

Constitution of Co-op Students' Association (CSA)

Article I: Co-op Students' Association

- 1.1 The official name of the organization will be the Co-op Students' Association at the University of Toronto Scarborough.
- 1.2 The Co-op Students' Association may be referred to by the acronym CSA.

Article II: Purpose

- 2.1 The purpose of the Co-op Students' Association will be to:
 - 2.1.1 To organize and administer events that will foster relationship building among all Co-op students at the University of Toronto Scarborough;
 - 2.1.2 To act as an instrument for all Co-op students to voice their major concerns to the U of T at Scarborough Administration;
 - 2.1.3 To serve as a resource for all University of Toronto Scarborough students who require information about the Co-op program and guidance with career planning
- 2.2 The Co-op Students' Association will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:
 - 2.2.1 equipping students with the skills and knowledge needed during the job search process as well as long term career planning assistance. We plan on achieving these goals by hosting information sessions, panel discussions, workshops, and finally a mentorship program. In the end, we want our group members to feel confident when going out to find work, whether that be part-time work, a co-op position, or work upon graduation. We will be asking for feedback through-out the year to confirm from our members to check the progression of our goal.
- 2.3 The Co-op Students' Association fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in essentially commercial activities.
- 2.4 The Co-op Students' Association operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in the Co-op Students' Association is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the Co-op Students' Association will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in Co-op Students' Association:
 - 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;

- 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
- 3.3.4 The right to freedom from discrimination based on sex, race, religion, or sexual orientation;
- 3.3.5 The right to be free from censorship, control, or interference by the University based on the organization's philosophy, beliefs, interests, or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.3.6 The right to distribute on campus, responsibly, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in the Co-op Students' Association:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The Co-op Students' Association will not collect a mandatory membership fee from each member each year. Thus, the membership fee will be \$0 per year.
- 3.6 The Co-op Students' Association values and respects the personal information of its members. The Co-op Students' Association secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.7 The Co-op Students' Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

- 4.1 The executives of the organization shall include: Co-Presidents, Vice-President of Operations, Vice-President of External Affairs, Vice-President Internal Affairs, Vice-President Marketing, Internal Affairs Director, External Affairs Director, Finance Director, Operations Directors, Marketing Directors, External Affairs, Internal Affairs, Operations and Marketing Associates.
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 The Co-President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies. They will preside board meetings as well as general meetings. They will also ensure the transition of office to the future executives as well as hold signing officer authority for financial purposes.
 - 4.2.2 Vice-President Operations will assume the duties of the Co-President in his/her absence. They will oversee various committees and ensure that all

club activities meet the regulations and policies of the University of Toronto Scarborough as well as coordinate organizational recruitment efforts.

- 4.2.3 Vice-President External acts as a liaison between the organization and other student clubs, societies, organizations, and groups on and off-campus. They will maintain a database with all contacts and ensure that this database is transferred to the new VP when the school year concludes. They will also manage PR with external contacts (e.g. working with the VP Marketing to send out any year-end thank you emails). They will also work with the Computer Science Director(s) to ensure that the website is up to date with resources for members.
- 4.2.4 Vice-President Internal Affairs, managing internal administrative tasks including the hiring process. Manages finance and set up bi-weekly meetings to keep the team in check.
- 4.2.5 Vice-President Marketing creates and Create and send professional emails regarding events to the executives and members (internal and external communication) with the information provided by the organizer, within 2 days of receiving notification to do so. They will ensure all posters, flyers, and banners prepared by the Graphics Director are stamped and posted in coordination with the campus regulations. They will regularly maintain, post, and update on social media (Facebook, Twitter, Instagram, etc.) in coordination with the Events and Marketing associates as well as adopt innovative methods of advertising to the general student body.
- 4.2.5 External affairs director works with the Vp of external affairs to seek out speakers for events and maintain relationships between clubs.
- 4.2.6 Internal affairs director works with the Vp of internal affairs to ensure the internal operation of the club is running smoothly and assists with any task needed such as attending club training.
- 4.2.7 Finance director manages the finance of the club such as applying for funding and seeking for reimbursement for events.
- 4.2.8 Operations director assists in planning events with their VP and making sure materials are ready and bookings of rooms.
- 4.2.9 Marketing director assists their VP to keep our social media platform up to date. Create posts for events and increase awareness about the club.
- 4.2.10 Operations and Marketing Associates will plan, organize, and execute CSA events. They will assist VP Marketing with the management of all social media platforms as well as create promotional and marketing content for CSA events through social media. They will perform any other club duty deemed necessary to help achieve the mission of CSA.
- 4.3 Only student members of the organization may hold executive positions.
- 4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

- 4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.9 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.10 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.11 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 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:
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
- 5.1.2 A member or executive has violated the constitution;
- 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
- 5.1.4 A member or executive has violated the rights of a fellow member;
- 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
- 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
- 5.2.1 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.
- 5.2.2 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 allowed to explain themselves if they are a non-executive general member.
- 5.3 The removal of members and executives will be facilitated by a *three-tier* procedure which operates as follows:
- 5.3.1 First Tier:
- 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.
- 5.3.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior.
- The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving a second-tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general 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 five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

- 6.1 The funds of the organization shall be expended under the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Vice-President Operations by the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 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 the extent thereby provided.

- 6.8 The President, the Vice-President Operations, and only in special circumstances the Finance Director shall be the sole signing authority of banking instruments for the organization.
- 6.9 Co-op Students' Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 Co-op Students' Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 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.
- 7.2 General meetings will be facilitated by a Chairperson elected by the general membership from the executive committee. The Chairperson shall be responsible for:
 - 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 7.2.3 Moderating the discussion at meetings according to the agenda;
 - 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed by the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days before the meeting.
- 7.5 General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 7.6 General meetings are open to registered members of the organization only. A quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.7 For a quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.8 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

- 7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 7.12 Any question at a valid general meeting shall be decided by a show of hands.
- 7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
- 7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 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.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days before the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. A quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.11 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.

- 8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article X: Elections

- 10.1 Executive elections will be held before March 31 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year before the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 All screening of candidates will be conducted by a committee comprised of the majority number of non-executive general members and a minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days before the general meeting at which the election will be held.
- 10.6 All application periods must commence a minimum of fourteen (14) calendar days before the general meeting at which the election will be held. The application period must end a minimum of seven (7) days before the general meeting at which the election will be held.
- 10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- 10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- 10.9 This committee will be comprised of two (2) non-executive general members and one (1) executive.

- 10.10 Successful candidates will be determined by the accrual of the most number of votes tallied from amongst the general membership.
- 10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 10.13 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 XI: Amendments

- 11.1 The organization may make, amend, or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days before the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days before the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role for the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 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.

- 13.3 Emergency powers may only be used for such a time as is needed to address an extenuating circumstance.
- 13.4 General members can to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

- 14.1 Co-op Students' Association 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 XV: Precedence of University Policies

- 15.1 Co-op Students' Association 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 Co-op Students' Association, the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

- 16.1 The University of Toronto Scarborough does not endorse the Co-op Students' Association's beliefs or philosophy nor does it assume legal liability for the group's activities on or off-campus.

Article XVII: Banking

- 17.1 Co-op Students' Association 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

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting by, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson before the meeting. Agenda items should ordinarily appear in the order outlined in these rules of order.
2. 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 the proper functioning of meetings and the organization requires planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of the presentation.
4. When possible, changes to the agenda should be done by the acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be outlined in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by the acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. **Executive Reports**

1. Executives may report their findings or recommendations to the general membership at this point in the agenda.
2. 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.
3. This time should also be used for any presentations to be made to the general membership.

V. **Open Forum**

1. 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.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. **Old and New Business**

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. 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.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. **Motions and Deliberations**

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. 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 the vote of a majority of the general membership, time limits may be extended.
4. 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.

5. 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.
6. 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.

VIII. **Voting**

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. 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.
3. 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.
4. 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.