shall be announced no later than 48 hours after the scheduled AGM.
  5. All documents, minutes, progress reports, collected and/or presented at the Annual General Meeting shall be archived for documentation

### **Article XIII: Amendments to the Constitution**

1. The organization may make, amend or repeal the constitution or certain sections therein.
2. All requests for amendments must be sent as a written request to the President twenty-four hours prior to the Annual General Meeting.
  - a) Amendments to the constitution require the approval of two-thirds of the members present at the Annual General Meeting.

### **Article XIV: Emergency Powers**

1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
2. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
3. Emergency powers may only be used for such a period as is needed to address an extenuating circumstance.
4. General members can remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.
5. A board of directors composed of no less than the Director of Marketing, Director of Publications, Director of Finance, Vice President Administration, Vice President Academics, and Vice President External, to appoint an acting President amongst this population if there is no candidate, who is elected in the spring Annual General Meeting or the President has resigned.

### **Article XV: Food Handling on Campus**

1. The PSSA will conform to Provincial and Municipal Health Regulations when events, which include the sale and/or service of food products, are held on the University of Toronto Scarborough campus.

### **Article XVI: Precedence of University Policy**

1. The PSSA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the PSSA, the University's policies, procedures, and guidelines will take precedence.

## **Article XVII: Legal Liability**

1. The University of Toronto Scarborough does not endorse PSSA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

## **Article XVIII: Banking**

2. The PSSA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

### Appendix A: General Meeting Rules of Order

#### **1. Call to Order**

- a. The Chairperson may call the meeting to order when all (or the required # of) executive members are present and when at least 20 members of the general membership are present.

#### **2. Review of The Agenda**

- a. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
- b. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advanced planning.
- c. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
- d. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

#### **3. Executive Reports**

- a. Executives may report their findings or recommendations to the general membership at this point of the agenda.
- b. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
- c. This time should also be used for any presentations to be made to the general membership.

#### **4. Open Forum**

- a. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
- b. The Chairperson should impose strict time limitations and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

#### **5. New and Old Business**

- a. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
- b. The general membership may vote to postpone consideration of any old business or it may remove



- any item from consideration.
- c. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
- d. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

#### 6. **General Meeting Rules**

- a. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
- b. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
- c. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
- d. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
- e. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
- f. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

#### 7. **Voting**

- a. There are 3 basic motions for each item of business:
  - I. A motion to adopt a specific action by the board.
  - II. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  - III. A motion to remove an item from consideration.
- b. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
- c. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
- d. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.