

THE UNIVERSITY OF TORONTO SCARBOROUGH

Official Constitution

# **Scarborough Hub for Innovation and Public Policy**

Est. 2023

Running Academic Year: 2024/2025

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## ARTICLE I: Name of Organization

1. The official name of the organization will be Scarborough Hub for Innovation and Public Policy.

### Interpretation

1. Definition of "SHIPP."  
"SHIPP" shall refer to the Scarborough Hub for Innovation and Public Policy
2. Definition of "Internal Department"  
"Internal Department" shall refer to the SHIPP units that are designated to fulfill a category of roles for the year. For example, the Director of Internal Affairs will be the head of the Department of Internal Affairs within SHIPP. Other departments can include:
  - Department of External Affairs
  - Department of Internal Affairs
  - Department of Marketing
  - Department of Policy and Research
  - Department of Finance
  - Department of Stakeholder Relations
3. "Annual General Meeting."  
"AGM" shall refer to a general meeting of Members.
4. Definition of "Board."  
"Board" shall refer to the Board of Directors of the Scarborough Hub for Innovation and Public Policy.
5. Definition of "Campus."  
"Campus" shall refer to the grounds under the property of the University of Toronto.
6. Definition of "Department."  
"Department" shall refer to the Department of Political Science.
7. Definition of "University."  
University shall refer to the University of Toronto Scarborough Campus.
8. Definition of "Exec Team"  
"Exec Team" shall refer to the Executive Committee/Team of the SHIPP.
10. Definition of "Partisan."  
"Partisan" shall refer to the open endorsement of one party, cause, or person. Not the organizing of events with speakers who have partisan ties, so long as there are attempts to provide a counterview.
11. Definition of "SHIPP sponsored activities."  
"SHIPP sponsored activities" shall refer to events, announcements, tabling, etc. carried out in the normal practice of SHIPP business.

## **ARTICLE II: Purpose of Organization**

2.1 The purpose of the SHIPP will be to:

- work towards mitigating and advocating for Scarborough's most pressing issues through research, innovation, and policy.
- provide student development opportunities to UTSC students as an avenue for career growth and acceleration.

2.2 SHIPP will enhance the educational and social environment for its members.

2.3 SHIPP will fundamentally serve a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.

2.4 SHIPP will operate as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## **ARTICLE III: Membership**

### **Membership Rights**

3.1 Membership is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.

3.2 The term of membership for the will be from September 1 – August 31 each year.

3.3 Each member shall be afforded the following rights through membership in :

- 3.3.1 The right to participate and vote in group elections and meetings;
- 3.3.2 The right to communicate and to discuss and explore all ideas;
- 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
- 3.3.4 The right to freedom from discrimination on the basis of 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 are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.4 Each member shall possess the following responsibilities relative to participation in :

- 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 They will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.

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

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

## **ARTICLE IV: Principles of Conduct**

1.1 All meetings and events of SHIPP shall be conducted in a safe space, free from discrimination, inclusive to all its membership, and welcoming to the input and involvement of all its members.

1.2 During this event, members must participate in an equitable and anti-oppressive manner as this space is created for everyone to participate equally. Members shall neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment. Individuals who display the above conduct will be asked to leave.

## **ARTICLE V: Organizational Structure**

1.1 The composition of the Executive Team shall be the following positions:

- a. President
- b. Vice President, Policy and Research
- c. Vice President, External
- d. Vice President, Internal
- e. Vice President, Marketing
- f. Director, Alumni Relations
- g. Director, Finance
- h. Director, Stakeholder Relations

1.2 The composition of the Senior Executive Team shall be the following positions:

- a. President
- b. Vice President, Policy and Research
- c. Vice President, External
- d. Vice President, Internal
- e. Vice President, Marketing
- f. Director, Alumni Relations
- g. Director, Finance
- h. Director, Stakeholder Relations

1.3 The following positions will be hired:

- a. Vice President, Policy and Research
- b. Vice President, External
- c. Vice President, Internal
- d. Vice President, Marketing
- e. Director, Alumni Relations
- f. Director, Finance
- g. Director, Stakeholder Relations

### **1.4 Responsibilities of the Executive Members**

#### **1.1.1 President**

- a. Communicate regularly with and as requested by any Faculty Advisor(s) assigned to SHIPP and/or the Department of Political Science at UTSC.
- b. Shall serve as the official representative and spokesperson of SHIPP.
- c. Shall be a signing officer.
- d. Shall update general members about the progress of this association's goals and plans in a general meeting.
- e. Shall approve all documentation released on behalf of SHIPP for things such as but not limited to

- information packages, funding applications, marketing materials, etc.
- f. Shall be responsible for the general management and supervision of the affairs and operations of SHIPP.
- g. Shall have the final say on all Equity Statements, so long as statements reflect the diversity of the lived experiences of the SHIPP's constituency and beyond.
- h. Shall preside over the development of clubs' support criteria and participatory budgeting criteria.
- i. Shall set out weekly office hours in the shared common DSA common space.
- j. Shall oversee the continuity process for all executives.
- k. Shall oversee the hiring process.
- l. Shall chair bi-weekly executive meetings (and as needed by current period).
- m. Shall draft agendas for executive meetings.
- n. This shall be an appointed position and the candidate must have previous experience with SHIPP in an executive capacity, for at least a year, to be eligible.
- o. Shall draft annual budget proposals in collaboration with the President at the beginning of the academic year and administer changes as required.
  - a. Shall collect and maintain an accurate record of all expenditures and incoming monetary resources.
  - b. Shall develop intermediate long-term plans for the financial operations and security of this organization.
  - c. Shall maintain and prepare accurate income statements at the end of each semester.
  - d. Shall be responsible for seeking funding opportunities aside from the Department of Political Science at UTSC.
  - e. Ensure that SHIPP adheres to the regulations of the Financial Policy of the University of Toronto.
  - f. Shall work with at least one of the Senior Executives when drafting applications for other funding opportunities.
  - g. Shall be a signing officer.

#### 1.1.2 **Vice President Policy and Research**

- o. Shall create and maintain a database of student input, requests, and complaints to be given to the Department during the relevant committees and meetings.
- p. Shall work to develop safe and comforting spaces for students in order for them to thrive and succeed within UTSC.
- q. Develop and oversee academic services, events, and campaigns of students' rights.
- r. Maintain a working relationship and coordinate with the Academic Advising & Career Centre and the Department of Political Science.
- s. Shall meet bi-weekly with the Faculty Advisor(s) to update the Department on the status of SHIPP.
- t. Shall attend bi-weekly executive meetings (and as needed by current time) and present an academic report.
- u. Shall be responsible for helping First- and Representatives to organize *Lunch and Learn* events.
- v. This shall be an appointed position.

#### 1.1.3 **Vice President External**

- w. Shall officially represent SHIPP to community coalitions, external organizations, and UTSC campus groups including but not limited to, DSAs and the SCSU, which do not explicitly request the President's attendance.
- x. Shall work to create member and community engaging initiatives outside and inside of the university setting.
- y. Shall work to develop better alumni relations to facilitate more inclusive types of programming within the SHIPP.
- z. Shall make recommendations to Executives on external related issues and programming.
- aa. Shall attend bi-weekly executive meetings (and as needed by current time) and present an external report.

- bb. Shall oversee the development of an effective public relations and marketing strategy each year, working in conjunction with the Vice President, Marketing.
- cc. Shall be responsible for informing students of SHIPP events, by overseeing that classroom announcement are made by Representatives.
- dd. Shall work with community partners and students alike to bring about a more inclusive and vibrant Political Science community at UTSC.
- ee. This shall be an appointed position.

#### 1.1.4 **Vice President Internal**

- a. Shall be constituted as the head of the Department of Administration.
- b. Shall be responsible for drafting agendas in collaboration with the President.
- c. Shall be responsible for taking minutes at all executive and general meetings.
- d. Shall be the chair of all SHIPP Executive Meetings.
- e. Shall be responsible for informing members (general and executives) about meeting dates, time and location.
- f. Responsible for booking all spaces for events and programming in collaboration with at least one executive member and with the approval of the President.
- g. Responsible for maintaining office space.
- h. Responsible for maintaining the membership list and general mailing list.
- i. Shall attend bi-weekly meetings.
- j. This shall be a hired position.

#### 1.1.5 **Vice President Marketing**

- a. Shall be constituted as the head of the Department of Marketing.
- b. Shall represent SHIPP to community coalitions, external organizations, and UTSC campus groups including but not limited to, DSAs and the SCSU.
- c. Shall be responsible for coordinating and managing all marketing activities.
- d. Shall be responsible for coordinating with the graphic designer on designs for banners, posters, and other promotional material.
- e. Shall be responsible for distributing information from the SHIPP Exec Team about events to the student body.
- f. Shall be responsible for informing students of SHIPP events, by overseeing that classroom announcements are made by First- and Representatives.
- g. Shall attend bi-weekly meetings.

#### 1.1.6 **Director, Alumni Relations**

- a) Shall represent SHIPP to the alumni community, including external alumni organizations, UTSC alumni groups, and relevant professional networks.
- b) Shall be responsible for coordinating and managing all activities related to alumni engagement.
- c) Shall develop and maintain relationships with alumni, organizing events such as networking opportunities, mentorship programs, and reunions to foster continued involvement with SHIPP.
- d) Shall collaborate with the Director, Marketing to ensure that all alumni communications, promotional material, and event invitations align with SHIPP's branding and vision.
- e) Shall be responsible for maintaining and updating the alumni database, tracking engagement, and ensuring alumni receive regular updates about SHIPP initiatives.
- f) Shall oversee the dissemination of information regarding SHIPP events and opportunities specifically tailored to the alumni network.
- g) Shall attend bi-weekly meetings to report on alumni engagement initiatives and coordinate with other SHIPP departments

#### 1.17 **Director, Finance**

- a) Shall be responsible for managing all financial operations of SHIPP, including budgeting, forecasting,

- and financial reporting.
- b) Shall represent SHIPP in financial matters with external organizations, funding bodies, and UTSC campus groups such as the SCSU and student societies.
- c) Shall ensure financial transparency by keeping accurate and detailed records of all expenses and revenues, providing regular reports to the SHIPP Exec Team.
- d) Shall coordinate with the SHIPP Exec Team to allocate funds for events, marketing activities, and operational needs, ensuring all initiatives are financially viable.
- e) Shall work with external stakeholders such as sponsors and partners to secure funding and financial support for SHIPP projects and events.
- f) Shall attend bi-weekly meetings to provide financial updates and ensure the financial integrity of SHIPP initiatives.

#### 1.1.8 **Director, Stakeholder Relations**

- a) Shall represent SHIPP to community stakeholders, external organizations, UTSC campus groups, and government entities to build and maintain strategic partnerships.
- b) Shall be responsible for coordinating outreach efforts and fostering relationships with key stakeholders that align with SHIPP's mission and goals.
- c) Shall serve as the primary liaison between SHIPP and stakeholders, ensuring consistent communication and collaboration on projects, events, and initiatives.
- d) Shall collaborate with the Director, Marketing to ensure stakeholder engagement efforts are integrated into promotional campaigns and event planning.
- e) Shall oversee stakeholder communications, ensuring stakeholders are informed about SHIPP's initiatives and invited to participate in relevant events and opportunities.
- f) Shall attend bi-weekly meetings to report on stakeholder engagement efforts and ensure alignment with SHIPP's overall objectives.

### **ARTICLE VI: Equity Policy**

- 1.1.1. The equity policy will constitute the 6<sup>th</sup> section of the revised constitution.
- 1.1.2. This equity policy shall be administered by the President in coordination with our Faculty Advisors.
- 1.1.3. This equity policy cannot be amended to remove protections for those groups and individuals that do not have institutional privilege and power.
- 1.1.4. After approval, in the next academic year, this equity policy will be included in training and turnover between this administration and the next administration.

#### **2.1. The SHIPP is an inclusive organization that prohibits discrimination of any kind, whether on the premise of physical ability, mental ability, gender identity and expression, sex, racial, ethnic, or national origin, sexual orientation, marital status, age, mental health, family status, or religion or irreligion;**

2.1.1. Members who make discriminatory remarks about other members will be sent an LoW by the Faculty Advisor, which will demand that the member who has made those remarks withdraw and apologize for that language;

2.1.2. All members who create poisoned environments (include a definition) that pervert the course of justice for the aggrieved shall be investigated by an independent officer who is;

- i. Appointed by the Faculty Advisor without consultation to the President if the President is a part of the problem;
- ii. If the problem persists, members can refer to this article 5, to write an email to the Faculty Advisor asking for the suspension of duties of that member;

2.1.3. Members found to have breached any part of Section 2 of this Equity Policy will automatically be given a NoD by Faculty Advisor, effective immediately;

- i. Following the termination of employment, the Hiring Board will hold a meeting within 7 days according to the composition set out by a previous AGM of the board;

5.4. Members who contribute to a poisoned environment by tacit silence or ignorance shall also be investigated, by Faculty Advisor.;



- i. If the member is found to have contributed to the problem, depending on the severity of the complaint, will either be suspended for a maximum of 21 days or given an immediate NoD by the Faculty Advisor;
- 5.5. Members who pursue discriminatory courses of actions contrary to the protection areas listed in the preamble of Section 5, will be investigated per the Faculty Advisor;

**6. The organization has no tolerance for any harassment whether electronic, verbal, physical and/or sexual in nature and will take necessary measures to ensure the safety of all SHIPP members;**

- 6.1. In the case of workplace harassment, the wronged party should immediately contact Faculty Advisor to issue a formal complaint;
- 6.2. Perpetrators will be sent a NoD indicating that their termination is effective immediately;
  - i. Following the NoD being sent, the Hiring Board will assemble, so long as none of the members on such Hiring Board, are implicated in the investigation as one of the perpetrators;
  - ii. The Hiring Board will also be tasked to discuss preventative measures with lessons learned from any incident of harassment.

**7. Work accommodations will be provided to those with those who require extra support for their duties as members of this association;**

- 7.1. The individual's direct supervisor will be responsible for providing continued support to ensure that the executive has the technical and personnel resources needed to succeed within the organization;
- 7.2. The type of support that will be provided will depend on the specifics of the accommodation requested, but support is not limited to more time to complete projects, being partnered with another executive to complete a project etc;
- 7.3. In the case of members who do not have direct replacements, alternative arrangements will be made as situations arise.

**8. Members are expected to act in accordance to common safety rules, to prevent injury to themselves or others;**

- 8.1. In the case that a health or safety accident occurs during a club meeting itself;
  - i. A workplace incident report form must be filled out and submitted to the Faculty Advisor within 96 hours (4 business days) of the incident by the injured member(s);
- 8.2. Arrangements will be coordinated between the Faculty Advisor and direct supervisor to ensure that the injured executive receives the necessary accommodations.

**ARTICLE VII: Removal of Executives and Associates**

1.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

- a. A member or executive has engaged in unlawful actions or activities;
- b. A member or executive has violated the constitution;
- c. A member or executive has violated University of Toronto policies, procedures, or guidelines;
- d. A member or executive has violated the rights of a fellow member;
- e. A member or executive has not fulfilled their organizational responsibilities;
- f. Other criteria deemed to be appropriate by the executive team in consultation with and approved by a majority of the general membership;
- g. A member or executive has engaged in activities that were designed to personally benefit themselves towards partisan ends during their role in SHIPP sponsored activities. Such as using a classroom announcement to advertise for an event in which they are a candidate, etc.

1.2 The process for removing a member or executive may also be initiated when:

- a. A petition calling for a vote and bearing the signatures of a majority of the general membership is

- submitted to any member of the executive.
- b. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
  - c. The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
    - a. First Tier
      - i. The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
    - b. Second Tier
      - i. Initiated because the member or executive has violated section 6.1 after receiving a first tier warning relative to an action or behavior.
      - ii. The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
      - iii. The executive or member accused of violating section 6.1 will be given fourteen (14) calendar days from receiving the President's written response to demonstrate progress or correction of behavior.
    - c. Third Tier
      - i. Initiated because the member or executive has violated section 6.1 after receiving second tier warning relative to the action in dispute.
      - ii. The removal vote must take place at a valid executive meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to 2 minutes each.
      - iii. The removal of an executive or member requires a 2/3 majority vote of all the members present at a valid executive meeting. The executive or member facing removal is entitled to vote on the motion.

#### **ARTICLE VIII: Finances**

- 1.1 The funds of the organization shall be expended pursuant to the operating budget presented to the Chair of the Department of Political Science.
- 1.2 All Budgets shall be prepared in accordance with the organization's priorities as determined by the executive team in consultation with general members at a valid general meeting.
- 1.3 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 1.4 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 1.5 The President shall be the signing authority of banking instruments for the organization.
- 1.6 SHIPP will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's meeting.

1.7 SHIPP will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

### **ARTICLE IX: General Meetings**

1.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

1.2 General meetings will be facilitated by the President. They shall be responsible for:

- a. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
- b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- c. Moderating the discussion at meetings according to the agenda;
- d. Suspending members from participating in meetings for constitutional or procedural violations.

1.3 General meetings are open to all members of the SHIPP.

1.4 All Senior Executives are expected to make brief progress reports on their activities at every general meeting.

1.5 Minutes of all general meetings must be recorded and maintained for reference purposes.

1.6 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson/President who shall only vote in the event of a tie.

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

1.8 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.

1.9 In case of an equality of votes at a valid general meeting, the Chairperson (The President) of the meeting shall have the deciding vote.

### **ARTICLE X: Executive Meetings**

1.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

1.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

- a. Formulating and distributing an agenda for each meeting;
- b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- c. Moderating the discussion at meetings per the agenda;

1.3 There shall be a minimum of (2) executive meetings held each month.

1.4 The frequency of executive meetings outside of this minimum will be left to the discretion of the President.

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

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

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

1.8 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.

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

### **ARTICLE XII. Annual General Meeting**

a. Held within the month of March.

b. With the intention of celebrating the achievements of the past year and to present the amazing work of the students.

c. Preparations of this meeting shall begin in January.

d. Executive Body shall begin their campaigning at least a month before the Annual General Meeting date.

e. The conduction of the Annual General Meeting shall go as followed;

1. The incumbent President opens the meeting with opening remarks.

1.1. The members present elect a Chair and a Secretary.

1.2. The agenda is read.

1.3. The Chair shall read the minutes of the prior year.

1.4. Incumbent Vice President, Internal shall read progress of the year.

1.5. Any other duties shall be conducted here.

1.6. The speeches begin in order of;

1.6.1. Vice President, External

1.6.2. Vice President, Policy and Research

1.6.6. President

### **Article XIII: Amendments to the Constitution**

1.1 The organization may make, amend or repeal the constitution or certain sections therein.

1.2 All requests for amendments must be sent as a written request to the President.

a. Amendments to the constitution require the approval of two-thirds of the members present at the Annual General Meeting.

### **Article XIV: Emergency Powers**

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

1.2 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.

1.3 Emergency powers may only be used for such a period as is needed to address an extenuating circumstance.

1.4 General members can remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

### **Article XV: Food Handling on Campus**

- 1.1 SHIPP 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 XVI: Precedence of University Policy**

- 1.1 SHIPP will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of SHIPP, the University's policies, procedures, and guidelines will take precedence.

### **Article XVII: Legal Liability**

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

### **Article XVIII: Banking**

- 1.1 SHIPP agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## Appendix A: General Meeting Rules of Order

### **1. Call to Order**

- a. The Chairperson may call the meeting to order when all (or the required # of) executive members are present and when at least 20 members of the general membership are present.

### **2. Review of The Agenda**

- a. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
- b. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advanced planning.
- c. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
- d. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### **3. Executive Reports**

- a. Executives may report their findings or recommendations to the general membership at this point of the agenda.
- b. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
- c. This time should also be used for any presentations to be made to the general membership.

#### 4. **Open Forum**

- a. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
- b. The Chairperson should impose strict time limitations and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

#### 5. **New and Old Business**

- a. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
- b. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
- c. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
- d. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

#### 6. **General Meeting Rules**

- a. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
- b. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
- c. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
- d. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
- e. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
- f. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

#### 7. **Voting**

- a. There are 3 basic motions for each item of business:
  - I. A motion to adopt a specific action by the board.
  - II. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  - III. A motion to remove an item from consideration.
- b. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
- c. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
- d. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.