



**Factor-Inwentash School of Social Work Graduate  
Student Association Official Constitution**

**Last Updated: March 2024**



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

## Table of Contents

<b>ARTICLE 1 – NAME</b>	<b>3</b>
<b>ARTICLE 2 – DEFINITIONS AND ABBREVIATIONS</b>	<b>3</b>
<b>ARTICLE 3 – OBJECTIVES</b>	<b>4</b>
<b>ARTICLE 4 – MEMBERSHIP</b>	<b>5</b>
<b>ARTICLE 5 – GSA COMPOSITION</b>	<b>5</b>
<b>ARTICLE 6 – EXECUTIVE PORTFOLIOS</b>	<b>8</b>
<b>ARTICLE 7 – STANDING / AD HOC COMMITTEE PORTFOLIO</b>	<b>14</b>
<b>ARTICLE 8 – STUDENT REPRESENTATIVES PORTFOLIO</b>	<b>15</b>
<b>ARTICLE 9 – CONFIDENTIALITY</b>	<b>15</b>
<b>ARTICLE 10 – FINANCES</b>	<b>16</b>
<b>ARTICLE 11 – MEETINGS</b>	<b>16</b>
<b>ARTICLE 12 – ELECTIONS</b>	<b>17</b>
<b>ARTICLE 13 – VACANCY AND REPRIMAND</b>	<b>21</b>
<b>ARTICLE 14 – AMENDMENTS TO CONSTITUTION</b>	<b>22</b>
<b>History of Amendments</b>	<b>23</b>



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

## ARTICLE 1 – NAME

The name of the association is the Graduate Student Association (GSA) of the Factor-Inwentash Faculty of Social Work (FIFSW). The association will hereafter be referred to as the GSA. This shall be the only name used in any advertising or other representation of the GSA.

## ARTICLE 2 – DEFINITIONS AND ABBREVIATIONS

- **FIFSW:** Abbreviation for Factor-Inwentash School of Social Work
- **GSA:** Abbreviation for “Graduate Student Association”
- **UTGSU:** Abbreviation for “University of Toronto Graduate Students Union”
- **ITR:** Abbreviation for “Indigenous Trauma and Resiliency”, a MSW FoS offered at FIFSW
- **SIF:** Abbreviation for “Student Initiative Fund” a grant financed by the GSA to support student-led initiatives at FIFSW
- **General Assembly:** Refers to all full-time and part-time FIFSW Master of Social Work (MSW) students at the University of Toronto. Membership is limited to registered full-time and part-time Master of Social Work (MSW) students of FIFSW at the University of Toronto
- **Executive Position:** Refers to a Position on the GSA’s Executive Committee
- **Executive Committee or Executive Team:** Refers to the body composed of the GSA’s twelve (12) executive positions
- **GSA Executive or Executive:** Refers to the title granted to individuals occupying an Executive Position at the GSA
- **Executive Vote:** Refers to the voting procedure in which only Executives may exercise a vote in an official GSA meeting
- **Faculty:** Refers to the FIFSW teaching team
- **Staff:** Refers to the FIFSW administrative staff and registrar
- **Standing / Ad-Hoc Committees:** Committees formed with any number of students that include one GSA executive
- **Faculty Council:** Council consisting of faculty members, student representatives, and one GSA executive
- **GSA Council:** Council consisting of GSA Executive team and student representatives from Standing / Ad-Hoc Committees, and Faculty Council Committees



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

### **ARTICLE 3 – OBJECTIVES**

Section 1: The objectives of the GSA shall be to:

- Represent the student community at FIFSW
- Act in partnership with the FIFSW to enhance the educational experience of students
- CRO in co-operation with the outgoing GSA Executive team will hold elections for student representative roles in GSA Executive Committee, Faculty Council and Committees, and Affiliated Groups as required
- Initiate, facilitate and, where appropriate, administer activities aimed at enhancing the student experience at the FIFSW
- Promote community building and social action among the student body
- Advocate for equity and social justice within the FIFSW community
- Enhance communication among students, faculty, staff, and the social work community
- Promote and facilitate the evaluation of the social work education from a student perspective
- Work in partnership with the FIFSW to welcome and orient new students
- Adhere to and uphold the Canadian Association of Social Workers Code of Ethics and Values

Section 2: Toward the objectives stated in Section 1 of this Article, the GSA shall:

- Act as the liaison between all FIFSW students and FIFSW faculty and staff
- Provide academic, career, and social functions for the FIFSW student body
- Generate, administer, and distribute funds to support said initiatives appropriately
- Not sanction or allow the use of GSA space, resources, or funds for the benefit of any other third-party group that is not a GSA subsidiary or direct component of FIFSW (i.e. Staff and Faculty)
- Not advertise, promote, or affiliate itself with third-party groups who promote ideologies or an environment harmful to the objectives of the GSA, or to whom activities are of no benefit to GSA Assembly Members.
- Provide all other services as deemed necessary or appropriate or as called upon by the Faculty and Staff



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

## **ARTICLE 4 – MEMBERSHIP**

- Membership is limited to registered full-time and part-time Master of Social Work (MSW) students of FIFSW at the University of Toronto
- Affiliated persons or groups are permitted to join the GSA upon consent of the GSA, subject to its own and the University of Toronto Graduate Student Union's (UTGSU) by-laws
- The GSA recognizes any patrons and advisors appointed by the Executive Committee

## **ARTICLE 5 – GSA COMPOSITION**

The GSA Council shall consist of an Executive Committee, Faculty Councils and Committees, Standing / Ad-Hoc Committees, and all other student representatives. Except where noted otherwise, all bodies of the GSA will make every effort to consist of a representative sample of the student body, and include Year 1, Year 2, Advanced Standing, and Indigenous Trauma and Resiliency (ITR) students.

### **A. GSA Council**

The GSA Council shall consist of:

1. All members of the Executive Committee
2. All student representatives on Faculty Councils and Committees, as listed in Article 5D
3. All student representatives on Affiliated Groups and Members, as listed in Article 5E

Each member of the Governing Council shall have one (1) vote at meetings of the Governing Council. Members of the Governing Council who wish to resign their position must submit their resignation in writing to the Co-President(s) and the Secretary.

### **B. Executive Committee**

The Executive Committee shall consist of:

1. Two Co-Presidents
2. One Secretary\*
3. One Treasurer\*
4. One Social Events Coordinator\*
5. One Social Media Coordinator\*
6. One Communications



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- |  |  |
|--|--|
| Coordinator*   | 10. One Advanced Standing Representative     |
| 7. One Year 1 Representative                           | 11. One International Student Representative |
| 8. One Year 2 Representative                           | 12. One Director of Equity                   |
| 9. One Indigenous Trauma and Resiliency Representative |  |

\*At the discretion of the GSA, multiple students may share the Executive positions of Secretary, Treasurer, and Social Coordinator to better represent the student body, fully utilize the skills and knowledge available, and/or distribute the workload more evenly to better meet the needs of the student body.

### **C. Standing / Ad-Hoc Committees of the GSA**

Standing/Ad-Hoc Committees may consist of any number of students, at least one of whom must be a GSA Executive. The following committees may be created at any given time:

- Elections Committee
- Parental Interests Committee
- International Student Sub-Committee
- ITR Student Sub-Committee
- Year 1 Student Sub-Committee
- Field of Study (FoS) Sub-Committee
- Elections Appeal Committee
- Governance Committee
- Graduate Student Celebration Sub-Committee
- Social Work Week Committee
- Events Committee
- Diversity and Inclusion Committee
- Health and Wellbeing Committee

### **D. Faculty Council and Committees**

Representatives of the GSA advocate for student interests in the following Faculty Council and Committees. However, the Faculty Council as the main governing body of FIFSW may at times identify a need for additional committees to be struck, which therefore require student representatives.



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

### **Faculty Council**

- One Year 1 student representative
- One Year 2 student representative
- One Advanced Standing student representative
- One ITR student representative
- *One GSA Executive*

### **MSW Studies Committee**

- One Year 1 student representative
- One Year 2 student representative
- One Advanced Standing student representative
- One ITR student representative
- *One GSA Executive*

### **Practicum Advisory Committee**

- Two Year 1 student representatives
- Two Year 2 student representatives
- One Advanced Standing student representative
- One Indigenous Trauma and Resiliency student representative
- *One GSA Executive*
- *One MSW Studies student representative*

### **Interprofessional Education Committee**

- Year 1 IPE Representative
- Year 2 IPE Representative

### **Equity and Diversity Committee**

- At least one student representative
- GSA Director of Equity
- FIFSW Director of Equity, Diversity and Inclusion

## **E. Affiliated Groups and Members**

Representatives of the GSA advocate for FIFSW student interests in the following external committees. Where appropriate, GSA representatives are limited to a



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

specific number of votes.

### ***University of Toronto Graduate Student Union Committee***

- Three (3) student representatives
- At least one GSA Executive

### ***FIFSW Alumni Association***

- One Year 1 or ITR (Year 1) student representative
- One Year 2, Advanced Standing, or ITR (Year 2) student representative

## **ARTICLE 6 – EXECUTIVE PORTFOLIOS**

The following outlines the shared responsibilities and specific duties of the Executive Committee.

### **A. Shared Responsibilities**

The Executive Committee must determine which of its members shall take on the following responsibilities, in addition to the portfolio roles of:

- University of Toronto Graduate Student Union Committee
- Faculty Council
- MSW Studies Committee
- Practicum Advisory Committee

### **B. Co-Presidents**

It is the responsibility of the Co-Presidents to perform, in addition to any responsibilities assumed under shared responsibilities, the following tasks:

- Lead the GSA in ensuring all activities represent student needs
- Prepare an agenda with the Secretary for GSA meetings
- Chair Executive Committee meetings
- Serve as primary liaison between the Faculty and the GSA
- Assist with coordination of GSA activities
- Call emergency Executive Committee meetings as necessary
- Participate in Faculty orientation events and welcome new students to the GSA





UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- One Co-President must be a signatory for the GSA's bank account
- Leading the team in transition planning at the end of the academic year and preparing information to pass on to next year's GSA
- Participate in GSA events and attend meetings

### C. **Secretary**

In addition to any responsibilities under shared responsibilities, the Secretary shall:

- Work in conjunction with the Co-Presidents to create agendas for meetings
- Distribute agenda in a timely manner to all members of the Executive
- Take minutes at GSA meetings
- Distribute notes in a timely manner to all Executives of the GSA
- Share all GSA Exexutive meeting minutes with Communications Coordinator
- Liaise with the FIFSW and other groups as necessary to establish meetings
- Monitor the GSA UToronto and Gmail email accounts
- Maintain electronic records of the GSA including all its committees
- Participate in GSA events and attend meetings

### D. **Treasurer**

In addition to any responsibilities under shared responsibilities, the Treasurer shall:

- Oversee all aspects of GSA finances
- Oversee all deposits and allocation of GSA funds
- Apply for Head Grant funds and ensure Head Grant funds are received
- Liaise with Alumni treasurer regarding funding of activities
- Pay all bills incurred by the organization
- Maintain accurate financial transaction records
- Collect committee budget proposals
- Present an accurate financial statement to the General Council at least once a year and as requested
- Serve as a signatory for the GSA's bank account



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Oversee the Student Initiative Fund (SIF)
- Participate in GSA events and attend meetings

#### **E. Social Events Coordinator**

In addition to any responsibilities under shared responsibilities, the Social Events Coordinator shall:

- Play a lead role in the planning and execution of all GSA social events alongside the Social Media Coordinator and Communications Coordinator with the assistance of other GSA Executives
- Delegate tasks to other GSA Executive members in the planning and execution of all GSA social events
- Outreach to potential stakeholders to ensure the success of the event (i.e. Presenters, venues, caterers etc.)
- Support GSA members in the planning and execution of all GSA events
- Participate in GSA events and attend meetings

#### **F. Social Media Coordinator**

In addition to any responsibilities under shared responsibilities, the Social Media Coordinator shall:

- Oversee the planning and execution of all GSA social events alongside the Social Events Coordinator and Communications Coordinator with the assistance of other GSA executives.
- Maintain and use appropriately all GSA-related social media accounts
- Ensure all events are advertised at least one (1) week in advance and are open to all appropriate parties
- Promote and market all GSA social events on social media
- Create content for social media with the assistance of the Communications Coordinator.
- Participate in GSA events and attend meetings

#### **G. Communications Coordinator**



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

In addition to any responsibilities under shared responsibilities, the Communications Coordinator shall:

- Maintain the GSA website, posting all pertinent information and publish new meeting minutes and events on the website
- Shall collect GSA executive biographies each Fall and submit them for publication on the GSA website
- Be responsible for ensuring that proper announcements are made in FIFSW classes (i.e. for events, merch announcements, and all other promotions)
- Create event posters for GSA-led events with the assistance of the Social Media Coordinator
- Create a monthly newsletter for FIFSW students which includes event information, updates within the GSA that is sent to Faculty, Staff, and students via the FIFSW student listserv
- Participate in GSA events and attend meetings

H. **Year 1 Representative**

- Lead the Year 1 Student Sub-Committee and report back to the GSA Executive meetings (as described in Article 5C)
  - Lead the hiring of sub-committee members outside GSA elections
- Provide Year 1 feedback and opinions on all issues discussed and decisions made
- Identify and advocate for Year 1 students in meetings
- Maintain an open and consistent line of communication with Year 1 students
- Take the lead in organizing and creating social event(s) relating to their cohort – work with Social Events Coordinator in these efforts
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings

I. **Year 2 Representative**

- Lead the MSW FoS sub-committee and report back to the GSA Executive meetings (as described in Article 5C)
  - Lead the hiring of sub-committee members outside GSA elections



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Provide Year 2 feedback and opinions on all issues discussed and decisions made
- Identify and advocate for Year 2 students in meetings
- Maintain an open and consistent line of communication with Year 2 students
- Take the lead in organizing and creating social event(s) relating to their cohort – work with the Social Events Coordinator in these efforts
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings

**J. Indigenous Trauma and Resiliency (ITR) Representative**

- Lead the ITR Student Sub-Committee and report back to the GSA Executive meetings (as described in Article 5C)
  - Lead the hiring of sub-committee members outside GSA elections
- Provide ITR feedback and opinions on all issues discussed and decisions made
- Identify and advocate for ITR students in meetings
- Maintain an open and consistent line of communication with ITR students
- Take the lead in organizing and creating social event(s) relating to their cohort – work with the Social Events Coordinator in these efforts
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings

**K. Advanced Standing Representative**

- Provide Advanced Standing feedback and opinions on all issues discussed and decisions made
- Identify and advocate for Advanced Standing students in meetings
- Maintain an open and consistent line of communication with Advanced Standing students
- Take the lead in organizing and creating social event(s) relating to their cohort - work with the Social Events Coordinator in these efforts
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

**L. International Student Representative**

- Lead the International Student Sub-Committee and report back to the GSA Executive meetings (as described in Article 5C)
  - Lead the hiring of sub-committee members outside GSA elections
- Maintain an open and consistent line of communication with international students
- Attend regular meetings with the International Student Coordinator
- Relay new concerns, inquire about new policies, and share successes to Associate Dean when necessary
- Provide international students' feedback and opinions on all issues discussed and decisions made
- Identify and advocate for international students in GSA, and other committee meetings (if applicable)
- Take lead in organizing and creating social event(s) relating to their cohort - work with the Social Events Coordinator in these efforts
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings

**M. Director of Equity**

- Lead discussions among GSA executives regarding group norms, and facilitate discussion on conflict resolution among GSA executives
- Attend monthly meetings with Staff EDI Director to discuss any matters relating to inequities presented by students at FIFSW (i.e., relay new concerns, inquire about new policies, share successes)
- Serve as the bridge between GSA and student advocacy efforts by bringing these perspectives to FIFSW Faculty and Staff
- Coordinate and manage advocacy related to global and local issues and support students in bringing these conversations to FIFSW
- Shall be the point of contact to amplify the voices of FIFSW students experiencing accessibility or equity issues in their courses, the GSA, or the general FIFSW environment
- Shall ensure equity, representation and accessibility of all GSA events and programming



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Shall be an active participant in the EDI committee
- Assist and lead GSA activities as required
- Participate in GSA events and attend meetings

### **ARTICLE 7 – STANDING / AD HOC COMMITTEE PORTFOLIO**

The GSA is made up of Standing and Ad Hoc Committees that are organized and run by the student body.

- Chairs of committees shall be empowered to co-opt members for their committees from General Assembly members (i.e., Year 1 Rep, Year 2 Rep, ITR rep)
- Contact information for all committee members must be kept on file
- Meeting minutes must be written, kept, and submitted to the Executive Committee (i.e., Secretary or Communications Coordinator) for record-keeping
- Committees shall not take independent action concerning matters that fall outside the terms of reference without first consulting the GSA Council and the GSA Executive in charge of the committee, respectively
- Student Representatives will not attend Executive meetings but may ask to meet with GSA Executives to raise concerns or ask for support

#### **A. Committee Formation**

All proposed Standing/Ad Hoc Committees not identified in **Article 5C** will be created according to the following guidelines:

- All requests for committee formation will take the form of a written proposal outlining the purpose, structure, contact person and other relevant information, which will be sent to the Executive Committee for consultation
- **All committees must consist of at least 3 people**
- Committee proposals will be provided to the GSA Council at least one week prior to a vote by the GSA Council
- Approval of the proposed committee will be voted on by the GSA Council

Upon ratification, all committees must adhere to the following:



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Recommend to the Executive Committee what action should be taken on various related issues or matters
- Hold scheduled meetings at the call of their Chair
- Perform work in preparation or execution of issues related to the FIFSW
- Be willing to endorse individual proposed projects that relate to committee objectives

### **ARTICLE 8 – STUDENT REPRESENTATIVES PORTFOLIO**

Student representatives are a link between the GSA and all Faculty Committees and Affiliated Groups. Student representatives may be GSA executives or members of the student body. Student representatives who hold both positions simultaneously must fulfil their responsibilities to both respective teams in full.

Each representative will comply with the following:

- Commit to attending monthly meetings with the council between October-April including at least 75% of all meetings
- Serve as a liaison between their respective Committee and student body
- Provide written reports to the student body summarizing student-related issues originating from all committee meetings within 2 weeks of the meeting
- Provide written reports and meeting minute notes to the GSA Executive team (i.e., Secretary, Communications Coordinator) to be disseminated publically within 2 weeks of the meeting
- Establish relationships with other Committee Representatives
- Represent student perspectives and views to their respective Committees
- Exercise voting rights in their respective Committee
- Maintain portfolio of yearly activities, contacts, and other transitional information for transfer to incoming Representatives
- Advocate on behalf of the interests of the student body
- Student Representatives will not attend Executive meetings but may ask to meet with GSA Executives to raise concerns or ask for support

### **ARTICLE 9 – CONFIDENTIALITY**

Any Executive Committee or Governing Council meetings declared in-camera must be



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

held in confidence by all present.

Information can only be shared with GSA members that were present during assembly unless otherwise specified by their role.

***Breach of confidence may lead to constitutional disciplinary action.***

### **ARTICLE 10 – FINANCES**

- Each committee, including the Executive Committee, shall be responsible for preparing a budget that must be presented to the Treasurer **by November 1 or within two weeks of Committee formation**. However, supplementary budgets can be accepted later based on available resources
- All committee budget proposals require review and approval by the GSA Executives
- Each committee will select a delegate who will be responsible for presenting approved budget proposals to the GSA Executives. Delegate will be held accountable for all allocated funds
- Each committee must provide an end-of-year report including budget, expense receipts, and other financial information
- All monies fundraised by any committee must be reported through the GSA Council and must stay within the committee or the GSA
- All Student Initiative [Fund](#) applications must follow approval process, and once approved, the funding distribution process
  - This document is meant to be updated annually by the Treasurer

### **ARTICLE 11 – MEETINGS**

- The Executive Committee will be responsible for establishing a calendar of GSA meetings at the beginning of the Fall and Winter semesters
- The Executive body of the GSA shall adopt a collective approach in all activities and make decisions based on consensus
- In the event of extenuating circumstances, Bourinot's Rules of Order shall apply
- The GSA Council will meet no less than once per month during the academic semester, to meet as necessary as set out by the Co-Presidents
- Quorum set at 50% of GSA Executives, including at least one Co-President





UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- If quorum is not met, ***no voting can occur at the meeting***
- The GSA Council will meet no less than two times during the academic semester, with an intention to meet as necessary as set out by the Executive Committee
- All members of the Executive Committee are expected to attend a ***minimum of 75% of all meetings***, whether that be in-person, on the phone, video conferencing, or any other means deemed acceptable
- At least one GSA Executive must attend at least 50% of the UTGSU meetings
  - This responsibility can rotate between GSA executive members
  - This is to ensure the disbursement of the UTGSU Head Grant
- An ***Annual General Meeting (AGM)*** should be held per school year to inform the student body about the budget, provide a schedule of GSA events and activities, obtain approval for key decisions, and other reasons deemed necessary
  - Quorum for AGMs will be set at 5% of General Assembly members (see Article 2 and 4 for General Assembly)
  - If quorum is not met, ***no voting can occur at the meeting***
- All General Assembly members are welcome to attend GSA meetings and meeting notices will be publicized in an accessible manner

#### **ARTICLE 12 – ELECTIONS**

- All students must be informed in advance about the election procedure and process, including the nomination period, voting period, and announcement of results
- A ***Chief Returning Officer (CRO)*** will be selected from the student body
- The CRO ***must not be a candidate*** for any of the Executive positions or student representative positions for the election
- If none of the GSA Council members can fulfil the role, a member of the General Assembly may fulfil the role
- All election-related correspondence must be conducted through the ***GSA's election email*** (fifsw.gsa.elections@gmail.com)

#### **A. Positions**



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Elections will be held each year for all positions under **Article 5A**: all GSA Council positions listed under **Article 5B**, student representatives listed under **Article 5C** and **Article 5D**
- Candidates for all Executive positions and student Representatives must be registered as a full-time or part-time MSW student at the FIFSW during their term
- The only exceptions to the elections are student representative positions that are filled by GSA Executives. These exceptions will be appointed by the **GSA Executive Committee**. These positions are:
  - Faculty Council
  - MSW Studies
  - Practicum Advisory Committee
  - all positions for the University of Toronto Graduate Student Union Committee
- Term lengths for each position will be as follows:
  - The One **Co-President, Treasurer, Year 2 representative, Year 2 IPE Representative, Secretary, Social Media Coordinator, and Communications Coordinator** positions will ***start in May and terminate at the end of April*** of the following year in the ***March election***
  - **One Co-President, Social Events Coordinator, Director of Equity, Year 1 Representative, Advanced Standing Representative, International Student Representative, and ITR student Representative** will ***start in September and their terms terminate at the end of April*** of the following year in the ***September election***
    - Should the **Year 1 IPE Representative** be registered as a student from May to August, their term will end in August
  - All **Representatives participating in Faculty Councils and Committees or Affiliated Groups and Members** will ***start in September and their terms terminate at the end of April*** of the following year
    - If there fails to be an elected IPE representative, there will be an



appointment process initiated by the FIFSW IPE Faculty lead/representative

## B. Timeline

- Elections must be held by the ***last week of March*** and elect at ***minimum one Co-President and one Treasurer***
- Elections must be held within ***September for all student representative positions*** on the Faculty Councils and Committees and Affiliated Groups and Members, including ***Executive positions*** on the GSA
- This includes positions that were vacant after the March elections

## C. Nominations

- The nomination period for all Executive positions and student Representative positions on Faculty Councils and Committees and Affiliated Groups and Members must be at ***least 14 calendar days***
- All interested candidates will be asked to submit a short statement of interest to the CRO
  - Further details, including deadlines and word limits, will be provided by the CRO
- Students may declare their candidacy for more than one Executive position
  - Students may only hold one Executive position per term
- Students can declare their candidacy for multiple student representative positions under the GSA Council
  - Students may hold multiple student representative positions
  - Students may hold multiple student representative positions across multiple Councils and Committees if there are not a sufficient number of interested students to fill all positions without overlap
- Students may declare their candidacy for one Executive position and one or more student representative positions
- Student representatives who hold both positions simultaneously must intend to fulfil their responsibilities of both in full

## D. Campaigning



- The CRO will distribute all statements of interest to the student body and may post them on the GSA website and/or on the bulletin board outside of the GSA office
- An **All-Candidates Forum** for Executive positions may be held at the beginning of the voting period during a timeslot when the student body will be attending classes on the day of the Forum
  - The Forum will provide an opportunity for the student body to hear the candidate platforms and ask questions
  - Candidates will be asked to prepare a brief statement of interest for the Forum and may participate via video conference if needed
  - For candidates who are unable to attend the Forum, they can submit a short video to be played or ask the CRO to read out a statement of interest

#### E. **Voting**

- The voting period must be at **least 7 calendar days**
- Elections will be conducted through an online voting platform (**Uelect**)
- Eligible voters must be registered as full-time or part-time MSW students at the FIFSW
- Voters may only vote once in each election
- No proxy votes will be permitted

#### F. **Results**

- Through consultation with the Executive Committee, candidates may decide to share Executive positions, provided it meets at least one of the reasons listed in **Article 5A**
- Candidates may be elected by acclamation to a position provided that there are no other candidates and the majority of the student body do not contest the acclamation

#### G. **Vacant Positions**

- Positions that are unfilled after an election will be deemed vacant
- The GSA Council will send a notice informing students of the vacancy and invite



interested students to submit an application to fill the vacancy

- The GSA Council will review the applications and may appoint the most qualified student without an election

#### H. **Appeals**

- All appeals about the election must be sent to the CRO ***within 7 calendar days*** of the announcement of the election results
- The CRO must form a committee to investigate all concerns brought forward by a member of the GSA

#### **ARTICLE 13 – VACANCY AND REPRIMAND**

- The General Assembly may reprimand any person holding office
  - A reprimand shall not require resignation
- The General Assembly may impeach or hold in non-confidence any person holding Executive Office
- Vacancy of a position shall be deemed to have occurred in the event of:
  - Resignation, inability, or demise of a representative or Executive for undermining the successful functioning of the GSA and other areas that fall within the purviews
  - Declaration of the Executive of the exclusion of such representative for continued neglect of duties or any other action that violates the principle herein
  - Lack of presence at the scheduled meetings (less than the aforementioned requirements, see **Article 11**).
- The GSA will send a notice informing students of vacant positions and interested students may submit an application to fill the vacancy
  - The GSA will review the applications and may appoint the most qualified student without an election

#### A. **Process for Disciplinary Action**

- Before any motion of exclusion, non-confidence, or impeachment can be passed by the General Assembly, the individual must:



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Be informed by a formal letter/email approved by the consensus of the Executive Committee and ***distributed by the Secretary***
- Have the right to respond to the complaint within 48 hours of the Executive designated in the letter
- Be given the opportunity to request a formal General Assembly meeting to respond to the complaint
- A motion of non-confidence / impeachment may then be passed with at least ***75% of the General Assembly*** and ***50% of the Executives present***, respectively

#### **ARTICLE 14 – AMENDMENTS TO CONSTITUTION**

- The constitution may be amended at any meeting of the General Council in two instances:
  - The General Assembly approves amendments to the Constitution with ***two-thirds approval*** by those present at a General Assembly meeting AND/OR
  - A General Assembly member presents a proposal to amend the Constitution with ***at least 10%*** of all General Assembly members signing to support the proposal
- Any person contending to propose an amendment to the Constitution shall give notice to the GSA Executives ***at least 14 days prior*** to the forthcoming General Assembly meeting
  - All General Assembly members will be given notice at ***least 7 days prior*** to the forthcoming Governing Council meeting
- Amendments to the Constitution must be approved by two-thirds of the General Assembly present at the meeting
- This constitution shall come into effect upon the ratification of the ***UTGSU by-law 5.1.8***
- Until all provisions of this constitution come into force, the old constitution shall be adhered to insofar as is applicable
- This Constitution, when in force, precedes all previous Constitutions, written or implied



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

## History of Amendments

Edits to Constitution version March 2022 are presented henceforth:

- Addition of Article 2: DEFINITIONS AND ABBREVIATIONS
- Clarification of GSA Objectives under Article 3, with a focus on EDI principles to better reflect the Canadian Association of Social Workers Code of Ethics and Values
- Major changes to the GSA Executive Committee Portfolios under Article 6
  - Addition of three new roles: Social Media Coordinator (was approved last year AGM), Communications Coordinator, Director of Equity
  - Co-president was still written as needing to act as a Year 2 representative. This edit was not made in the official constitution when Year 2 role was created. This edit is now made
  - Only 1 co-president will be elected in March, and a spot for the 2nd co-president in September. This allows a Year 2 student familiar with FIFSW to begin planning for the Fall term. This means Year 1, AD, and other Year 2's are able to run for co-president in September
  - Name change: Social Coordinator is now Social Events Coordinator
    - Changes to roles and expectations of Social Events Coordinator to note distinctions from Social Media and Communications Coordinators. These were changes approved in AGM 2023, but were not implemented in this Constitution yet.
    - Added clarifications to role expectations
  - Outlined Elections Structure for March and September by including which positions are elected in each session. This is to ensure the GSA Executive team can begin preparations for the Fall term over the summer until the rest of the GSA Executive team is elected under Article 12
  - Added best practice for when a student holds multiple elected roles in the GSA Council under Article 12C
- Clarifications regarding student Representative positions under Article 8
  - Reporting structure and timelines to GSA Executives and General Assembly
- Fixes to inconsistencies in document
- Swapped instances of "Governance Council" with GSA Council to differentiate from the Faculty Governance Council due to reports of confusion among membership



UNIVERSITY OF TORONTO  
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

- Addition of Student Initiative Fund under Article 10
- Given the new GSA Executive positions, quorum clarifications were made under Article 11