

## University of Toronto Sexual Education Centre Constitution

Last updated 2024-04-04 (April 4, 2024)

### Constitution

Whereas the University of Toronto Sexual Education Centre operates with the ultimate goal of providing access to a broad range of sexual education programs, resources and support.

### Scope

1. The name of the organization shall be the “Sexual Education Centre”, herein referred to as “SEC”.
2. SEC is a student service at the University of Toronto.
3. SEC shall serve the students, staff, faculty, alumni and surrounding community of the University of Toronto, herein referred to as “the greater University of Toronto community”.
4. All actions and events of SEC shall be in keeping with the Constitution of SEC, and shall be consistent with all the rules and guidelines enacted by the University of Toronto Student Union, herein referred to as “UTSU”, The Office of Student Affairs, the University of Toronto, and Ontario and Canadian law.
5. All actions and events of SEC shall strive to be anti-oppressive surrounding (but not limited to) race, gender, sex, sexuality, ability, or class.
6. All actions and events of SEC shall strive to be non-judgemental regarding (but not limited to) lifestyle, religion, occupation, or political viewpoint.
7. All actions and events of SEC shall strive to be driven by the needs of service users.
8. All actions of SEC shall be in keeping with a not-for-profit service model. Monetary donations, fund-raising efforts, surplus revenues will be used to further achieve SEC’s purpose or “Mission”. Any money SEC decides to donate to a charity must be voted on by the Executive Committee. Charities must not go against SEC’s mission statement. All monetary actions of SEC that occur outside of the year’s allocated and decided upon levy budget must be accepted by a majority vote by the Executive Committee.
9. The fiscal year, herein referred to as “the year”, shall begin on May 1 and end on April 30, annually.
10. Voting members of SEC are students, alumni, and/or employees of the University of Toronto, and are herein referred to as “members of the University of Toronto Community”.

### Mission Statement

1. SEC’s mission is to provide supplies, information, resources, and educational programming to the greater University of Toronto community, addressing any and all aspects of human sexuality, intimacy, and gender identity. SEC strives to serve the community in a non-oppressive and non-judgemental manner, with an emphasis on confidentiality, accessibility, and harm reduction.

### Membership

1. Any member of the greater University of Toronto community can become a member of SEC.
2. The General Assembly of SEC is comprised of all members of SEC.
3. A general volunteer of SEC:
  - a. Must have submitted the appropriate Volunteer Application;
  - b. Must have successfully passed a Volunteer Interview or equivalent;
  - c. Must have completed the Volunteer Training;
  - d. Must have signed the SEC confidentiality agreement (Schedule A of the SEC constitution);
4. A voting member of SEC:
  - a. Must be a member of the University of Toronto community or a SEC volunteer
    - i. This will be taken on good faith, because SEC does not request disclosure of personal information from its members.
  - b. Must have signed the SEC confidentiality agreement (Schedule A of the SEC constitution);
  - c. May be a volunteer with accordant responsibilities;
  - d. May be a member of committee initiatives or special projects;
5. A returning member of SEC is a member, who:
  - a. Is a member of the greater University of Toronto community;
  - b. Has fulfilled the requirements outlined in 3.4 or 3.5, and is exempt from 3.4 (b) and (c);
  - c. Has attended the necessary portions of the Volunteer Training in the current year.
  - d. Has been active within the organization in the past academic year. If the returning member has not been active in the year previous, the member must complete the process outlined in 3.4 (b), (c), (d) and (e) for the current year;
  - e. Has not been asked to resign in previous years, has not been the subject of SEC disciplinary action and has not demonstrated valid reasons to have membership revoked by SEC.
6. An external education volunteer of SEC:
  - a. Must have submitted the appropriate External Education Volunteer Application;
  - b. Must have successfully passed an External Education Volunteer Interview or equivalent;
  - c. Must have completed External Education Volunteer Training, unless given explicit permission by both external education coordinators to forego training;
  - d. Is not required to have an office shift, at the discretion of the external education coordinators;

Executive Committee

1. The Executive Committee is responsible for:
  - a. The general administration of SEC;
  - b. The coordination of volunteer recruitment, processing and training;
  - c. The accountability and transparency of funds, resources and name;
  - d. The compliance of all SEC volunteers, services and initiatives with the SEC constitution;
  - e. The timely and proper payment of all invoices and accounts issued in the name of the organization;
  - f. Maintaining appropriate and professional communication within the Executive Committee and with the SEC membership;
  - g. Ensuring that the appropriate documentation is supplied to subsequent Executive Committees during the transitional period, including, but not limited to, a formal Exit Report;
  - h. Adding committees ad hoc must be approved by the Executive Committee, and one executive shall take responsibility of directly overseeing and/or participating in the actions of the committee;
  - i. Adapting the delivery of all of SEC's services, within our capability, to best suit the social, political, economic, educational and healthcare climate affecting service users, no matter their affiliation to the University of Toronto.
2. An Executive Committee member is a voting member, who:
  - a. Has not been asked to resign in previous years, has not been the subject of unresolved SEC disciplinary action and has not demonstrated valid reasons to have membership revoked by SEC;
  - b. Has been elected, acclaimed or appointed to an Executive Committee position annually;
  - c. Does not hold more than one Executive Committee position, unless responsibilities have been redistributed by Executive Committee majority vote;
  - d. Has disclosed any potential conflict of interest by way of written declaration to the Executive Committee, which is made available to the General Assembly; A conflict of interest is defined as: a situation occurring when an individual is involved in multiple interests which could possibly corrupt the individual's motivation in making decisions in official capacity;
  - e. Does not have any active conflict of interest in holding an Executive Committee position.
3. The Executive Committee shall consist of a maximum of:
  - a. One (1) Executive Director;
  - b. One (1) Finance Coordinator;
  - c. One (2) Public Relations Coordinators;
  - d. One (1) Administrative Coordinator;
  - e. Two (2) Volunteer Coordinators;
  - f. One (1) Information Resource Coordinator;

- g. Two (2) External Education and Outreach Coordinators;
  - h. One (1) Levy Coordinator;
  - i. One (1) Graduate Student Liaison.
4. The Executive Director shall be responsible for, but not limited to:
- a. Overseeing all committees and members;
  - b. Overseeing notification of Annual General Meetings to SEC Members;
  - c. Serving as the responsible agent of SEC to the University of Toronto, U.T.S.U., other organizations, corporations, businesses, affiliates, and government offices;
  - d. Serving as the spokesperson of the organization and as the primary contact for media outlets, including radio, internet, print and television;
  - e. Serving as the official contact person with U.T.S.U. and the Office of Student Affairs;
  - f. Serving as the chairperson for SEC general assemblies and Executive Committee meetings;
  - g. Serving as a mediator and intermediary in conflicts between Executive Committee members, members, or affiliated organizations;
  - h. Reserving University of Toronto facilities for the organization as needed;
  - i. Coordinating necessary arrangements with appropriate agencies to facilitate the responsibilities of the Executive Committee;
  - j. Ensuring that SEC business is conducted in keeping with the constitution of the organization, appropriate University of Toronto, U.T.S.U. and Student Affairs policies, and Ontario and Canadian law in an accountable, transparent manner.
  - k. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
5. The Finance Coordinator shall be responsible for, but not limited to:
- a. Transitioning signing authorities from those of the current fiscal year to those of the following fiscal year,
  - b. Drafting the annual budget in consultation with the Executive Committee, which shall be approved by the Executive Committee;
  - c. Ensuring that all expenditures are made in alignment with SEC's Mission Statement;
  - d. Overseeing and managing SEC funds and accounts;
  - e. Authorizing cheques and making deposits;
  - f. Facilitating the timely payment of all honoraria and invoices;
  - g. Maintaining the Financial Transparency Policy;
  - h. Presenting an account of SEC finances at each Executive Committee meeting;
  - i. Providing a financial report to the U.T.S.U. upon request
  - j. Reimbursing the levy of those individuals who wish to opt-out.
  - k. Preparing financial documents including balance sheet, reconciled balance sheet, statement of profit and loss, a list of accounts receivable and payable at the end of every fiscal year, before the transitional meeting.

- l. Hiring a Chartered Professional Accountant to conduct an audit of SEC finances, providing all necessary documentation, and submitting the audit report to the GSU.
  - m. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
  - n. Serving as the levy coordinator in addition to the finance role
6. The Public Relations Coordinator shall be responsible for, but not limited to:
- a. Compiling media articles about the organization;
  - b. Creating, and/or coordinating the creation of digital promotional materials, including but not limited to promotion via social media;
  - c. Creating physical promotional materials, including but not limited to stickers, pins, business cards, and banners;
  - d. Organizing, and/or coordinating the organization of events to raise the public awareness regarding SEC;
  - e. Communicating office hours and closure to service users via door postings;
  - f. Serving as an assistant and/or deputy liaison to the Executive Director;
  - g. Working closely with the Education and Outreach Coordinator(s) to organize and staff SEC tables, booths, and displays;
  - h. Working closely with the Executive Committee to maintain and further a positive image of SEC, its services, and values in accordance with the constitution in a transparent and accountable manner;
  - i. Coordinating any tabling events throughout the year in communication with the External Education Coordinators and Levy Coordinator.
  - j. Maintaining and updating social media used by SEC . This shall be done with assistance from the Executive Director, as the need arises.
  - k. Permitting maintenance and updates of social media used by SEC to other members of the Executive Committee or volunteering members.
  - l. Communicating office hours and closure to service users via social media;
  - m. Maintaining and developing the SEC website and its content, in collaboration with the Information Resources Coordinator, the Executive Committee and SEC members.
  - n. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
7. The Administrative Coordinator shall be responsible for, but not limited to:
- a. The general maintenance and upkeep of the Centre;
  - b. Working in conjunction with the Volunteer Coordinator(s) to ensure general volunteers are sufficiently trained to help maintain the Centre;
  - c. Ordering, stocking, and monitoring the organization's safer sex supplies;
  - d. Filling and monitoring bulk supply requisitions, and notifying service users of requisitions status in timely manner;
  - e. Keeping the notifications in the office current, tidy, and relevant;
  - f. Receiving and sorting mail, messages, and supply delivery unless otherwise delegated;

- g. Developing an efficient policy with the Executive Committee with regards to bulk supply requisitions to the University of Toronto Colleges and Residence Life officials;
  - h. Keeping an updated file containing invoices regarding all expenses including, but not limited to: base stock at the beginning of each fiscal year; all incoming stock whether purchased or otherwise; outgoing storage quantities;
  - i. Working in conjunction with Volunteer Coordinator(s) to ensure all volunteering parties can and do maintain inventory logs, including but not limited to: base stock at the beginning of each fiscal year; all incoming stock whether purchased or otherwise; outgoing storage quantities, in a timely manner relevant to product use;
  - j. Reporting on all product usage trends, including those regarding popularity and peak distribution in product use, from associated inventory logs at the end of the fiscal year and/or in the appropriate transition documentation;
  - k. Reporting on all bulk order trends, including those regarding popularity and peak distribution in product use, from maintenance of email logs at the end of the fiscal year and/or in the appropriate transition documentation.
  - l. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
8. The Volunteer Coordinator(s) shall be responsible for, but not limited to:
- a. Updating and posting the General Volunteer Application Form in a timely manner;
  - b. Coordinating volunteer recruitment initiatives;
  - c. Reviewing volunteer applications and responding to all applicants in a timely manner;
  - d. Scheduling and conducting volunteer interviews in consultation with the Executive Committee;
  - e. Organizing the Volunteer Training with the Executive Director, in consultation with the Executive Committee. This must be done no later than the specific date set forth at the beginning of the year by the Executive Committee, and must contain the tentative outline of the training-planning process as follows:
    - i. A general plan of action by the end of June.
    - ii. Contact of the prospective speakers by the end of July.
    - iii. A structured outline must be provided to the rest of the executives by the end of August.
    - iv. A structured and detailed schedule must be provided to volunteers at least one week prior to training dates.
  - f. Conducting and/or overseeing an optional training session for returning volunteers to proliferate and encourage increased responsibility and leadership within SEC;
  - g. It is the Volunteer Coordinators' sole responsibility, with the support of the remaining executives, to ensure that the volunteers receive an adequate amount of training (or equivalent), according to the discretion of the Executive Committee.

- h. Scheduling general volunteer shifts and notifying members of their shift in an appropriate and timely manner;
  - i. Communicating office hours and closure, events, monthly updates, and AGMs to volunteers via e-mail;
  - j. Reviewing support records, and providing corrective feedback to members only if deemed appropriate by the Executive Committee;
  - k. Serving as a liaison between the members and the Executive Committee, as needed;
  - l. Providing a report regarding absences, concerns of members, and other member related matters at Executive Committee meetings;
  - m. Serving as a mediator in member conflicts, if deemed necessary by the Executive Committee;
  - n. Coordinating member oriented events, including the annual Volunteer Appreciation Event.
  - o. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
9. The Information Resource Coordinator shall be responsible for, but not limited to:
- a. Ensuring that the organization's resources, including pamphlets, library and referrals material are up to date, accurate and in accordance with SEC's mission and values;
  - b. Acquiring and cataloging new books, videos, pamphlets and magazines in a timely manner;
  - c. Contacting service users regarding the return of overdue material;
  - d. Ensuring that the organization's resources are easily accessible to members and the greater University of Toronto community;
  - e. Maintaining and developing the SEC website and its content, in collaboration with the Public Relations Coordinator, the Executive Committee and SEC members.
  - f. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
10. The External Education and Outreach Coordinators shall be responsible for, but not limited to:
- a. Negotiating, collaborating upon, and jointly managing duties and responsibilities;
  - b. Having sole access to the designated external education and outreach email address;
  - c. Acting as the main liaisons and coordinators of SEC educational programming and campus events;
  - d. Coordinating any tabling events throughout the year in communication with the Levy Coordinator and PR Coordinator;
  - e. Scheduling, designing, promoting, coordinating, and developing sexual education presentations and programming throughout the year, in association with the external education volunteers;
  - f. Coordinating SEC presentations and presence at Orientation (Frosh) and Pride events;

- g. Coordinating Sexual Health Awareness Week, in consultation with the Executive Committee and General Assembly;
  - h. Training an External Education Team of volunteers on the topics of outreach, harm reduction principles, professional expectations, and teamwork;
  - i. Updating and communicating with the external education team and larger volunteer body as to external education initiatives, supported by the Volunteer Coordinators if necessary;
  - j. Receiving and acting upon constructive criticism of presentation planning, presentations, and events, alerting the Executive Director of said criticism and the way in which it was or will be acted upon.
  - k. Ensuring that both of the external education presentation suitcases remain organized and well-stocked throughout the year.
  - l. Meeting with the Executive Director at the beginning of the year to discuss how responsibilities will be shared and divided between the two External Education and Outreach Executives, and to discuss a general plan and timeline for the upcoming year. This information should then be shared with the remainder of the Executive Committee at a following Executive Meeting.
  - m. Updating the External Education and Outreach presentation for review by the Executive Committee at the beginning of every year.
  - n. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
11. The Levy Coordinator shall be an undergraduate student serving in a separate executive role (preferably that of Finance Coordinator) responsible for, but not limited to:
- a. Working with the Executive Director and Executive Body to research and coordinate the pursuit of a levy increase for SEC in keeping with all UTSU and SEC mandates and policies;
  - b. Preparing documents for student union(s) which fund SEC;
  - c. Representing SEC and its interests at UTSU service group meetings and GSU service group meetings;
  - d. Ensuring SEC's adherence to relevant UTSU and GSU policies with respect to levy group Memorandum of Agreements;
  - e. Liaising with other campus service and levy groups where necessary to foster healthy service group relationships and pursue potential collaborative opportunities;
  - f. Coordinating any tabling events throughout the year in communication with the External Education Coordinators and PR Coordinator;
  - g. Ensuring that the tabling suitcase remains organized and well-stocked throughout the year.
  - h. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
  - i. Note: as of April 2022, the Levy Coordinator position must be served along with a separate executive role concurrently.



12. The Graduate Student Liaison shall be a graduate student responsible for, but not limited to:
  - a. Representing the service needs of graduate students to the Executive Committee by collaborating with other executives to improve graduate student outreach and SEC's services towards graduate students;
  - b. Relaying information about GSU and graduate student events and other relevant graduate student opportunities to the Executive Committee;
  - c. Aiding the Levy Coordinator with preparation and execution of annual presentation at GSU council meeting.
  - d. Acting not just as an individual but as a member of a team, by assisting and supporting other executives as needed throughout the year.
  - e. Note: as of April 2022, the Graduate Student Liaison position must be served along with a separate executive role concurrently.
13. The Executive Committee shall meet at minimum on a monthly basis; exceptions may be made during the summer term of the University of Toronto provided that communication is maintained.
14. Any member of SEC may attend Executive Committee meetings, but only elected or acclaimed Executive Committee members may vote.
15. No member shall be denied an audience at an Executive Committee meeting.
16. Executive meetings shall have minutes recorded, and these shall be made available to the General Assembly within five days, with possible exception of sensitive issues (such as disciplinary action) at the discretion of the executive body.
17. Any Executive Committee member can motion to discuss a matter in a private session of an Executive Committee meeting.
  - a. An item may be considered private if it is related to sensitive matters including but not limited to: discussion of implementing the Expulsion and Impeachment Policy, discussion regarding any one specific member, and any matter pertaining to personal items.
  - b. Minutes recorded during private sessions must be recorded, but are only made available to the Executive Committee.
18. The General Assembly shall be notified of any Executive Committee vacancies as soon as the vacancies become available.

#### Elections Policy

1. Executive Committee elections shall be held annually.
2. The election date shall be set by the out-going Executive Director in consultation with the Executive Committee, and shall be a minimum of two (2) weeks prior to the end of the exam period of the University of Toronto Spring term.
3. The Election Chair:
  - a. Shall be appointed by the Executive Committee;
  - b. Must not be a candidate in the election;
  - c. Must forfeit voting rights in the election.

4. Notice of Election shall be given a minimum of two (2) weeks prior to the election date.
5. The Election Chair shall make Declaration of Candidacy Forms available to the membership upon giving the Notice of Election.
6. Interested candidates must submit a Declaration of Candidacy form to the Election Chair before the AGM, at a deadline set by the Election Chair.
7. Candidates may run for a maximum of three (3) Executive Committee positions, ranked in order of preference.
8. Candidates may withdraw their candidacy at any point in the election procedure.
9. Elections shall occur at the last general assembly.
10. During the elections, voting members will be permitted to ask each candidate to leave the room in order to deliberate openly.
11. The Election Chair shall count the ballots under the supervision of one (1) member in good standing who has forfeited voting rights.
12. Ballots for executive elections shall be ranked. Voters may rank all candidates, including the "no confidence" option, with a rank of 1 being the highest rank.
  - a. If voters do not rank all candidates, transfer votes remaining after their last ranked candidate will be counted as non-confidence
13. Elections with one (1) possible victor shall be won by a 50%(rounded down)+1 majority of ballots cast.
14. Elections with two (2) possible victors shall be won by a 50%(rounded down)+1 majority of votes cast. Once a 50%(rounded down)+1 majority is attained by one candidate in an election with two (2) possible victors, the candidate with the majority of votes shall be elected and removed from the ballot for the remaining position. Those ballots which ranked this candidate 1st will be recounted towards the candidate ranked 2nd.
15. If only one (1) candidate is presented for an Executive Committee position, the candidate shall be acclaimed by a 50%(rounded down)+1 of ballots cast vote of confidence.
16. If a 50%(rounded down)+1 majority is not attained in elections with more than one (1) running candidate, the candidate with the fewest ballots ranked 1st will be dropped from the election. Those ballots which ranked this candidate 1st will be recounted towards the candidate ranked 2nd.
17. Candidates elected to an Executive Committee position shall be removed from the running for any other Executive Committee positions with a lower preference.
18. The elections results shall be declared directly following the completion of elections for every Executive Committee position.
19. After all votes have been counted and victors (or vacant positions) have been announced, a motion to destroy the election ballots will be brought to the General Assembly.
  - a. The motion shall pass with a 2/3 majority vote 'Yes' and the ballots will be destroyed by the Election Chair. Voting to destroy the ballots is considered an agreement that a recount is not needed.
  - b. If the motion does not pass, the ballots for all positions will be recounted.

20. If no candidate is presented for an Executive Committee position or the position is vacated by resignation, impeachment or other circumstance, the position may remain vacant.
  - a. An SGM (Special General Meeting) may be called to have a by-election for the vacant position if an interested candidate is presented and SEC members have been given two week's notice.
  - b. An eligible candidate must indicate their interest via email or submitting a written document to the Executive Director or Executive Committee.
  - c. The newly elected Executive Committee may redistribute the responsibilities of the vacant position until an interested candidate is presented, if it is determined that the redistributing of responsibilities will not negatively impact the functioning of SEC.
  - d. The Executive Committee may choose to appoint an eligible volunteer to fill a position vacated by resignation, impeachment or other circumstance, foregoing election, if in two weeks time after notifying SEC members of the position vacancy, no more than one eligible volunteer expresses interest.
    - i. Appointments made by the Executive Committee may be ratified or nullified at an SGM.
    - ii. If a volunteer's appointment is ratified at an SGM, the volunteer will gain voting rights at Executive Committee meetings and may become a signing authority with the University of Toronto and with SEC's financial institution.
    - iii. If a volunteer's appointment is nullified at an SGM, the volunteer will maintain their appointment and continue to be subject to "Elections Policy", Section 21.
21. In the event that the Executive Director position remains vacant, the Public Relations Coordinator shall serve as interim Executive Director. In the event that the Public Relations Coordinator is unavailable, an interim Executive Director shall be appointed by and from within the newly elected Executive Committee.
22. If an Executive Committee position is filled by appointment by the Executive Committee, without an election, by-election, or vote of confidence, the appointed Executive Committee member shall forfeit voting rights at Executive Committee meetings, and shall not be a signing authority with the University of Toronto nor with the SEC financial institution.
23. If an interested candidate is presented for a position filled by appointment, a by-election shall be called, in compliance with the SEC Election Policy.
24. Performance reviews of executive committee members shall be conducted annually to evaluate their effectiveness in fulfilling their duties and responsibilities.
  - a. The Elections Chair shall be responsible for creating a performance review questionnaire encompassing relevant categories of performance, with each member to be ranked from 1-5, where 1 signifies inadequate performance and 5 denotes excellent performance.

- b. The questionnaire shall include a section for optional comments regarding each executive committee member, in addition to the ranking.
- c. The performance review questionnaire shall be distributed at least 5 weeks before the annual elections and remain open for 2 weeks.
- d. It is mandatory for every executive member, excluding the Elections Chair, to complete the performance review questionnaire for all other executive members.
- e. General volunteers are encouraged to complete the questionnaire, although it remains voluntary.
- f. All executive members must submit the questionnaire under their own name, while general volunteers may submit the questionnaire anonymously.
- g. The Elections Chair shall compile all the reviews, anonymize, and summarize the information on a 1-5 scale under each performance category for each member.
- h. Additionally, the Elections Chair shall compile and summarize any comments submitted about executive members into a brief summary, excluding any disrespectful or offensive language.
- i. The Elections Chair must release the scores and summarized comments for each member for each category 2 weeks before the elections.
- j. After elections have taken place, all individual submissions for the performance review questionnaire shall be destroyed.

#### Executive Committee Transition Policy

1. The Executive Committee Transition period shall begin the day following the Election and end on April 30th annually.
2. The outgoing Executive Committee shall provide the incoming Executive Committee with all relevant documentation and guidance pertaining to their position and the functioning of SEC within the two (2) week period following the election, including but not limited to financial records, relevant contact information of affiliated organizations, minutes of the most recent annual electoral general meeting, and an updated constitution.
3. The outgoing Executive Committee shall transfer the keys and signing authority to the incoming Executive Committee by April 30th annually.
4. The outgoing Executive Committee shall actively facilitate the transition by making themselves available to the incoming Executive Committee throughout the Transition period defined in 6.1.
5. If a member of the Executive Committee i) voluntarily leaves SEC or ii) is impeached by the Executive Committee, they shall provide a transition report (as outlined in 2) within 2 weeks of their departure from SEC, unless genuine extenuating circumstances prevent them from doing so.

#### Key Holders and University Signing Authorities Policy

1. The Executive Director shall be the official contact person with the University of Toronto Office of Student Affairs and the University of Toronto Student Union.

2. The two (2) Office of Student Affairs Signing Authorities shall be appointed by the Executive Director in the submission of relevant forms to the Office of Student Affairs.
3. Keycard access to the SEC office shall be given to the Executive Committee and the designated shift leader of each morning shift
4. The key holders may need to make their keys available to Executive Committee members and members as needed for SEC business.
5. The Executive Committee shall make the door code available to members as needed.
6. All members of SEC given access to SEC keys and/or the door code are responsible for the use of SEC property. No member shall distribute the key and/or the door code without prior approval of an Executive Committee member.

### Disciplinary, Expulsion, and Impeachment Policy

#### *Disciplinary and Expulsion Policy*

1. Disciplinary action is defined as any punitive action taken against a member of SEC beyond a written notification of wrongdoing.
2. All situations dealing with disciplinary and corrective actions, or the commencement of expulsion and impeachment procedures shall be dealt with in a respectful, appropriate and confidential manner.
3. No member shall be expelled from SEC on the basis of gender, sexual orientation, race, creed, colour, ethnicity, national origin, faith, disability or any other basis unrelated to their ability to fulfill their responsibilities to SEC.
4. If any disciplinary action is taken against a key holder or financial signing authority, the key and financial signing authority status shall be transferred to another member.
5. No member shall be the subject of disciplinary action, impeachment, or expulsion, without:
  - a. Written notification of wrongdoing by the Executive Committee; if an Executive Committee member is the individual in question, the Executive Director shall be the one to notify the Executive Committee member of wrongdoing; if the Executive Director is the member in question, the Student Life signing authorities shall be the ones to notify the Executive Director of wrongdoing;
  - b. Written notification of wrongdoing must include an explicit offer to meet with the Executive Committee member to discuss the wrongdoing in question in an honest effort to resolve the situation;
  - c. Formal written notification of wrongdoing and an explicit offer to meet for discussion will be extended no more or less than twice in good faith.

#### *Of a SEC Volunteer*

6. A volunteer may be the subject of disciplinary action on the basis of:
  - a. Failure to uphold the principles set out in the SEC constitution;
  - b. Repeated failure to comply with SEC rules, regulations, or policy;
  - c. Theft or misuse of SEC property;
  - d. Misrepresentation of the SEC name or reputation;

- e. Removal, doctoring, or tampering with SEC files without Executive Committee approval;
  - f. Any other reason deemed appropriate and necessary by the Executive Committee, which does not contradict any other section of the SEC constitution.
7. Disciplinary action of a SEC volunteer may include, but is not limited to, based on severity of the wrongdoing and at the Executive Committee's discretion:
- a. The limitation of some or all of volunteer privileges such as peer support responsibilities, office shift responsibilities, external education responsibilities, or any other privileges or responsibilities of a SEC volunteer for a length of time to be determined by the Executive Committee;
  - b. The revoking of some or all volunteer privileges such as peer support responsibilities, office shift responsibilities, external education responsibilities, or any other privileges or responsibilities of a SEC volunteer for a length of time to be determined by the Executive Committee;
  - c. Removal from SEC for a length of time to be determined by the Executive Committee;
  - d. Expulsion from SEC, to be enacted by the Executive Committee only by a unanimous vote of the Executive Committee, and only as a last resort

*Of a SEC Executive Member*

8. An Executive may be the subject of disciplinary action on the basis of:
- a. Failure to uphold the principles set out in the SEC constitution;
  - b. Repeated failure to comply with SEC rules, regulations, or policy;
  - c. Failure to meet the needs of their Executive Committee position as outlined in the SEC constitution;
  - d. Failure to attend a total of three (3) Executive Committee meetings without providing notice to the Executive Director;
  - e. Failure to maintain adequate communication with the Executive Committee
  - f. Failure to seek appropriate approval for purchases in SEC's name or for SEC purposes;
  - g. Theft or misuse of SEC property;
  - h. Misrepresentation of the SEC name or reputation;
  - i. Removal, doctoring, or tampering with SEC files without Executive Committee approval;
  - j. Failure to seek appropriate Executive Committee approval before enforcing disciplinary action against a member of SEC;
  - k. Any other reason deemed appropriate and necessary by the Executive Committee, which does not contradict any other section of the SEC Constitution.
9. The impeachment of an Executive Committee member from the Executive Committee shall comply with the following standard procedure:
- a. A proposal for disciplinary action against the Executive Committee member must be brought to the attention of the Executive Committee by any member of SEC;

- b. The member(s) bringing the disciplinary proposal and the Executive Committee member in question shall be given separate audience at an Executive Committee disciplinary hearing;
  - c. A decision on the disciplinary proposal shall be made in a private session of the Executive Committee. The Executive Committee member in question shall not be present at this meeting;
  - d. If the Executive Committee decides in favour of disciplinary action, the Executive Director or the Student Affairs signing authorities in the event of Executive Director disciplinary action, shall issue a verbal warning to the Executive Committee member in question at the next executive committee meeting. The member here may appeal the warning and, pending secret ballot by the other executives, may have the verbal warning stricken from the record;
  - e. The verbal warning shall include a description of the issues in question, current allegations against the member, and potential suggestions for improvement. The verbal warning shall maintain the confidentiality of the member(s) who brought disciplinary action against the Executive Committee member;
  - f. If subsequent complaints are brought against the same member and the member has not made improvements based on the verbal warning in an appropriate and timely manner, a proposal for written disciplinary action may be brought to the Executive Committee by any member of SEC;
  - g. A decision on written disciplinary action shall be made in a private session of an Executive Committee disciplinary hearing. The Executive Committee member in question shall not be present at this hearing;
  - h. If the Executive Committee decides in favour of disciplinary action, the Executive Director of the Student Affairs signing authorities in the event of Executive Director disciplinary action, shall issue a written warning to the Executive Committee member in question calling for their resignation from their position. The member here may appeal the warning and, pending secret ballot by the other executives, may have the written warning and request for resignation stricken from the record;
  - i. Failure to resign within one (1) week shall result in automatic impeachment from the Executive Committee.
10. An Executive Committee member may be issued a written warning in the event that they are unavailable for a verbal warning.
11. A member may appeal the Executive Committee decision for impeachment and/or expulsion by presenting a proposal to the general membership, where a vote of 50%+1 majority shall be required to determine that the member not be impeached and/or expelled.

### Service Provision and Volunteer Policy

1. A 'service user' shall be defined as 'any person that requires goods and/or services from SEC. Preference for service users shall be given to the Greater University of Toronto' community (as defined in Section 1.3).
  - a. Bulk orders will only be given to for-profit organizations at the discretion of the administrative coordinator
  - b. Bulk orders for other non-profit organizations or health centres will be given at the discretion of the Administrative Coordinator
2. All SEC business, including but not limited to telephone, in person and email peer support services, disclosures during workshops, presentations, appearances on behalf of SEC, shall be kept confidential.
3. Particulars regarding a service user shall not be discussed except at the Centre or at collective meetings, and never while another service user is present.
  - a. SEC prioritizes the safety of members and service users over the anonymity of service users. If a member or service user is concerned about their own safety, emotional, physical or psychological well-being around an individual, a description of that individual may be shared with volunteers at the discretion of the Executive Committee and the complainant. If an individual matching the description is encountered, the shift may choose to report it to the Executive Director. The Executive Director may then inform the complainant of this encounter.
  - b. If an individual is disruptive or unsafe, they may be asked to leave the office.
4. All peer support sessions shall be accurately and legibly recorded following the session.
5. Disclosures, personal information, volunteer application forms, volunteer interview notes and other sensitive information about SEC members shall be kept confidential.
6. Members shall not give out personal information of other members or Executive Committee members without prior consent.
7. Members must maintain the highest standard of professionalism in peer support sessions, including with serial or repeat callers.
8. Members must maintain the highest standard of professionalism and uphold the principles of the SEC Constitution in all representations of SEC.
9. Members must contact the Volunteer Coordinator if unable to attend the scheduled shift, to reschedule a shift or with regards to their position as a volunteer at SEC.
10. Members must record their attendance.
11. Members shall not accept monetary compensation for services rendered on behalf of SEC, including but not limited to Education and Outreach presentations, peer support services and media appearances.
12. Members shall not speak on behalf of SEC to media outlets, including but not limited to print, television, Internet, or radio without prior approval of the Executive Director.



### Library and Resources

1. The SEC Library and resources are to be kept current and maintained by the Information Resource Coordinator.
2. Library material may be checked out for a period of two (2) weeks with the possibility of one (1) renewal.
3. After the loan has expired, an attempt to recover overdue material shall be made by the Information Resource Coordinator.
4. A telephone number or email must be recorded.

### Office Policy

1. The Centre is not to be used for any other purpose than SEC business.
2. The Centre's office hours for the year will be decided by the Executive Committee at the beginning of each new year, and shall follow through until the next year.
3. The Centre shall be closed throughout the summer term and all University holidays and closures, unless decided otherwise by the executive committee.
4. The Centre may be closed during regular office hours if deemed reasonable and necessary by any member of SEC.
5. The consumption of alcohol, tobacco, or illegal substances is prohibited in the Centre.
6. The Centre mail is to be collected by Executive Committee members only.
7. Mail addressed to the Centre may be opened by any current member of the Executive Committee, and all mail addressed to the Centre is assumed to be Centre business rather than the business of the addressee(s). Mail shall be forwarded to the appropriate Executive Member.
8. A policy regarding bulk supply requisitions for University colleges and residences will be established by the Administrative Coordinator in consultation with the Finance Coordinator with the Executive Committee annually at the start of the fiscal year.
9. A policy regarding speaker honoraria for the Inaugural Volunteer Training shall be set annually by the Volunteer Coordinator in consultation with the Finance Coordinator and the Executive Committee annually at the start of the fiscal year.

### Constitutional Amendments

1. There shall be a minimum of one (1) general meeting per SEC fiscal year, held in the second (Winter) academic term. A second general meeting in the first (Fall) academic term may be called for the purpose of addressing urgent constitutional amendments and/or holding a by-election, at the discretion of the executive committee.
2. Members shall be given a minimum of two (2) weeks' notice before a general meeting.
3. A motion to bring proposed constitutional amendments submitted the day of, or during the general meeting, must be approved by a 50% + 1 majority.
4. Constitutional amendments must be approved by a two-third (2/3) majority of voting members present at the general meeting.
5. Amendments shall take effect immediately, unless otherwise deemed appropriate and necessary by the General Assembly.

6. The Executive Committee must submit an updated constitution and general meeting minutes to the membership within two (2) weeks following the general meeting.

Financial Transparency and Signing Authority Policy

1. SEC shall have a minimum of two (2) signing authorities with SEC's financial institution and a maximum number of signing authorities as determined by the financial institution.
2. SEC financial signing authorities shall be:
  - a. The Finance Coordinator
  - b. Any other member of the Executive Committee as determined by the Executive Committee.
3. No financial signing authority shall sign cheques made out in their own name.
4. No financial signing authority shall sign blank cheques.
5. No financial signing authority shall authorize expenses with any name other than their own name, in accordance with the documentation of the financial institution.
6. No financial signing authority shall sign a cheque request form without accompanying receipt, or a cheque unaccompanied by complete cheque request form and receipt.
7. Signing authorities shall ensure that signed cheques are made available for the timely payment of all honoraria and invoices.
8. Financial Signing authority status shall be revoked if the member:
  - a. Leaves SEC;
  - b. Has been inactive for a period of two (2) months;
  - c. Is the subject of disciplinary action;
  - d. Is no longer an Executive Committee member, or;
  - e. As deemed appropriate and necessary by the Executive Committee.