



## **THE CONSTITUTION OF INTERNATIONAL DEVELOPMENT STUDIES STUDENTS ASSOCIATION AT UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS**

### **Article 1 Name of Departmental Students Association (DSA):**

**1.1** The official name of the Departmental Students Association shall be “International Development Studies Students’ Association at University of Toronto Scarborough Campus”.

**1.2** The International Development Studies Students Association may also be referred to by the acronym IDSSA.

### **Article 2 Our Mission Statement**

International Development Studies Students Association at University of Toronto Scarborough Campus democratically represents students registered under the overarching umbrella of the Department of Global Development Studies at the University of Toronto Scarborough Campus. Our mission is to:

**2.1** Foster an enriched collective experiences and purposes between International Development Studies students at the University of Toronto Scarborough.

**2.2** Serve as a comprehensive academic resource for International Development Studies students in the following way:

**2.2.1** Serving in an advisory capacity for International Development Studies students who require educational guidance and assistance;

**2.2.2** Encouraging and providing opportunities for interaction between International Development Studies students and the the Department of Global Development Studies;

**2.2.3** Assisting the Department of Global Development Studies with the Fall and Spring IDS Forum;

**2.2.4** Working in collaboration with the the Department of Global Development Studies to achieve ongoing growth and improvement of International Development Studies courses and overall International Development Studies program development;

**2.2.5** Providing academic assistance to students including but not limited to forming study groups and essay editing services;

**2.3** Work with the Department of Global Development and International Development Studies students to research, develop, and promote work and volunteer experiences for students;

**2.4** Provide a platform for International Development Studies students at the University of Toronto Scarborough Campus to speak to and relay their concerns to the administration, faculty and/or other organizations at the University when appropriate;

- 2.5** Provide opportunities for students to interact with each other in a friendly and safe environment;
- 2.6** Build and connect the International Development Studies community by engaging students, faculty, staff and alumni through the creation of events, programming and resources;
- 2.7** Connect with other Departmental Students Associations on campus to create multidisciplinary events and programming in order to interact and learn from students and faculties across the University of Toronto Scarborough Campus;
- 2.8** Operate as an independent entity working with the University of Toronto Scarborough community while adhering to the values and policies of the University.

### **Article 3      Membership/Associates**

- 3.1** Any full time or part time student enrolled in programs within the Department of Global Development Studies is automatically a member of the IDSSA.
  
- 3.2** The term of membership for the IDSSA will be from May 1st - April 30th of the following year.
- 3.3** Each member shall be afforded the following rights through membership in the IDSSA:
  - 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 any type of discrimination on the basis of sex, 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 organization's philosophy, beliefs, interests or opinions unless and until these lead to activities 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.
- 3.4** Each member shall possess the following responsibilities relative to participation in the IDSSA:
  - 3.4.1** Support the purpose of the organization;
  - 3.4.2** Uphold the values of the organization;
  - 3.4.3** Contribute constructively to the programs and activities offered by the organization;
  - 3.4.4** Attend general meetings;
  - 3.4.5** Abide by the constitution and subsequent official organizational documents;
  - 3.4.6** Respect the rights of peers and fellow members;
  - 3.4.7** Abide by University of Toronto policies, procedures and guidelines;
  - 3.4.8** Abide by the Laws of the Land, including but not limited to the Criminal Code of

Canada.

**3.5** The IDSSA values and respects the personal information of its members. The IDSSA secures each member's information at all times and will not supply names or any other confidential information to third-parties.

**3.6** The IDSSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **Article 4 Executives**

**4.1** The Executives of IDSSA shall include the President, two Vice-Presidents and seven directors: Director of Academic and Peer Support (2), Director of Marketing (2), Director of Administrative Affairs, Director of Outreach, Director of Finance

**4.2** The responsibilities of each executive position are as follows:

##### **4.2.1 President**

The President will oversee the function of the IDSSA and work to guide the IDSSA team towards the attainment of the IDSSA's main goals, as well as foster capacity-building and professional development of the Vice-Presidents.

##### *Responsibilities:*

- Oversees and facilitates collaboration between the IDSSA Executives, GDS department and SCSU
- Acts as liaison between the GDS department, the IDSSA, and the IDS student body. This includes a student seat and voice on the GDS Executive
- Attends and executes meetings with the Chair of the GDS department alongside VPs on a monthly basis to exchange upcoming events and any concerns
- Coordinates Executive meeting times and call for General Meetings
- Follows up with Executives regarding event planning and ensures the continuous and effective operation of the DSA's student services and the accountability of VPs.
- Oversees the Director of Finance:
  - Acts as signing officer on the IDSSA's bank account
  - Organizes bank visits with the two signing executive members
  - Creates and enforces a standardized reimbursement policy and submits DSL/SCSU funding forms
- Oversees the Director of Outreach
- Strives to make IDSSA resources available to IDS students and be known to the student body as an approachable point-person

##### *Required Skills and Personal Qualifications:*

- Have experience individually leading a large-scale event of over 50+ people
- Experienced leader with over 2 years of involvement in an Executive team
- Preference will be given to students entering their 3rd+ academic year

#### 4.2.2 Vice Presidents (2 positions)

The Vice Presidents will work in close conjunction with the President to help oversee the team's dynamic and progress. They will help to ensure the logistics and structure of the team as well as provide support in the execution of tasks.

##### *Responsibilities:*

- Support the President with all tasks and delegations
- Oversee the work of all associates through regular check-ins with them and their respective directors to make sure tasks are being well delegated and completed
- Oversee the overall work of the team and ensure effective and enhanced team work

##### *Required Skills and Personal Qualifications:*

- Have experience individually leading a large-scale event of over 50 people
- Excellent team management skills
- Experienced leader with at least 1 year of involvement in an Executive team
- Professional written and verbal communication skills
- Basic knowledge of Microsoft Word, Excel and Powerpoint appreciated

#### 4.2.2.1 Vice President External (1 position)

##### *Responsibilities:*

- Oversees Directors of Outreach and Administrative Affairs
- Schedules meetings with external partners
- Establishes mutually-beneficial partnerships with external sponsors
- Reports back with information to Vice President Internal and President
- Attends and executes private meeting with the Director of GDS and President on a monthly basis to exchange upcoming events and any concerns

#### 4.2.2.2 Vice President Internal (1 position)

##### *Responsibilities:*

- Ensures that all internally delegated tasks are completed
- Oversees Directors of Marketing and Academic & Peer Support
- Coordinates meeting times for the team
- Manages team chat
- Reports back with information to Vice President External and President
- Attends and executes private meeting with the Director of GDS and President on a monthly basis to exchange upcoming events and any concerns

#### 4.2.3 Director of Academics and Peer Support (2 Positions)

The Directors of Academics and Peer Support will enrich the academic experience of the IDS student body through the provision of academic-related services and events.

*Responsibilities:*

- Provide support and assistance to students seeking formal experience and involvement in the NGO/IDS sphere:
  - Seeks out, compiles and promotes once a month at least one volunteer/internship opportunities for students in the monthly newsletter and on social media
  - Regularly communicates with GDS Program Coordinators and Professors for relevant opportunities to share with students
- Act as liaisons between relevant faculty and staff members and IDS student body
  - Supports all GDS department student events
  - Facilitate interactions between GDS Professors and students through the creation and management of Professor-student events and services (e.g Social Sciences Mix & Mingle)
  - Create surveys and other feedback mechanisms regarding student satisfaction with academic services and department-related concerns/inquiries
- Organize and coordinate academic events on a semesterly basis
  - Create and oversee peer-to-peer essay editing services and exam review sessions
  - Create and manage formal academic-related events (such as student debates, discussion groups, monthly reading spotlight series)
- Creation of GDS-student scholarly journal (in collaboration with OPF and KEL)
- Act as the IDSSA representative in relevant campaigns and efforts to improve student academic services on campus
- Manage IDS Lounge space with introducing ongoing events and community building interactions with the Director of Outreach

**4.2.4 Director of Marketing (2 Positions)**

Directors of Marketing will promote the presence, services and events of the IDSSA across all promotion and communication channels. They will also be the main point of digital contact between the IDS student body and IDSSA.

**4.2.4.1 Director of Marketing: Content Creator (1 position)**

*Responsibilities:*

- Creates and manages the creation of graphic designs for promotional materials
- Creates monthly newsletters
- Coordinates and oversees the creative production of IDSSA-related products (e.g. banners, clothing, membership cards, business cards)
- Creates a distinct and recognizable visual IDSSA presence on campus

**4.2.4.1 Director of Marketing: Social Media Manager (1 position)**

*Responsibilities:*

- Manages IDSSA presence on social media outlets
  - Creates, publishes and shares updates and information about IDSSA

- events and services on Facebook, Twitter, Instagram and listserv.
  - Maintains a relevant and continuous online presence through the regular sharing of IDS-related news, concerns, research, etc.
- Monitors all online messaging platforms and relays concerns/questions of the student body to the executive team accordingly

#### **4.2.5 Director of Administrative Affairs (1 Position)**

The Director of Administrative Affairs will be responsible for general administrative work, such as communicating with the SCSU or DSL. They will also act as liaison between the IDSSA and other student clubs, DSA and individuals across the three campuses (UTSC, UTM and St. George), as well as between the IDSSA and non-UofT entities.

##### *Responsibilities:*

- Manages the IDSSA email account
  - Regularly checks email account for any invitations or announcements from external groups
  - Ensures regular follow-ups with all internal and external parties by reaching out to the according executive member the inquiry is addressed to
  - Responds to student concerns and requests
  - Ensures that the account is well-organized and free of spam and junk mail, making use of email categories
  - Actively communicates all email communications with President and VPs, ensuring line of sight
- Is responsible for managing meetings agendas and meetings notes
  - Reaches out to the executive team chat 3 days prior to meeting to request any agenda items
  - Actively takes notes during the meeting and highlights relevant action items
  - Shares action items with the executive team after meetings
- Manages day-to-day administrative duties for the IDSSA
  - Contacts and manages communication with individuals/persons that the IDSSA is hosting (speakers, practitioners, professionals, Alumni, etc.)
  - Interacts and builds relationships with different DSAs/clubs/organizations on and off campus

#### **4.2.6 Director of Finance (1 Position)**

The Director of Finance will be responsible for handling, managing and overseeing all the finances of the IDSSA.

##### *Responsibilities:*

- Act as signing officer on the IDSSA's bank account alongside the President
- Be present at all bank visits with the president

- Create and enforce a standardized reimbursement policy and submit DSL/SCSU funding forms
- Consult with all the Directors to create sustainable and affordable budgets for events, services, etc.
  - Seek out cost-effective options for promotional materials and products
  - Ensure that the IDSSA's financial information is transparent and comprehensive
- Provide oral and written financial reports monthly/bi-annually/annually (to President and if requested to the chair of the GDS department)
- Work towards the financial development of the IDSSA
  - Establish financial relationships with entities outside of the university (e.g. product sponsorships, grants)
  - Manage the IDSSA funds in a transparent and accountable manner and will work to develop external funding mechanisms
- Analyze the implication of the financial report and how it reflects on the IDSSA's activities and performance

#### **4.2.7 Director of Outreach (1 Position)**

The Director of Outreach will act as an ambassador for IDSSA and will be responsible for promoting all IDSSA related services and events.

#### ***Responsibilities:***

- Coordinate social events for the IDS student body (e.g. Sweater Party, Academic Debates and Discussions)
- Acts as the IDSSA ambassador:
  - Actively and effectively promote the events and services of the IDSSA
  - Make visible the presence of the IDSSA through active involvement in IDS student life and attending IDS-related events and promoting them to the greater public, including but not limited to in-person promotion during lecture times, tabling, and emailing the GDS Program Coordinator
  - Effectively communicate the concerns and suggestions of the IDS student body to the IDSSA Executive team through the creation and management of student engagement- and outreach-related events and activities
- Manage IDS Lounge space with introducing ongoing events and community building interactions with the Director of Academics & Peer Support
- Manage and oversee the First Year Orientation (hosted by SCSU in August)

**4.3** Only student members of the DSA may hold executive positions.

**4.4** The executive positions are collectively responsible for the day-to-day decision making of the DSA, including but not limited to, monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

**4.4.1** Unless prior permission is granted by the President, all Vice President and

Directors will be required to attend IDSSA events. Each Vice President will be exempted from 1 major event per semester.

**4.5** This committee cannot make amendments to the constitution that directly affect the membership without the approval of the general membership at a valid general meeting.

**4.6** The term of each executive will last from May 1, following their election, to April 30 of the following year.

**4.7** Any vacancy of executives shall be filled by a designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

**4.8** Elections for executive members will take place in the Winter term of each year during a valid general meeting.

**4.8.1** Nominees must submit their intent to run at least seven (7) days before the scheduled election.

**4.8.2** Each nominee must give a short speech explaining their platform at the beginning of the general meeting.

**4.8.3** The general membership will vote by confidential ballot at the end of the general meeting.

**4.8.4** The Executives of the previous year will announce the results of the election within two (2) days.

## **Article 5 Removal of Members and Executives**

**5.1** The process for removing an executive may be initiated when a committee of no less than two (2) executive members investigate a complaint that determines that:

**5.1.1** A 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 Team of the IDSSA

**5.2** The process for removing a executive may also be initiated when:

**5.2.1** A committee of no less than two executive members files a written complaint to the President.

**5.2.2** A discussion will happen between the two parties with the President as a witness, and a record will be documented of the discussion occurring.

**5.2.3** If a second complaint is filed to the President, then there will be a discussion amongst the entire executive team including the executive in question. A vote will follow at the end of this discussion. The removal of an executive requires a  $\frac{2}{3}$  majority vote of all of the executives present at a valid meeting. The



executive facing removal is entitled to vote on the motion.

**5.2.4** In the case that the executive is elected to stay on the team and another complaint is filed, then the executive will be finally dismissed.

## **Article 6 Finances**

**6.1** The funds of IDSSA shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

**6.2** Notwithstanding section 6.1, the Executive Committee may not approve any unbudgeted expenditures of the organization's funds above **\$300.00 without approval of the executives at a meeting.**

**6.3** All budgets shall be prepared by the President and Director of Finance in accordance with the DSA's priorities as determined by the Executive Committee in consultation with general members at a valid general meeting.

**6.4** The President shall present a proposed operating budget for the next fiscal semester to the general membership for its consideration at the final general meeting.

**6.5** The operating budget shall be the major budget for the fiscal semester and provide for all expenditures of the DSA for the subsequent semester.

**6.6** The President and Director of Finance , shall be the sole signing authorities of banking instruments for the DSA.

**6.7** The IDSSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

**6.8** The IDSSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article 7 Banking**

**7.1** IDSSA agrees to provide the name of the bank, the branch number and address, transit number, bank number, and a list of all signing officers for all bank accounts opened in the DSA's name to the Department of Student Life, University of Toronto Scarborough.

## **Article 8 General Meetings**

**8.1** The purpose of General Meetings is to provide a forum for executives to overview the activities of the DSA 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.

**8.2** There shall be a minimum of one (1) general meeting held per study term. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of five (5) calendar days prior to the meeting.

**8.3** General meetings are open to registered members of the DSA only.

**8.4** All executives are expected to make brief progress reports on their activities at every general meeting.

**8.5** Minutes of all general meetings must be recorded and maintained for reference

purposes.

**8.6** Each member of the DSA shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

**8.7** Any question at a valid general meeting shall be decided by a show of hands.

**8.8** Whenever a vote by show of hands occurs, a declaration by the Chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**8.9** The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

## **Article 9 Executive Meetings**

**9.1** 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 DSA.

**9.2** Executive Meetings will be facilitated by the President. The President shall be responsible for:

**9.2.1** Formulating and distributing an agenda for each meeting;

**9.2.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

**9.2.3** Moderating the discussion at meetings according to the agenda.

**9.3** The frequency of executive meetings occurring between May 1 and August 31 will be a minimum of 1 weekly meeting, excluding holidays

**9.3.1** All Executive members are required to attend the weekly meeting

**9.3.2** The weekly meeting time will be decided upon at the beginning of each semester by the President and will remain constant during each semester

**9.3.3** The President may call additional meetings and work days as is required to fulfill the responsibilities of the IDSSA

**9.3.4** Executive members must notify the President of a foreseen absence within 24 hours prior to the scheduled meeting

**9.3.5** In the event that an Executive member forgoes two consecutive meetings without prior notice, a mandatory executive team consultation will take place in order to decide upon a corrective action or the termination of said executive member's position.

**9.4** Executive Meetings are restricted to executive members and associates only. Associates only have to come to a mandatory two (2) meetings per month.

**9.5** Minutes of all executive meetings must be recorded and maintained for reference purposes.

**9.6** Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

**9.7** Any question at an Executive Meeting shall be decided by a show of hands.

**9.8** Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**9.9** In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

**9.10** The President may, with the consent of the majority of the executives, decide to adjourn these meetings from time to time.

#### **Article 10 Emergency Meetings**

**10.1** Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

**10.2** These meetings must abide by the respective rules outlined in Article 8 and 9 depending on the nature of the meeting.

**10.3** Notice of these meetings must be provided a minimum of 24 hours in advance through email.

**10.4** Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

#### **Article 11 Emergency Powers**

**11.1** In the case of extenuating circumstances, the Executive shall be afforded the ability to act without direction from the organization's members.

**11.2** 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.

**11.2.1** In the case of the President's emergency vacancy, a three (3) week time period will be allowed. The President's duties will be delegated amongst the executive team at a meeting to the best of their abilities until the President's return.

**11.2.2** If the President doesn't return after three (3) weeks, the executive team will appoint or elect an executive to replace the President.

**11.2.3.** If it is another executive member, according to the time of the year this vacancy occurs, another election could be conducted to fill the vacancy. If another executive cannot be elected, the duties will be distributed amongst the remaining executives.

**11.3** Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

#### **Article 12 Amendments**

**12.1** The organization may make, amend or repeal the constitutions or certain sections during an executive meeting, where at least 2/3 of the executive committee is present.

**12.2** Notice of a meeting called to consider such a resolution shall be given as follows:

**12.2.1** Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

**12.2.2** Any changes to the constitution that affect the general membership must

be approved by a majority vote at a valid general meeting.

**Article 13 Food Handling on Campus**

**13.1** The IDSSA 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 14 Precedence of University Policies**

**14.1** The IDSSA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the IDSSA, the University's policies, procedures, and guidelines will take precedent.

**Article 15 Legal Liability**

**15.1** The University of Toronto Scarborough does not endorse the IDSSA's beliefs or philosophy nor does it assume legal liability for the group's activities in or off campus.

**Article 16 Logo Design**

**16.1** The IDSSA logo design will be as follows:



**16.2** Amendments made to the IDSSA logo must be voted upon during a general meeting with a win of at least sixty-five per cent (65%).