

UTSC Women & Trans Centre Constitution

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Article 1: Name.

The official name of the student organization is the “University of Toronto Scarborough Campus Women & Trans Centre,” abbreviated “UTSC Women & Trans Centre.”

Article 2: Objectives and Goals.

- a) To consciously raise awareness and promote education about feminism as defined as the following: “a movement to end sexism and sexist exploitation, and oppression.”¹
- b) To provide resources and references on women’s issues pertaining, but not limited to, feminism, health, and equity.
- c) To provide an open and anti-oppressive space at the University of Toronto at Scarborough.

Article 3: Membership.

- a) All students enrolled at the University of Toronto at Scarborough are members of the UTSC Women & Trans Centre Collective.
- b) Collective members are eligible to:
 - i) Receive email updates from the UTSC Women & Trans Centre.
 - ii) Use the facilities of the Centre, such as, but not limited to, informational resources, microwave, kettle, sanitary napkins, tampons, condoms, telephone, and Internet.
 - iii) Spend time in the Centre when it is open (i.e. when an Office Volunteer is present), with the guarantee of being in an anti-oppressive environment.
 - iv) Participate in all events held by the UTSC Women & Trans Centre.
 - v) Attend and participate in UTSC Women & Trans Centre Collective Meetings.
 - vi) Vote on all motions presented at Collective Meetings.
 - vii) Direct the running and management of the UTSC Women & Trans Centre.
 - viii) Express complaints and concerns about the running and management of the Women & Trans Centre to the Board of Directors and have them listened to and dealt with appropriately.
 - vii) Vote in the UTSC Women & Trans Centre Board of Directors elections.
 - viii) Hold a position as a UTSC Women & Trans Centre Coordinator, or Board of Directors.
- c) Non-members of the UTSC Women & Trans Centre Collective—staff, faculty, and community members—are welcomed and encouraged to:
 - i) Receive email updates & Facebook updates from the Women & Trans Centre.
 - ii) Use the facilities of the Centre, such as, but not limited to, informational resources, microwave, kettle, sanitary napkins, tampons, condoms, telephone, and Internet.
 - iii) Spend time in the Centre when it is open (i.e. when an Office Volunteer is present), with the guarantee of being in an anti-oppressive environment.
 - iv) Participate in all events held by the UTSC Women & Trans Centre.
 - v) Attend and participate in UTSC Women & Trans Centre Collective Meetings.
 - vi) Express opinions in regards to the running and management of the UTSC Women & Trans Centre.

Article 4: Administration.

- a) Collective
 - i) The UTSC Women & Trans Centre will be run as a Collective.

¹ hooks, bell. Feminism is for Everyone.

ii) All major decisions as to the management and direction of the UTSC Women & Trans Centre, not otherwise described in the Constitution, will be decided upon at Collective Meetings by the Collective. Through a majority vote.

b) Coordinators

i) The Hiring Committee will appoint three Coordinators to serve in office May 1 – April 30 of the following year.

ii) Duties of the Coordinators:

A. Ensure that the UTSC Women & Trans Centre runs in an equitable manner within an anti-oppressive framework.

B. Act within an anti-oppressive framework within the Centre while representing the UTSC Women & Trans Centre.

C. Ensure that the UTSC Women & Trans Centre office and events are trans-inclusive to the highest degree possible by:

I. Including transfolk in women-only events.

II. Promoting trans-inclusive literature.

D. Organize and facilitate the execution of UTSC Women & TransCentre objectives and Collective decisions.

E. Act as liaisons of the UTSC Women & Trans Centre to the St. George and Mississauga campus Women's Centres, as well as equity groups from UTSC and other universities.

F. Based on Collective discussions and suggestions, individually and together, create sets of goals per term and for the year, to be discussed and decided upon by the Collective at the first (1st) Collective Meeting of the Fall Term.

G. Carry out resolutions of the Collective.

H. Commit to a minimum of fifteen (15) hours of Women & Trans Centre work per week each during the Fall and Winter Terms.

I. Schedule and attend a minimum of five (5) office hours in the Centre per week.

I. A maximum of five (5) office hours may be counted towards the mandatory fifteen (15) hours worked per week. Office hours exceeding this limit may only be included if the Coordinator is participating in UTSC Women & Trans Centre related work while in the Office.

II. Coordinators are exempt from the fifteen (15) required hours during the following times:

a) Reading Weeks;

b) Final Examination Periods;

c) Official University of Toronto Scarborough school breaks.

III. Summer Term:

a) Hold Office Hours at one's own discretion in order to meet the requirements of the UTSC Women & Trans Centre.

b) Commit to and complete tasks set out by the Collective at the last Winter Term Collective meeting.

c) Remain reachable and keep in regular contact with each other.

IV. Complete time-logs that:

V. Consist of general activities, specific tasks completed, and approximate number of hours spent on each task.

VI. Reflect the required fifteen (15) hours of work including the five (5) Office Hours.

VII. Start at the official beginning of each term and end the last day of classes for the term.

VIII. Are available to be seen by the Collective upon request.

VIII. Will be presented to the Board of Directors at the last Board of Directors Meeting of the Term. Or can be presented according to collectively agreed upon times, as specified and agreed upon within coordinators' contract.

IX. Time-logs must be emailed to the Board of Directors at minimum seventy-two (72) hours before the last board meetings both the Fall and Winter Terms. The Board of Directors must at this point distribute the time-logs to the Board Members.

X. If more than one Board Member is not satisfied with the details of a time-log they may ask the Coordinator to submit a further detailed written copy up to twenty-four (24) hours before the meeting. If there is less than twenty-four (24) hours before the meeting, the Coordinator must verbally present more details at the meeting.

J. Follow the "Coordinator Logs" policy. This may be defined as the hours

K. Keep files of all paperwork and any other proof of work to be presented to the Board of Directors or Collective upon request.

L. Complete training as per the following:

I. At least two (2) of crisis training, leadership, peer-counseling, and/or equity/anti-oppression workshops, per semester during the Fall and Winter Terms.

II. Of those selected in A, one (1) workshop must be equity/anti-oppression and one (1) must be leadership.

III. The Board of Directors must approve the workshops.

M. Plan and organize Collective Meetings in conjunction with the Collective.

N. Attend at minimum sixty (60) percent of Collective Meetings, as described in *Article 5*. If absent for a Collective meeting, the Coordinator must provide a written report consisting of a brief summary of recent activities to be presented at the meeting or attached to the minutes.

O. Summarize the recent activities of any absent Coordinator at the Collective Meeting.

P. Plan and organize the first Board of Directors meeting of the elected year.

Q. Attend a minimum ½ of the Board of Directors meetings.

R. Organize Continuity for the Coordinators and Board of Directors of the current and following year after elections and before the next term of office begins.

S. Attend continuity for the year of office and the following year.

T. Provide the webmaster with timely and up-to-date information regarding their portfolios.

U. Maintain access to a clear record of Collective Membership.

V. Fulfill the duties of any absent Coordinator due to illness, vacation, resignation, or dismissal.

i) The three (3) Coordinators will be hired to fulfill distinct positions as Internal Coordinator, External Coordinator, and Finance and Safety Coordinator.

A. The Internal Coordinator will:

I. Ensure that the Centre is open and fully functional—open consistently from at minimum 10am-5pm—as of the second week of September until the Fall examination period, and reopens promptly to the same capacity one (1) week after Winter Break finishes until the Spring examination period. Reading weeks are excluded.

II. Ensure that the Centre is equipped with up-to-date literature and pamphlets.

III. Maintain resources and office supplies needed to properly operate the Centre.

IV. Oversee Office Volunteer training:

a) Revise a Volunteer Package, in collaboration with the other Coordinators and former volunteers, to be distributed to new Office Volunteers at the beginning of each Fall Term that contains at minimum a list of appropriate procedures dealing with highly sensitive issues (such as sexual assault victims, those who are pregnant, etc).

- b) Revise and ensure that all Office Volunteers have signed a contract declaring that they will follow the list of procedures and attend scheduled Office Hours before beginning volunteering.
- c) Hold anti-oppression and office training workshops in September and January for Office Volunteers.
- d) Provide opportunities for Office Volunteers to be trained at various times throughout the year through internal workshops or attending approved workshops at other locations, in order to continue to allow for new Office Volunteers to join the UTSC Women & Trans Centre.
- e) Keep track of workshops that Office Volunteers have attended.
- f) Construct weekly schedules for the office volunteers. Schedules are to be made available no later than the Friday prior to the beginning of the schedule.
- g) Maintain an up-to-date Key List.
- h) Work with Office Volunteers to ensure maximum productivity and comfort by holding Volunteer Events and maintaining 'To-Do' lists.
- I) Ensure that Office Volunteers are fulfilling *Article 4, Section c)* of the Constitution, and deal appropriately with Volunteers if they fail to do so as per *Article 4 Section c)I*.
- j) Hold consultation with the other Coordinators to decide a recipient for the twenty-five (25) dollar Outstanding Office Volunteer Award once per term. If the Internal Coordinator finds that no Office Volunteer is an appropriate recipient, the award money may be placed back into the budget.
- k) Take the primary, but not sole, responsibility for checking email accounts and phone messages, forwarding emails to the other Coordinators and posting notes when appropriate.
- l) Regularly pick up and sort through mail.
- m) Send weekly emails to the list serve—announcing meetings (attaching the agenda and previous minutes), events, and general updates.
- n) Act as webmaster, or find an alternative webmaster to maintain the website by October 1.
- o) Ensure that hard copies of agendas, minutes, and other paperwork for all meetings (Coordinator, Board, and Collective) are readily available and well organized for any member of the Collective to see and read in the Office, as well as on the website.
- p) Keep up-to-date with the work of the other Coordinators and help them when necessary.

B. The External Coordinator will:

- I. Plan and facilitate school and community events that fulfill the UTSC Women & Trans Centre Objectives and Goals—including but not limited to movie nights, workshops, and guest lectures.
- II. Work with other UTSC student organizations, as well as Women & Trans Centres from other universities and community organizations, to hold multi-interest events.
- III. Maintain and make available monthly calendars of local events of interest posted in the Centre—including but not limited to anti-oppression events.
- IV. Inform and update the UTSC community about UTSC Women & TransCentre progress and events. This will be done through poster advertising and emails to the list serve. Other methods may be used in conjunction with the aforementioned.
- V. Keep informed about what is happening on campus by maintaining contact with or attending meetings of other campus organizations. Amongst these organizations must SCSU.
- VI. Keep up-to-date with the work of the other Coordinators and help them when necessary.

C. The Finance and Safety Coordinator will:

- I. Organize and keep a record of the UTSC Women & Trans Centre finance, as outlined in *Article 8*.
- II. Pay all UTSC Women & Trans Centre bills in a timely manner.
- III. Approve in writing all purchases not specified in the budget that total above twenty-five (25) dollars.

IV. Donate to fundraisers with discretion and according to budgetary allotment. Donations over twenty-five (25) dollars must first be approved by at least half (1/2) of the voting members of the Collective that are present at the Collective meeting in which the proposal is made. Donations under twenty-five (25), up to the total of one hundred (100) dollars a year, may be made by the Finance and Safety Coordinator.

V. Ensure that a delegate of the UTSC Women & Trans Centre sits on and is present for meetings of the UTSC Security Council. Receive updates from this individual.

VI. Work in relation with interested campus organizations to assure that lighting, emergency telephones, and other safety precautions on campus are sufficient and functional.

VII. Raise awareness about safety concerns to the student population.

VIII. Hold safety and/or self-defence workshops on campus.

IX. Advocate for the safety concerns of fellow students to the responsible administrative bodies.

X. Keep up-to-date with the work of the other Coordinators and help them when necessary.

iii) Coordinators may not hold a full-time job or be on Co-Op placement during the Fall and/or Winter Terms.

E. Office Volunteers:

i) Those who wish to be Office Volunteers may contact the Internal Coordinator at any point during the year and will be scheduled as soon as they are trained.

ii) The Internal Coordinator will accept and schedule appropriately anyone who requests to be Office Volunteers unless they participate in a clear violation of an anti-oppressive framework at any time within the Centre or fail to fulfill their responsibilities stated in *this Article*.

iii) Male Office Volunteers are welcome; however, they must hold Office Hours at the same time as a female Office Volunteer in case a woman requests to speak with another woman.

iv) Office Volunteers will take part in initial training by:

A. Signing a contract before starting that commits to following the outlined responsibilities and attending scheduled Office Hours.

B. Reading, understanding, and following the List of Responsibilities provided by the Internal Coordinator in the Volunteer Package.

C. Training—Volunteers must attend an anti-oppression/crisis/leadership workshop before participating in Office Hours.

I. Volunteer must make every effort to attend the training workshops organized by the Internal Coordinator

II. Opportunities will be given to attend other appropriate workshops throughout the year to allow for new Volunteers.

III. External workshops and training sessions must be verified via documentation and approved by the Internal Coordinator in order to be counted as valid training.

IV) Office Volunteers must attend anti-oppression/crisis/leadership workshops once per term, updating the Internal Coordinator on workshops attended as appropriate.

V) Office Volunteers will fulfill the following duties within the Centre:

A. Spend an hour or more scheduled Office Hours in the Centre per week.

I. Exclusions:

a) Readings Weeks;

b) Final Examination periods;

c) Other times approved by the Internal Coordinator.

II. A twenty-four (24) hour notice is required before missing a shift.

III. Ensure that the Centre is a safe, comfortable, and welcoming environment for everyone, by acting within an anti-oppressive framework and assuring that others within the Centre are also acting in an anti-oppressive framework. If someone is offensive or abusive of the resources, Office Volunteers have the right to ask the person to leave the Centre.

IV. Assist those who enter the Centre with appropriate information in the form of pamphlets, books, contact information, and references.

V. Ensure that books are properly signed out and return notices are sent.

VI. Answer phone calls, take messages, and refer callers appropriately.

VII. Update materials when possible by calling various organizations to update pamphlets or researching current issues on reputable and verifiable Internet sites.

VIII. Help to organize and promote UTSC Women & Trans Centre events.

IX. Assist students with services provided by the UTSC Women & Trans Centre: warming food in the microwave; using the kettle; and, dispensing sanitary napkins, tampons, and condoms.

X. An Office Volunteer's position may be terminated by the Internal Coordinator if the following occurs:

XI. The Office Volunteer is found without a reasonable doubt to be acting within the Centre in an oppressive manner.

XII. The Office Volunteer does not return the key to the proper location, or does not attend a shift without giving the required twenty-four (24) hour notice a total of three times. Leniency may be granted at the discretion of the Internal Coordinator.

XIII. Violates any terms of the contract that they have signed, pursuant c)iii)A of *this Article*.

J. If an Office Volunteer feels as if they have been wrongfully dismissed, they may appeal to the Board of Directors, who will discuss the issue and make a final decision.

d) Board of Directors

i) The Collective will elect a five (5) member Board of Directors (abbreviated 'the Board') in March, after the Coordinator elections, to serve between the following May 1 and April 30.

ii) The Board will consist of:

A. Eight (8) members of the Collective, including five (5) Board of Directors.

B. The participation of at least one (1) Coordinator at every meeting. Coordinators may not vote.

iii) The Board will fulfill the following responsibilities:

A. Organizing meetings as required in *Article 5*.

B. Keeping track of previous minutes, in-camera minutes, and other meeting paperwork.

C. Maintaining communication with the Coordinators and the Collective.

D. Publicizing to the Collective and checking an email address to which the Collective can send complaints and suggestions about the UTSC Women and Trans Centre and the Coordinators.

E. Assuring that a sufficient number of Board Members are in attendance at Collective and Board Meetings, as per *Article 5*.

F. Amend and approve the budget, presented by the Finance and Safety Coordinator.

G. Appropriately handle complaints about the Coordinators from Collective Members and other Coordinators, monitor the work of the Coordinators, and deal with their removal when necessary.

i. Decide all honouraria.

H. Re-write/write, and approve by the majority of voting members of the Board present at the meeting, constitutional changes and present them to the Collective for official acceptance.

I. Attend Collective and Board Meetings, and read the minutes for these meetings when

unable to attend.

J. A Board member will act as a signing officer on cheques. The individual will be decided at the discretion of the finance coordinator.

iv) Board Members must attend at minimum four (4) of the seven (7) designated Board Meetings (those discussed in *Article 5*).

v) Board Members may not receive honouraria.

Article 5: Meetings.

a) Collective Meetings:

i) Meetings will be held approximately every two weeks during the Fall and Winter Terms, excluding Examination Periods.

ii) Quorum:

A. Two (2) Coordinators at minimum must be present at every meeting.

B. Three (3) Board Members at minimum must be present at every meeting.

C. A total of five (5) Collective Members at minimum must be present at every meeting.

D. Meetings may be conducted without Quorum, but no final decisions may be made or voted upon.

iii) All members and non-members may attend Meetings.

iv) Meetings will be conducted in an anti-oppressive framework. Anyone unwilling to participate in such a framework will be asked to leave by a Coordinator.

v) Coordinators must discuss and finalize Collective Meeting dates and times with input from the Collective.

vi) The Coordinators must create agendas with input from the Collective.

vii) The Internal Coordinator must send agendas of Meetings via email three (3) days following the Meetings.

ix) Major decisions pertaining to the running and management of the UTSC Women & Trans Centre, such as but not limited to required purchases for the Office, events and their details, and new guidelines for the year that are not in the constitution, will be discussed at Collective Meetings.

x) The main form of decision-making will be consensus.

xi) If a consensus cannot be reached and there is a time limit on the decision, all decisions, unless otherwise discussed in the constitution, require majority approval of voting members of the Collective present at the meeting.

xii) Minutes of all Meetings shall be taken by a designated minute-taker.

xiii) The Internal Coordinator must make minutes available to all members of the Collective via email and in hard copy (if requested) in the Office no more than five (5) days after the meeting.

xiv) Summer Meetings:

A. There will be at least two (2) meetings held during the Summer Term.

B. Meetings will be run either by the Coordinator(s) or, if all Coordinators are unavailable, by another member of the Collective with input from the Coordinators.

C. Quorum, the announcement of dates and times of meetings, the distribution of the agenda, issues discussed at meetings, voting requirements, and the availability of minutes all remain the same as in Fall and Winter Term meetings.

xv) Emergency Meetings:

A. Will be held only in the case of a tie in Coordinator Elections, and when budgetary or event problems arise that are of immediate concern.

B. Coordinators must announce/post the Emergency Meeting date and time, along with the agenda, twenty-four (24) hours prior to the meeting, through social media networks used by the team.

- C. All Collective Meeting guidelines that have not been otherwise addressed in this section as exceptions are applicable.
- b) Board of Directors Meetings:
- i) Quorum:
- A. Three (3) of the Board Members must be present at every Meeting.
 - B. At minimum one (1) Coordinator must be present at each Board Meeting.
 - C. Meetings may be conducted without Quorum but no final decisions may be made or voted upon.
- ii) Collective members who are not Coordinators or Board Members are welcome to attend Board Meetings, but may not vote.
- iii) Meetings will be conducted in an anti-oppressive framework. Anyone unwilling to participate in such a framework will be asked to leave by a Board Member.
- iv) Board of Directors must decide upon dates and times for Meetings, assuring that the majority of Board Members are accommodated and able to attend.
- v) The Board of Directors and Internal Coordinator must work together to announce/post the dates and times of Meetings at minimum five (5) days before the Meeting is to take place, through social media outlets the Centre's uses.
- vi) The team will delegate an individual to create the agenda during meetings.
- vii) The Board will meet seven (7) times:
- A. The first Meeting will take place at the end of the Winter Term or beginning of the Summer Term. The Board and Coordinators will discuss the summer budget as well as a general idea for the coming year's activities.
 - B. The second Meeting will take place at the beginning of the Fall Term. The Board will review the Coordinators proposed plans for the year, as well as discuss and approve the budget. The Board will decide upon Summer Honouraria.
 - C. The third Meeting will take place mid-Fall Term. The Board will review the Coordinators activities thus far, mark any changes to future plans, and update the budget (progress report).
 - D. The fourth Meeting will take place at the end of the Fall Term. The Board will decide the honouraria for the Fall Term. The meeting will include a budget and plan update for the beginning of the Winter Term by the Coordinators.
 - E. The fifth Meeting will take place at the beginning of the Winter Term. The Coordinators will present the Winter budget and plans.
 - F. The sixth Meeting will take place mid-Winter Term. The Board will review the Coordinators activities thus far, mark any changes to future plans, and update the budget (progress report).
 - G. The seventh Meeting will take place at the end of the Winter Term. The Board will decide the honouraria for the Winter Term.
- viii) The Board will, at all meetings, discuss and deal with complaints about Coordinators from Collective Members or other Coordinators as they arise.
- ix) All decisions, unless otherwise discussed in the constitution, require majority approval of the voting Board Members present at the meeting.
- x) Minutes of all Meetings shall be taken by a Board Member.
- xi) A Board Member and Internal Coordinator must work together to make minutes available to all members of the Collective on the website and in hard copy (if requested) in the Office no more than five (5) days after the meeting.
- xii) A meeting may move "in-camera" during discussion of sensitive material by approval of the majority of the voting Board Members present at the meeting.
- A. In *this Article*, "in-camera" means that only Board Members are party to the discussion. Therefore, Collective members who are not Board Members be asked to leave during "in-camera" sessions.

B. “In-camera” minutes will be recorded in a separate file that is not available to Collective Members or Coordinators.

C. Discussions of complaints about Coordinators and decisions about Honouraria will always be “in-camera.”

D. “In-camera” minutes will be kept by the Internal Coordinator.

E. Meetings may move “out of camera” (no longer be “in-camera”) upon an approved vote of the majority of the voting Board Members present at the meeting.

xiv) Emergency Board of Directors Meetings—those not included in the prescribed seven (7)—will take place when a Board Member resigns or if there are immediate budgetary concerns and must be announced twenty-four (24) hours before the meeting. All guidelines for Board of Directors Meetings remain applicable.

xv) Conflicts of Interest—If a Board Member has a conflict of interest with the subject at hand, the Board Member will be asked to leave the Meeting for that particular discussion.

c) Coordinator Meetings:

i) Coordinators will meet once a month during the Fall and Winter Terms to discuss progress and needs from other coordinators, and finalize and update the budget set out by the Safety and Finance Coordinator.

ii) All Coordinators must be present at the Meetings.

iii) Minutes of all Meetings shall be taken by the Internal Coordinator.

iv) The Internal Coordinator shall make the minutes to Meetings available on the website and in hard copy in the Office.

Article 6. Hiring Process.

a) Prior to elections the previous team of the UTSC Women & Trans Centre shall form a Hiring Committee, the purpose of which is to decide, among the applicants, which applicants would best fulfill one of the roles from the following positions:

i) External Coordinator

ii) Internal Coordinator

iii) Safety and Finance Coordinator

b) Eligibility – The requirements for each position are as follows:

i) Applicants for CRO must:

A. Be full or part-time students of UTSC;

B. Not be current Coordinators;

C. Not be current board members of the UTSC Women & Trans Centre;

D. Not be running in the current UTSC Women & Trans Centre elections.

E. Not be related or connected to any Board Member running in the election

i) Applicants for a Coordinator position must:

A. Be full or part-time students of UTSC during the term in office;

c) Committee Composition – The Hiring Committee shall be composed of the following:

i) Three current board members;

ii) One member of staff or faculty of the Department of Student Life

iii) One former Coordinator

d) Individuals wanting to be members of the Hiring Committee must not be:

i) Current Coordinators

- ii) Running in current UTSC Women & Trans Centre elections
- iii) Applicants for the positions to be hired
- e) Extension of Deadlines – If, under extreme circumstance, the Hiring Committee does not believe that enough candidates have applied to properly hire, the deadlines may be extended so long as the process is completed by the first week of May.
- f) Resignations - If a Coordinator resigns or is dismissed, the Collective will strike an emergency hiring committee at the nearest convenience.

Article 7. Board of Directors Elections.

- a) *This Article* is to be interpreted in accordance with the University of Toronto Statement on Prohibited Discrimination and Discriminatory Harassment and is to be implemented in all matters of the elections.
- b) Annual Board of Directors elections will be held within the first three weeks of March prior to the May in which the term of office will become effective.
- c) The term of office is May 1 to April 30.
- d) The Collective will elect five (5) Board Members.
- e) Candidates must be members of the Collective (ie. Students at UTSC).
- f) The Chief Returning Officer (CRO) shall:
 - i) Ensure all policies pertaining to the Election are followed.
 - ii) Organize and conduct the All-Candidates meeting and the Election Forum.
 - iii) Establish a minimum of five (5) working days for the filling of nominations; nominations will close at least ten (10) working days before the first voting day of the election.
 - iv) Create an online poll in collaboration with DSL
 - v) Sign up a sufficient number of polling clerks.
 - vi) Ensure that each candidate is eligible for election (ie. is a student attending UTSC by two (2) business days following the deadline for nominations.
 - vii) Draw up a list of voters.
 - viii) See to the physical organization of the elections.
 - ix) Rule on all issues pertaining to the organization and administration of the election.
 - x) Post results of the election no more than 24 hours after the initial counting of the ballots.
 - xi) Perform the duties of the DSL Representative in their absence.
 - xii) Oversee the organization of the publicity regarding the holding of elections, both in the media and in terms of posting.
 - xiv) Make all rulings on all matters pertaining to the elections.
 - xv) May delegate responsibilities to the DSL Representative if deemed necessary.
 - xvi) Responsible for maintaining an email account and phone number (with voicemail) for the purposes of being contacted on issues related to the election.
- g) Under the supervision of the CRO, the Deputy Returning Officer (DRO) must:
 - i) Supervise the polling booths during the election.
 - ii) See to it that polling clerks, on closing the polling booth, file a report indicating the number of voters, the number of ballots distributed, unused, and spoiled; this report is signed by the polling clerk and placed in the ballot box.

- iii) Assist in the organization of the publicity regarding the holding of elections, both in the media and in terms of posting.
- iv) Perform duties as assigned by the CRO.
- h) The CRO and DRO may not be currently Coordinators or board members, or have been hired to be a Coordinator for the following year (the year in which the elected board members will hold their term).
- i) Eligibility - Candidates for positions on the Board of Directors shall be members of the student body.
- j) Nominations – CRO and DRO must ensure that all nomination forms:
 - i) Specify the positions open for nomination.
 - ii) Are signed by at least twenty-five (25) but not exceeding thirty-five (35) members of the Collective.
 - iii) Are signed by the candidate, and indicate his acceptance of the nomination.
 - iv) Are handed in to the CRO within the designated Nomination Period.
 - v) All received nomination forms that follow the above conditions shall be considered valid for the purposes of candidacy.
- k) Any member of the Collective shall be entitled to vote for up to nine candidates who are seeking election. Only one vote per candidate may be cast per person.
- l) If the election is uncontested, the ballot will ask “yes,” “no,” or “abstain” for each candidate. The winner shall be declared if they receive more “yes” votes than “no” votes.
 - i) The CRO, with the assistance of the DRO, shall proceed to the counting of the ballots upon the termination of the voting period.
- m) Ballot Rejections—The following voting tickets must be rejected:
 - i) Containing more than nine votes.
 - ii) Containing a vote in favor of a candidate who has withdrawn or a person who is not a candidate.
 - iii) Bearing a mark which could identify the voter.
 - iv) Not distinctly indicating the choice of vote.
- n) Method of Voting:
 - i) The CRO and DRO determine beforehand the hours of voting. Voting shall be permitted during these hours only.
 - ii) In order to vote, a voter must show his/her student card or a written authorization from the UTSC Registrar’s Office which also contains the voter's name and student number.
 - iii) Voting shall be carried out online.
 - iv) No candidate shall have any information disclosed to them about the voters results, until the official declaration.
 - v) Each member of the Collective may vote only once.
 - p) Recount: can be requested 24 hours following the official closing of the pole.
 - vi) Any candidate may request a recount. To do so, they must notify the CRO within two (2) business days of the posting of the results.
 - vii) The CRO must advise all other candidates of the request for a recount before the recount takes place.
 - viii) The CRO shall proceed to an immediate recount if five (5) votes or less separate the leading candidate from the nearest opponent.
 - ix) There shall be only one (1) recount.
- o) Any candidate may withdraw from the election prior to voting by submitting a written letter containing their name, their signature, date, and tenure of withdrawal to the CRO.

p) Campaigning:

i) Campaigning is any attempt by an individual or an arms-length party to encourage a voter to cast a ballot in favour or in opposition of a candidate. Interpretation of what is and is not campaigning is at the discretion of the CRO and DRO.

ii) Fair Play – All candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of the campaign of the other committee, and intentional misrepresentation of fact. All interpretations of fair play are at the discretion of the CRO and the DRO.

iii) All campaigning must be conducted within the designated Campaign Period and solely during the specified Campaign Period time.

iv) Candidates and their arms length parties shall observe the rules of any appropriate bodies regarding the posting of signs and the distribution of literature. If candidates are aware of their supporters ignoring the said rules, are in a position to stop it, and do not, it will be deemed that those supporters were acting with the implicit consent of the candidate.

v) No posters can be placed within ten (10) feet of the Centre (room SL277).

vi) Posters may only be placed on SCSU bulletin boards.

vii) Under no circumstances will any candidate or arms-length party, remove or deface any campaign material of other candidates that they perceive to be in violation of the rules, during the course of the campaign. Responsibility for removal of illegally hung material lies within the jurisdiction of the CRO and DRO. This in no way prohibits a candidate from removing their own materials.

viii) Neither the candidates, nor an arms-length party, shall maliciously interfere with the campaigns of other candidates in any way. This includes but is not limited to removal of materials of other candidates.

ix) Approval of material – Campaign materials is anything used by any candidate or arms-length party that promotes any outcome of the election, or provides information or access to resources of any candidacy. Interpretation of what is considered campaign material is at the discretion of the CRO and DRO. It is the responsibility of the candidate to seek approval from the CRO before the use of any such materials. The CRO and DRO retain the right to remove any such material without notice for any reason they deem appropriate. There will be no compensation for any material removed in such fashion.

x) Negative campaigning is not permitted. Negative campaigning may include but is not limited to removing and/or damaging other candidates' campaign material, libelous and/or slanderous comments, threatening and/or coercive pressure, and any racist, sexist, homophobic or otherwise derogatory campaigning

xi) Candidates cannot use resources or finances of the UTSC Women & Trans Centre or any other student club, student organization, or University of Toronto organization.

xii) The candidates and/or arms-length party must be completely out of sight of the polling stations on the election days, except if they are voting

xiii) Candidates are forbidden from running in slates, on tickets, or participating in joint campaigns. Any attempt, implicitly or explicitly, to create the appearance of a slate, ticket or joint campaign shall be deemed to be in effect, a slate, ticket or joint campaign. Interpretation of what is to be considered a slate, ticket or joint campaign is at the discretion of the CRO and DRO.

xiv) There shall be at least one (1) Election Forum, organized by the CRO and DRO, where candidates will be given the opportunity to present their case for why they should be elected.

xv) Materials are to be considered any tool or device used by a candidate or arms-length party for the promotion of a candidate in the election. Materials are to be regulated as follows:

A. Banners shall be a maximum size of 3 feet by 8 feet (3' X 8'), and there shall be no more than 1 banners posted per candidate at any one time.

B. Posters shall be a maximum size of 8.5 inches by 14 inches (8.5"X 14"). There shall be no more than 50 posters per candidate posted at any one time.

C. A poster is anything that is affixed to or hanging from a wall, door, window, ceiling, cubicle or otherwise attached/posted to something. Posters must not be deliberately placed on the floor, or on stairs, or on other places deemed to cause possible safety concerns.

D. Banners and posters must be each signed individually by the CRO or DRO BEFORE being posted on the walls. Please note the limits on banners/posters, which apply to all areas of the University of Toronto

at Scarborough (including the Pavilion, the residences, parking lots, etc). Posters are forbidden from the Cafeterias.

E. Posters and Banners may not be placed within 10 meters of the Centre and placement must follow University of Toronto rules (in the school buildings posters may only be placed on SCSU bulletin boards).

F. Recycling information MUST be included on everything that you make. Banners and posters must contain the following wording "Please recycle after the election". All materials must be recyclable.

G. Any logo, name, picture, symbol or image of any kind that represents an organization shall not be displayed on campaign material in a manner that may be construed as an endorsement of that candidate.

H. Candidates may have websites to promote their candidacy, but these websites are considered campaign material, and are thus subject to all applicable rules relating to such materials.

I. Candidates may post on the SCSU Online Discussion Forum, but may not post on any other online discussion forum or message boards. Because a separate section cannot be created for UTSC Women & Trans Centre elections, posts main remain on the forum after the close of campaign period, but no more posts may be made by the candidate.

J. Campaigns may be run through email, but not club list serves.

K. No speeches are to be made in any lectures, tutorials, or labs.

L. Handouts – There shall be no handouts of any kind.

M. All election material, unless otherwise stated, must be removed by the end of Campaign Period.

u) Reprimand of Candidates

v) Interpretation of these rules is at the discretion of the CRO and DRO.

ii) Candidates may receive strikes for any of the following classes of infractions:

A. Negative Campaigning (minimum 2 strikes).

B. Violation of Fair Play (minimum 1 strike).

C. Illegal use of resources (1-2 strikes).

D. Removal or defacing of campaign materials (1-2 strikes).

E. Illegal Campaigning (minimum 1 strike).

F. Illegal Campaign Materials (1 strike).

G. Violation of university rules, regulations and policies (minimum 1).

H. Arm Length party violation (1-2 strikes).

I. Failure to attend All-Candidates meeting (1 strike).

J. Failure to participate in Election Forum (1 strike).

J. Participating in Slates, Tickets or Joint Campaigning (minimum 1 strike).

K. Violation of any ruling of the CRO or DRO (minimum 1 strike).

L. Any other offence deemed strikeable by the CRO or DRO (minimum of 1 strike).

M. Repeat occurrence of an infraction (3 strikes).

iii) Upon the reception of 3 or more strikes, a candidate shall be deemed disqualified from the election.

iv) Appeals may be made to the current Board of Directors (minus those running for re-election or those who have been appointed at Coordinators) based only on the occurrence of a violation and not on the classification of such violation.

v) In the event that a ruling affects a candidate in the elections, the CRO and DRO must, within 6 hours, inform the candidate of these changes through appropriate means.

- w) All rulings of the CRO or elections committee shall take effect immediately upon notice being given as pursuant in q).
 - x) The five (5) candidates with the most number of votes will be deemed members of the Board of Directors.
 - y) Appeals of election results may be made to the current Board of Directors (minus those running for re-election or those who have been appointed as Coordinators). The Ruling of the Board of Directors supersedes the decisions of the CRO and DRO.
- aa) Appointments
- i) If there are not five (5) board members in September of the year of term, the team as it stands shall hold interviews for willing students., The position shall be decided through unanimous decision.
 - ii) Contenders are to be members of the student body who are enrolled in the current term.
 - ii) Decisions are to be made at the discretion of the team.
- ab) Transitioning Board of Directors
- i) All old and new Board members must attend a mandatory transition meeting to inform new Board members on their role and responsibilities.
 - a. Should an individual not be able to attend the meeting due extreme circumstances the new team may agree to update the individual at a later date
 - i) If an exiting Board of Director is running as a Coordinator the individual may not attend the transition meeting.
 - a. Should an individual attend the transition meeting while running for a Coordinator position they will be automatically removed from running for the following year.
 - b. They may return after that year.
 - iii) The meeting date is to be decided at the discretion of all parties, but should be held as soon as possible following the announcement of the new Board of Director Members.
 - iv) Following the Transition Meeting the new Board of Director are the acting parties in all Board of Director decisions following.

Article 8. Resignation, Censure, Removal of Power, Removal, Dismissal.

- a) Resignation
- i) A Coordinator or Board Member may resign by submitting a written letter to a Board Member to be distributed to the Board.
 - ii) Coordinators must give two (2) weeks notice before ending their terms.
 - iii) The Board may still decide to reward a portion of a resigned Coordinator's honourarium to the Coordinator if desired.
- b) Enforcer of Censure, Removal of Power, Removal, and Dismissal
- i) Censure, Removal of Power, Removal, and Dismissal shall be enforced as describe in this Article.
 - A. Should said infraction not be against a Board Member, it shall be the responsibility of the Board Members to enforce this policy.
 - B. Should said infraction be against a Board Member, any Board Member can bring the matter to the attention of the Collective at the next scheduled meeting.
 - ii) The Board of Directors must research, discuss, and enforce this Article in matters asserted by a Collective Member if they pertain to this Article.
 - iii) Board Members and Coordinator shall be held accountable for all matters as discussed below.
- c) Censure
- i) Upon a Board Member performing of one of the proceeding infractions any Board member may motion to censure the accused member.
 - A. The motion must detail the specific action to be taken by the Director(s) whom the motion is regarding.

ii) The Board Member in question has the absolute right to present their facts defending their position to the Board at the time that the motion for censure is being considered.

iii) If the majority of the Collective (composed of the Coordinators and all Board Members) vote in favour of a censure, an official motion shall be passed, and the Board member will be removed from the team.

iv) The following infractions are reasons to motion to censure:

A. Divulging information that was discussed in an in-camera session to persons other than those who were in the meeting at the time where the information was discussed.

I. The sole exception to this rule is when one discusses an in-camera issue with a person entitled to be there.

II. Subsequent violations of this section, depending on the severity as determined by the Board of Directors, shall be enforceable under Removal of Power.

B. Continuously not being prepared for Board meetings as determined by the Board of Directors.

C. Attendance – Missing one more than the allotted meetings to be missed, as per *Article 4v*).

I. The attendance for each meeting of the Board will be taken no later than fifteen (15) minutes past the scheduled start time, at the discretion of the Administrator of the meeting, and will also be taken at the scheduled end time of the meeting. The proximity of the attendance check to the scheduled end time is also at the discretion of the Administrator of the meeting.

II. To be considered in attendance, Board Members must be present for both attendance calls.

D. Acting in an oppressive or discriminatory manner of which the collective have agreed the actions are

d) Removal of Power

i) All powers and responsibilities of the Board Member shall be removed, including but not limited to voting at Board Meetings and having access to in-camera discussions.

ii) The following infractions are reasons to motion for removal of power:

A. Attendance – Missing a meeting after having been censured for attendance.

B. Acting in an oppressive manner within the Centre, the act of which must be agreed upon by a majority of the collective in a meeting.

i) A meeting may be called by a team should they feel it is needed.

ii) The accused and accuser must present their reasoning at which point the collective will all vote including the accused and accuser until a majority vote is made.

e) Should an instance arise where a Coordinator or Board Members actions are negligent, and the said actions are not addressed in this policy, the Collective shall determine the appropriate course of action.

f) Removal

i) Upon requisition of at least ten percent (10%) of the members who are students in a constituency which elected a Director, the Board shall cause a referendum to be held to determine whether the director named in the requisition should be removed from office, no later than twenty (20) days following deposit of the requisition at the UTSC Women & Trans Centre. The Director named shall be removed from office upon a majority of the votes being cast in favour of their removal. A Director who has been removed from office pursuant to this article may stand for re election or appointment as per *Article 7aa) and 7bb)*.

g) Dismissal

i) A Coordinator may be dismissed for violation of their job portfolio as per *Article 4b)*.

ii) An in-camera discussion must take place before a vote, where a Coordinator will be dismissed if the majority of the voting members of the Board of Directors present of the meeting vote in favour of dismissal.

iii) Upon dismissal all powers and responsibilities shall be removed from the named Coordinator(s) immediately.

Article 9: Finances.

a) Expenditure of Funds – The funds of the organization shall be expended pursuant to the Operating Budget approved by the Collective and the UTSC Women & Trans Centre constitution.

- b) Preparation of the Budgets – All Budgets shall be prepared by the Finance and Safety Coordinator, in consultation with all other Coordinators, in accordance with the UTSC Women & Trans Centre constitution, based on the organization’s priorities as determined by the Collective
- c) Annual Operating Budget – The Finance and Safety Coordinator shall present a proposed Operating Budget for the upcoming fiscal year to the Board for its consideration no later than the second week of March each year. The Operating Budget shall be the major budget for the fiscal year and provide for all expenditures of the Corporation for the fiscal year.
- d) Forecast Budget – The Finance and Safety Coordinator shall present a Forecast Budget to the Collective for their consideration no later than the third week of September each year. The Forecast Budget shall provide revised estimates of income and expenses to reflect the financial position of the organization for the current fiscal year.
- e) Approval of Budgets – The Annual Operating Budget shall be approved by a majority vote of the Collective members present and voting at a Collective Meeting. The Forecast Budget, to the extent that it revises or amends the expenditures or provides for new expenditures, shall be approved by a two-thirds majority vote of the Collective members present and voting at a Collective Meeting.
- f) Fiscal Year – The fiscal year of the organization shall end on the 30th day of April in each year.
- g) The Finance and Safety Coordinator shall present an up-to-date list of expenditures and fiscal records at every Board of Directors meetings. Receipts must be shown upon request of any member of the Board of Directors.
- h) Each Coordinator shall keep account of expenditures incurred to fulfill the duties required by office, which shall be presented at every Board of Directors meeting and available to the Collective upon request.
- i) Yearly Records – The Finance and Safety Coordinator shall prepare and keep accurate records of all of the UTSC Women & Trans Centre’s financial accounts for the fiscal year they are accountable for (year that they hold office).
- j) Organization’s Records – The UTSC Women & Trans Centre shall keep accurate and complete records of financial transactions of the organization. These records shall be maintained by Finance and Safety Coordinator and be available to all members of the Collective upon request.
- k) Release of Funds – The power to sign for the release of the UTSC Women & Trans Centre funds requires authorization from all Coordinators.
- l) Small Purchases – All purchases must be approved of by all three Coordinators. This excludes the purchase of General Office or Event Supplies that total under \$25.
- m) Large Purchases – Any purchase over \$75 that is not directly stated in the budget must be approved by the Collective and reviewed by the Board of Directors.
- n) Repayment – If a Collective Member uses their own funds to pay for a UTSC Women & Trans Centre purchase approved by the Collective, the Collective Member shall be repaid upon reception of receipts. If receipts are not received, and the purchase is under \$10, the Finance and Safety Coordinator may use their discretion as to repayment. If receipts are not received, and the purchase is over \$10, the Collective must approve the repayment of funds by a majority of voting members of the Collective present at a meeting.
- o) Large Purchases by Collective Members – If a Collective member is to spend over \$50 for a UTSC Women & Trans Centre purchase, they may present a breakdown of costs to the Finance and Safety Coordinator, and receive a cheque or cash funds for 75% of the cost prior to purchase. Upon purchase and presentation of receipts, the Collective member shall receive the remainder of funds.
- o) Cheques that of \$75 or more must be verified by all Coordinators.
- p) Funding – The main source of funding for the organization is the levy obtained through the Scarborough Campus Student Union (SCSU).
- q) Donations – Donations may be accepted by the organization, pending the approval by the majority of voting members of the Collective that are present at a meeting.

Article 10: Honouraria.

- a) In this Article, “Honouraria” means financial remuneration as recognition for dedication toward UTSC Women & Trans Centre activities.

b) The UTSC Women & Trans Centre uses honouraria as a way of ensuring responsible and accountable governance and to recognize the contributions made by its Members.

c) The honouraria referred to in *this Article* shall not be distributed until the Board of Directors has first considered whether the recipient merits an honourarium for that session and votes to award it.

d) Coordinators: Honouraria will be given to the three Coordinators.

i. Twelve thousand (12 000) Canadian dollars per term shall be set aside in the budget for Coordinator Honouraria, for the Fall and Winter Terms.

ii. The Board of Directors will decide the amount of honouraria given to each Coordinator, based on logs.

A) The Board shall have a discussion and vote, in the absence of the Coordinators, to ensure that all Coordinators have met the requirements of their positions.

B) The decision must be approved of by a majority of the voting members of the Board who are present at the meeting.

C) The vote will be held at the last meeting of the term and has three possible results:

I) If all Coordinators have fulfilled their mandates as described in *Article 4*, the amount is divided equally between the Coordinators.

II) If one (1) or more Coordinator(s) has/have not fulfilled their mandate(s), and one (1) or more Coordinators have acted beyond the requirements of their mandates, the amount is divided unequally between the Coordinators, more funds presented to the person(s) who has/have gone beyond what is necessary.

III) If any Coordinator(s) has/have not fulfilled their mandate(s), and no other Coordinator(s) has/have acted beyond the requirements of their mandate(s), not all money is distributing to the Coordinators. The remaining funds are instead replaced into the budget.

iii. The fall portion of the honouraria will be distributed to the Coordinators upon receipt of the second levy payment; the winter portion of the honouraria will be distributed to the Coordinators at the last meeting of the Board of Directors of the Winter Term. Cheques must be approved by the Board Members before distribution.

iv. Changes to the total amount of the honouraria must also be changed in the constitution; therefore, changes to the amount of the honouraria require the approval of two-thirds (2/3) of the voting members of the Collective that are present at the meeting in which the proposition is made.

e) Volunteer Honouraria:

i) Names of extraordinary Office Volunteers may be submitted for nomination for small honouraria by Coordinators or Collective members to the Board of Directors before the last meeting of the term.

ii) Proposals must be presented at the last Board of Directors meeting of the term by either the nominator or nominated as to why this person deserves specific recognition.

iii) Volunteer Honouraria amounts and who they are distributed to must be approved of by a majority of voting members of the Board who are present at the meeting.

iv) The distribution and amount of Volunteer Honouraria is budgetary dependant and will be awarded only in exceptional cases.

f) Summer Honouraria:

i) Names of Coordinators or Volunteers may be submitted for small honouraria by Coordinators or Collective members to the Board of Directors for summer participation before the first meeting of the Fall Term.

ii) Proposals must be presented at the first Board of Directors meeting of the Fall Term by either the nominator or nominated as to why this person deserves specific recognition.

iii) Summer Honouraria amounts and who they are distributed to must be approved of by a majority of the voting members of the Board that are present at the meeting.

iv) Summer Honouraria are dependant on fiscal remains from the previous year.

v) The distribution and amount of Summer Honouraria is budgetary dependant and will be given only in exceptional cases.

g) Members of the Board of Directors may not receive Honouraria.

Article 11: Amendments to the Constitution.

a) Amendments to the Constitution must be debated by Collective members at a Collective meeting. At least two-thirds (2/3) of the voting members of the Collective that are present at the meeting must approve the amendment.

b) All Members must be notified one (1) week in advance about an upcoming amendment vote.

c) The results of a vote must be included with the minutes to the meeting in which it is proposed.

d) The approved Constitution must be resubmitted to the Office of Student Affairs after amendments are finalized to be considered valid.

Article 12: Food Handling on Campus Guidelines.

The UTSC Women & Trans Centre will conform to Provincial and Municipal Health Regulations when events are held at the University of Toronto at Scarborough Campus, including the sale and/or service of food products.

Article 13: Keeper of the Constitution.

An officially signed and sealed (with the University of Toronto at Scarborough seal) copy of the constitution shall be kept by the Office of Student Affairs.

Definitions.

Coordinators: Those who are hired to perform the operational tasks of the UTSC Women & Trans Centre.

The Centre (The Office): Room SL277, the room from which the UTSC Women & Trans Centre operates.

Fall Term: The term between September and December; its official start and end dates are designated by the University of Toronto at Scarborough.

Winter Term: The term between January and April; its official start and end dates are designated by the University of Toronto at Scarborough.

Summer Term: The term between May and August; its official start and end dates are designated by the University of Toronto at Scarborough.

Majority Vote: an agreement made by 5 people of the 8 people within the collective.

Hiring Committee: composed of a previous Coordinator, two Members of the new Board of Directors, and a representative of the Department of Student Life as outlined in article 6 under section d.

The Chief Returning Officer (CRO): is a representative of DSL who aid in the Board of Director election process as outlined above.

The Deputy Returning Officer (DRO): an student representative that is not involved with the Centre and is current and coming team who, with the aid of the CRO, conduct the election process and declare the outcome.

Collective: refers to the team as a whole, including the five (5) Board Members and three (3) Coordinators.