

Constitution of Scarborough Campus: Out (SC:OUT)

Article I: Name of Organization

- 1.1 The official name of the organization will be Scarborough Campus: Out
- 1.2 Scarborough Campus: Out may be referred to by the acronym SC:OUT.

Article II: Purpose

- 2.1 The purpose of Scarborough Campus: Out will be to provide a safe and welcoming space for members of the LGBTQ+ community and allies, and provide educational resources.
- 2.2 Scarborough Campus: Out will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by promoting inclusivity, education, equity, a sense of community, and engaging with social justice causes.
- 2.3 Scarborough Campus: Out fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 Scarborough Campus: Out operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University of Toronto.

Article III: Membership

- 3.1 Membership in Scarborough Campus: Out is open to all students, staff, faculty and alumni of the University of Toronto Scarborough Campus.
- 3.2 The term of membership for the Scarborough Campus: Out will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in Scarborough Campus: Out:
 - 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 on the basis of gender, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the SC:OUT's philosophy, beliefs, interests or opinions unless and until these lead to activities that are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

- 3.3.7 The right to utilize the SC:OUT Lounge premises, in a responsible, appropriate way that does not result in damage to property and harm to themselves or others.
- 3.4 Each member shall possess the following responsibilities relative to participation in Scarborough Campus: Out:
 - 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 Scarborough Campus: Out values and respects the personal information of its members. Scarborough Campus: Out secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.6 Scarborough Campus: Out will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 3.7 The process for becoming a member of Scarborough Campus: Out is as follows:
 - 3.7.1 Members of Scarborough Campus: Out will be recognized as follows:
 - 3.7.2 a) People who express interest in being members of Scarborough Campus: Out.
 - 3.7.3 b) People who are present in the SC:OUT Lounge frequently.
 - 3.7.4 c) People who are invested in LGBTQ+ issues and wish to participate in the events and community spaces run by Scarborough Campus: Out.

Article IV: Executive

- 4.1 The executives of SC:OUT shall include Internal and External Coordinator, Health and Safety Coordinator, Finance Coordinator, Dispute Coordinator, Events Coordinator, Public Relations Coordinator, and Resource Coordinator. Each executive branch shall also share responsibilities of the title President, as Co-Presidents.
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 Co-Presidents are the official spokespeople of the organization and provide direction for all components of the organization in a manner consistent with the organization's constitution and policies. All members of the Executive team will have Co-Presidential responsibilities.
 - 4.2.2 Internal and External Affairs Coordinator acts as a liaison between the organization and other student clubs, societies, organizations, and groups

- on and off-campus. Responsible for booking event spaces, speakers and equipment within or outside of campus.
- 4.2.3 Health and Safety Coordinator is responsible for the upkeep of the health and safety of all Scarborough Campus: Out events and spaces (such as the SC:OUT Lounge), liaising with Health & Wellness UTSC in order to provide educational resources, sexual health materials, and sanitary products for free to all general members through the SC:OUT Lounge.
 - 4.2.4 Finance Coordinator is responsible for overseeing and monitoring of all financial transactions made by Scarborough Campus: Out, assuring and affirming the good status of Scarborough Campus: Out bank account, and acting as a signing member/bank signee.
 - 4.2.5 Dispute Coordinator is responsible for assuring the safety and comfort of those in the SC:OUT Lounge and at Scarborough Campus: Out events, and ensuring that conflicts between general members, executive members, or both, are dealt with in a fair way, abiding by the constitution and by the Laws of the Land.
 - 4.2.6 Events Coordinator is responsible for every aspect of event planning. Responsibilities include but are not limited to brainstorming, promotion, logistics and facilitation. Part of their role will be to work closely with the Finance Coordinator to set realistic budgets and expectations.
 - 4.2.7 Public Relations Coordinator is responsible for overseeing all communications over social media, organizing online spaces and mailing lists, and creating a variety of content for social media.
 - 4.2.8 Resource Coordinator is responsible for harmonizing lounge resources, creating master documents of University-based and externally based resources for students, keeping lounge inventory, overseeing the Volunteer Network, and running onboarding for incoming executives.
- 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 a two-thirds majority of the entire executive membership at a valid executive meeting.
 - 4.7 The term of each executive will last any time from the month of September following their election to the month of August 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 Co-President(s). Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Co-President(s), 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 Co-President(s) or designate of the organization until such a time where a by-election is held, or a permanent appointment occurs.
- 4.10 If the Co-President(s) 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 Co-President(s) 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, or a permanent appointment occurs.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated when a two-thirds majority of executive members, or a simple majority of general members agree to investigate a complaint that 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 committee.
 - 5.2.2 A motion for a removal vote is put forward by any member of the executive committee and passed by a two-thirds majority vote of the executive committee. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or possibly be given the opportunity to explain themselves if a two-thirds majority of general members is achieved.
- 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 or in writing that their behaviour 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 behaviour.
 - The Dispute Coordinator 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 Dispute Coordinator must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members.
 - The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Dispute Coordinator's written or verbal response to demonstrate progress or correction of behaviour.
- 5.3.3 Third tier:
- Initiated because the member or executive has violated section 5.1 after receiving second-tier warning relative to a particular action or behaviour.
 - The removal vote must take place at a valid general meeting of the membership. An opportunity for discussion between executive members and the accused party will only be granted through a majority vote of the executive committee.
 - The removal of an executive or member requires a two-third majority vote of all of the members present at an executive meeting (including executives). The executive or member facing removal is entitled to vote on the motion.
- 5.3.4 The only exception to the three tier process of removal of a general member is in the circumstance that the general member in question creates an immediate safety threat in SC:OUT Lounge spaces (including threats specifically surrounding 2SLGBTQ+ students and issues), which may result in immediate removal from the lounge and/or a 2 week suspension of lounge usage privileges, after which the three tier process will be initiated.

Article VI: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the executive committee.
- 6.2 All Budgets shall be prepared by the Finance Coordinator in accordance with the organization's priorities as determined by the executive committee in consultation with general members.
- 6.3 The Finance Coordinator shall present a proposed operating budget for future or possible projects to the general membership for its consideration.
- 6.4 The operating budget shall be approved by a majority vote of the executive committee during a valid meeting.

- 6.5 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.6 Any of the Co-President(s), and/or the Finance Coordinator, and only in special circumstances the Dispute Coordinator shall be the sole signing authority of banking instruments for the organization.
- 6.7 Scarborough Campus: Out will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.8 Scarborough Campus: Out 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 the executive committee, who will 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 General meetings may be called to order by and through the Co-President(s).
- 7.4 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.5 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.6 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.7 Members must contact the executive committee a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss.

- 7.8 Each member of the organization shall be entitled to one (1) vote at a general meeting.
- 7.9 Whenever a vote by show of hands occurs, a declaration by the executive committee 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.
- 7.10 In case of an equality of votes at a general meeting, the President(s) of the meeting shall have the deciding vote.
- 7.11 The executive committee 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 Co-President(s) of the organization. The Co-President(s) 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 August 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 prior to the meeting.
- 8.4 The frequency of executive meetings occurring between September 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(s).
- 8.6 Executive meetings are restricted to executive members only. 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 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.9 Whenever a vote occurs, a declaration by the Co-President(s) that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.10 In case of an equality of votes at an Executive Meeting, the motion will be discussed and resolved using consensus based methods.
- 8.11 The Co-President(s) 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 Less notice for emergency meetings may be provided at the discretion of the Co-President(s).

Article X: Elections

- 10.1 Executive elections will be held prior to August 31 each year.
- 10.2 Candidates for executive positions should simply express an interest in any of the position(s) during the election period.
- 10.3 Notification of the ability to submit applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 10.4 The application period must end a minimum of fourteen (14) days prior to the general meeting at which the election will be held by which a list of accepted candidates will be emailed to general members.
- 10.5 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 current executive committee.
- 10.6 Elections shall be conducted by secret ballot.
- 10.7 The votes will be counted by two (2) randomly selected general members.
- 10.8 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.9 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.
- 10.10 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.
- 10.11 In the event of a tie, those two candidates will participate in a second election. If another tie is reached, then the winner will be decided by the flip of a coin.
 - 10.11.1 Candidates will be assigned a side of the coin randomly.
- 10.12 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 seven (7) days prior to an executive meeting.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a general meeting.
- 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 over the course of 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 August 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 period of time as is needed to address an extenuating circumstance.
- 13.4 General members have the ability 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 Scarborough Campus: Out 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 Scarborough Campus: Out will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Scarborough Campus: Out, the University's policies, procedures, and guidelines will take precedence.

Article XVI: Legal Liability

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

Article XVII: Banking

- 17.1 Scarborough Campus: Out 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 Office of Student Experience and Wellbeing at University of Toronto Scarborough, should the university request it.
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