

Association of Philosophy Students Constitution



Article I: Title of Organization

APS Constitution /

1. The official name of the organization is the Association of Philosophy Students at the University of Toronto Scarborough.
2. The Association of Philosophy Students may also be referred to by its acronym APS.

Article II: Statement of Primary Purpose

APS Constitution /

1. The Association of Philosophy Students' primary purpose is to represent and advocate on academic issues for all students enrolled in degree programs in philosophy at the University of Toronto Scarborough campus.

Article III: Membership

3.1 Requirements and Eligibility

APS Constitution / Article III: Membership

1. Membership in the Association of Philosophy Students is automatically granted to any student currently enrolled in a degree program at the University of Toronto regardless of race, gender, religious denomination, prior or concurrent group affiliation, and/or sexual orientation.
 1. Honorary membership may be extended to alumni and faculty of the University of Toronto Scarborough. It is not necessary for members graduating from the University of Toronto Scarborough to reapply for membership following graduation.

2. For the purposes of this document, a general member is any registered student member of the organization.

3.2 Rights and Privileges

3.2.1 General Membership

APS Constitution / Article III: Membership / Rights and Privileges /

1. General members of the Association of Philosophy Students shall be afforded the following rights:
 1. The right to attend and participate in any event organized and approved by the Association of Philosophy Students including all events organized in concert with external organizations.
 2. The right to communicate, discuss, and explore ideas freely and without undue persecution. The Association of Philosophy Students reserves the right to intervene on any activity that is deemed impermissible by the policies and/or guidelines set by the University of Toronto.
 3. The right to organize and engage in activities and/or events that are reasonable and lawful. All student organized events must be approved by the Executive Committee and must follow the guidelines stated in Appendix C of this document.
 4. The right to vote in any election held by the Association of Philosophy Students, or on any decision requiring a membership vote. This includes annual elections for executive members, by-elections, and decisions concerning amendments to the constitution of the Association of Philosophy Students.
 5. The right to apply for, run, and claim candidacy for an executive position pending a favourable majority vote conducted at a valid General Meeting as declared in Article 9, "Elections." All general members are subject to an application process as defined in Article 9, "Elections", Section (1), clause (2). Only members who are deemed eligible by this process may be offered candidacy.

3.2.2 Honorary Members

APS Constitution / Article III: Membership / Rights and Privileges /

1. Honorary members of the Association of Philosophy Students shall be afforded the following rights:

1. The right to attend and participate in any event organized and approved by the Association of Philosophy Students including all events organized in concert with external organizations.
2. The right to communicate, discuss, and explore ideas freely and without undue persecution. The Association of Philosophy Students reserves the right to intervene on any activity that is deemed impermissible by the policies set by the University of Toronto.
3. The right to serve in an advisory capacity to the Executive Committee if a request is made for such service. The honorary member is also afforded the right to decline this request and retain full honorary membership.
4. Honorary members of the Association of Philosophy Students may not participate in student elections, and may not aspire to or claim positions on the Executive Committee. They may also not participate in votes—either in person or by proxy—passed by the Executive Committee under any circumstance.

Article IV: The Executive Committee

4.1 General Requirements and Eligibility

APS Constitution / Article IV: The Executive Committee /

1. The Executive Committee is required to conduct its duties in a collective and collaborative manner that is consistent with the organization's constitution and policies. All executive members are expected to pursue their individual duties and responsibilities as officers of the organization dedicated to serving its student body and to maintaining the organization on campus. Individual goals or accolades should never supersede what is in the best interest of the organization or its members. Those considering running for elections should carefully consider this requirement of office.
2. Only general members of the Association of Philosophy Students may hold executive positions.¹All general members promoted to executive positions must be elected in an election meeting the conditions set in Article IX, "Elections."
3. The executive positions collectively form a standing committee—hereafter denoted as the Executive Committee—that acts as the primary steward of the Association of Philosophy Students.

4. The Executive Committee is responsible for all decisive action required for the functioning of the Association of Philosophy Students including but not limited to the management of finances, the coordination and execution of approved events, the development and delivery of member services, and advocating on behalf of members to Administration and student government.
5. The Executive Committee may not make amendments to the constitution that impact general membership without the approval of the general membership at a valid General Meeting.

4.2 Executive Meetings

APS Constitution / Article IV: The Executive Committee /

1. All members of the Executive Committee are required to attend any Executive Meeting that has been scheduled and called to order following the guidelines in Article VI, "Executive Meetings."
 1. Exception: due to the considerable demands on faculty, the Faculty Advisor is not required to attend Executive Meetings. It is sufficient that they maintain communication with the President of the Association of Philosophy Students.
2. In the event that attendance is impossible, exceptions may be made assuming the following provisos:
 1. The executive member in question must provide written notice within a reasonable timeframe before the scheduled meeting. This notice must be sent to every member on the Executive Committee.
 2. The executive member in question acknowledges that they remain accountable for the content covered in that meeting. They must request and obtain a copy of the meeting minutes.
 3. The executive member in question is strongly encouraged to pursue other methods of participation in the meeting, such as telephone conferencing and/or internet based social media provided that the Executive Committee agrees that these methods are permissible.
3. Excessive absences from Executive Meetings without just cause accompanied by failure to comply with clause (2) constitute grounds for removal from the Executive Committee as detailed in Article XVII, "Disciplinary Procedures," Section 2.

4.3 Offices and Delimitation of Duties

APS Constitution / Article IV: The Executive Committee /

4.3.1 President

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The President of the Association of Philosophy Students is the official spokesperson of the organization and is primarily responsible for the administration of the organization and the direction of its components. To this end, the President shall:

1. Maintain requisite relations with the Department of Philosophy at the University of Toronto Scarborough, the Offices of Student Affairs and the SCSU;
2. Communicate regularly with and as requested by any faculty advisor(s) assigned to the Association of Philosophy Students and/or the Department of Philosophy at the University of Toronto Scarborough;
3. Oversee the development, coordination and implementation of the events and activities organized by the Association of Philosophy Students;
4. Oversee the delegation of administrative duties to other executive members of the Association of Philosophy Students.
5. Attend all Executive and General Meetings held and approved by the Association of Philosophy Students.²
6. Act as Primary Signing Officer for the Association of Philosophy Students.

4.3.2 Vice-President External

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President External of the Association of Philosophy Students acts as a liaison between the Association of Philosophy Students and other student clubs, societies, organizations, and groups on and off campus. The Vice-President External's responsibilities are as follows:

1. The Vice-President External is responsible for attending all SCSU meetings that do not explicitly require the President's presence. The Vice-President is expected to represent the Association of Philosophy Students at these meetings and to advocate on behalf of the Association of Philosophy Students as directed by the remainder of the Executive Committee.
2. The Vice-President External is also responsible for any dealings with Student Life and any that do not explicitly require the President's attention. In all cases, they are required

to report such dealings to the President as well as the remainder of the Executive Committee at scheduled Executive Meetings.

3. The Vice-President External will be responsible for all outgoing administrative emails sent in the name of the Association of Philosophy Students except for those that require the President's signature.
4. The Vice-President External is expected to assist the President as required in his or her administrative tasks.
5. The Vice-President External will also act as the Third Signing Officer for the Association of Philosophy Students.

4.3.3 Vice-President Academics

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President Academics of the Association of Philosophy Students acts as an advocate on academic issues for the student body they represent and works with the Administration to ensure that students receive an accessible, high-quality education. The Vice-President of Academics is responsible for:

1. The deployment of educational programs and services organized, offered and approved by the Association of Philosophy Students, the Department of Philosophy, and the University of Toronto Scarborough;
2. Advocating on the behalf of members of the Association of Philosophy Students who have questions or concerns about their academic careers at the University of Toronto Scarborough;
3. Acting as delegate to the student body at the request of the Association of Philosophy Students and/or the Department of Philosophy at the University of Toronto Scarborough;
4. Acting as an authoritative advisor on academic issues at Executive Meetings and at the request of the Executive Committee.

4.3.4 Vice-President Events

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President Events oversees events organized and approved by the Association of Philosophy Students. These include events organized by the Executive Committee and events that general members propose. The Vice-President Events is responsible for the following:

1. Overseeing and deploying events on or off-campus. This includes making the appropriate requests for funding, and handling the administrative requirements for any APS event including but not limited to: scheduling locations, arranging for refreshments (or delegating this task) and communicating as required with other members of the Executive Committee.
2. Overseeing the promotion of events. The Vice-President Events is expected to work closely with the Vice-President Public Relations whenever possible to ensure maximum visibility of events on campus.
3. Maintaining requisite communication—written and verbal—with the Vice President Operations on all financial matters pertaining to events sponsored by the Association of Philosophy Students.
4. Responding to requests made by the general membership for events sponsored on or off campus; the Vice-President Events is expected to consult the Executive Committee on all decisions made in response to such requests.³
5. The Vice-President Events is required to attend all events organized by the Executive Committee. Attendance at events suggested by the general membership is recommended, but optional.

4.3.5 Vice-President Operations

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice President Operations oversees the organization's finances and is primarily responsible for developing and enhancing the delivery of member services. The Vice-President of Operations responsibilities include:

1. Handling all requests for financing made by the President, Vice-President Events, Vice-President Academics, Vice-President Public Relations or the Executive Committee;
2. Maintaining detailed, accurate records of all funds received and all expenses incurred;
3. Submitting detailed, accurate reports of all financial business conducted to the Department of Philosophy as requested;
4. Working closely with the Vice-President Events and Vice-President Academics to make the deployment of events and services efficient and ordered;
5. Acting as Second Signing Officer for the Association of Philosophy Students;

4.3.6 Vice-President Public Relations

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President Public Relations is responsible for promoting the Association of Philosophy Students on campus. It is the Vice-President Public Relations's task to ensure that the Association of Philosophy Students remains visible on campus and accessible to its members; it is his/her responsibility to promote the the services it offers and the events it sponsors accordingly. The Vice-President Public Relations is responsible for:

1. Ensuring that all events organized by the Association of Philosophy Students are adequately promoted on campus; this includes arranging for promotional materials, and making the requisite requests for funding from the Vice-President Operations.
2. Assisting the Vice-President Academics in the promotion of any services offered to the student body by the Association of Philosophy Students. This includes ensuring that delegations to the student body operate successfully.
3. Maintaining the Association of Philosophy Students presence on social networks and generating email sent to the student body at large.
4. Suggesting ways to improve the visibility and accessibility of the services and events sponsored by the Association of Philosophy Students. The Vice-President Public Relations is expected to maintain knowledge of promotional opportunities on campus and to communicate this knowledge with the Executive Committee.

4.3.7 Vice-President Speaker Relations

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President Speaker Relations is responsible for finding, communicating with, and otherwise organizing the many speakers that make Association of Philosophy Students events succeed. It is the Vice-President Speaker Relations's task to ensure that the Association of Philosophy Students's events have interesting and diverse speakers, with special focus on the annual international undergraduate conference. The Vice-President Public Relations is responsible for:

1. Creating a well researched list of 10-20 names of diverse speakers to appear at Association of Philosophy Students events.
2. Contacting and further communicating with the speakers on the list up until they speak at an event.

3. De-briefing speakers briefly after events to make sure that all worries (e.g. financial) are taken care of and that a space for feedback has been created.
4. Organizing the logistics for all of the speakers invited to the conference.
5. Preparing all speakers for events including presentation development and an outline of expectations.

4.3.8 First and Second Year Reps

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

A maximum of two representatives in their first or second year will serve as additional voices and leaders for their respective student cohorts, ensuring that the concerns and ideas of underclassmen are adequately represented within the APS. They will engage directly with the entire Executive Committee and other relevant figures to fulfill their duties effectively. The First and Second Year Representatives are responsible for:

1. Actively gathering feedback from their cohorts and presenting it to the appropriate members of the Executive Committee.
2. Directly sharing news, updates, and event information with their represented students using various methods such as in-class announcements, word of mouth, and posters. They may collaborate with any member of the Executive Committee to ensure information is effectively communicated.
3. Promoting APS events and offerings to lower year students and classes.

4.3.9 Vice-President Publications

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Vice-President Publications is responsible for managing the publication efforts of the Association of Philosophy Students, with a primary focus on the student blog. The Vice-President Publications plays a crucial role in maintaining engagement within the student community by ensuring that the blog remains an active and vibrant platform for philosophical discussion. The Vice-President Publications is responsible for:

1. Ensuring regular updates and maintaining the quality and relevance of the content published on the Association's student blog. This includes soliciting, reviewing, and editing submissions from students.

2. Create and maintain high standards for all published content, ensuring accuracy, clarity, and adherence to APS guidelines.
3. Establishing guidelines and a submission schedule for blog content, and working closely with contributors to refine their submissions for publication.
4. Developing and implementing strategies to increase the readership of the blog, including the use of social media, newsletters, and other promotional channels
5. Working with other members of the Executive Committee to ensure that the blog supports and enhances the Association's broader goals, including coverage of events, lectures, and philosophical discussions.

4.3.91 Faculty Advisor

APS Constitution / Article IV: The Executive Committee / Offices and Delimitation of Duties

The Association of Philosophy Students will work in concert with the Department of Philosophy at the University of Toronto Scarborough to select and appoint a Faculty Advisor. The Faculty Advisor for the Association of Philosophy Students is expected to:

1. Maintain communication with the President as necessary.
2. Advocate on behalf of the Association of Philosophy Students on all matters that require departmental approval.

4.4 Terms

APS Constitution / Article IV: The Executive Committee /

1. The term of each executive will last from May 1 following their election to April 30 of the following year.
2. An executive member may be re-elected and serve consecutive terms. An executive may not serve more than two consecutive terms in the same office.
3. Vice President positions within the Executive Committee may be fulfilled by two individuals serving as Co-Vice Presidents. The Co-Vice-Presidents will share responsibilities, collaborate, and manage their respective workloads. Co-Vice Presidents must coordinate closely to ensure that the duties of the position are effectively carried out, and they will be collectively responsible for fulfilling the obligations associated with their office.

4.5 Resignation of Executive Officers

APS Constitution / Article IV: The Executive Committee /

1. Any executive of the organization may submit a written resignation to the President of the Association of Philosophy Students and thereby resign from office. The resignation is effective on the date it is received by the President.⁴ No further action is required to render the resignation official.

1. In the event that the executive seeking to resign from office is the President, the resignation must be delivered to the Executive Committee at a valid Executive Meeting. This resignation is effective immediately, or on the date specified by the President. No further action is required to render the resignation official.

4.5.1 Termination of Executive Officers

APS Constitution / Article IV: The Executive Committee /

If a newly elected executive member fails to fulfill the duties and responsibilities of their position within 30 days of being elected, the Executive Committee may initiate a review process. The review shall include the following steps:

1. Concerned Executive members (Year representatives or Vice Presidents) must first raise their concern to the current President of APS.
2. Upon raising the concern, the President will involve a faculty liaison to provide guidance on the process.
3. The executive will receive a written notice outlining the specific areas where they have not fulfilled their obligations.
4. The executive will be assessed on their active contributions toward their next task/duty by the President and/or faculty liaison. If they do not actively contribute, the Executive Committee may proceed with the review.
5. If, after this assessment, the Executive Committee determines that the executive member continues to fail in fulfilling their role, a vote may be held to terminate their position. A majority vote from the Executive Committee is required for termination.
6. Upon termination, the Executive Committee will initiate the process for appointing or electing a successor.

4.6 Vacancies of Office

APS Constitution / Article IV: The Executive Committee /

1. Any vacancy in the Executive Council shall be filled by the President or a designate selected by the Executive Committee until a by-election may be organized or a permanent appointment occurs. The following order of actions shall be observed:
 1. All tasks and duties assigned to the office in question shall be delegated to the President or another member of the Executive Committee that the President has selected.
 1. In the event that there are multiple volunteers for the positions, the President may decide to delegate tasks and duties amongst the volunteers or may decide to hold a vote to designate an officer.
 2. If a vote is held, it shall be held at a valid Executive Meeting. A simple majority vote will decide the designated officer. In the event that a tie occurs, the President must divide the responsibilities of the office in question between the candidates.
 2. A general member may be considered for the role of designated officer. In this instance the Executive Committee must pass a majority vote at a valid Executive Meeting to formalize the assignment.
 3. At a General Meeting called to session for this purpose, the Executive Committee will announce the vacancy in office and the temporary assignment of the designated officer. A date for the by-election will be set, as well as a deadline for candidate applications. This by-election will meet every requirement stated in Article IX, "Elections", Section 2, "By-elections" and will be conducted accordingly.
 4. In the event that eligible candidates are unavailable, the designated officer will assume office following the end of the application period. If no designated officer has been appointed, it is the President's responsibility to delegate the tasks and duties of the vacant office amongst the remaining members of the Executive Council for the remainder of the term.
 5. In the event that this vacancy results in a violation of the requirement stated in Section 4.1, Clause 3, appropriate measures will be taken to ensure that the Executive Committee meets the requirements dictated by its constitution.
2. If the office of the President is vacant for any reason, this office will be filled by the VP External until a permanent appointment can be made:

1. If there are executive members currently serving on the Executive Committee who are interested in the presidency, an appointment may be made at an Executive Meeting by conducting a majority vote.
2. If there are no executive members interested in the presidency, a General Meeting will be called to announce the vacancy, set a date for by-election, and a deadline for applications for candidacy. If an executive member has been appointed President by a majority vote at an Executive Meeting, a General Meeting will be called to announce the appointment, and to pursue all actions necessary to ensure that all vacancies on the Executive Committee are filled, as detailed in Section 1, clause (3).

4.7 Supplementary Offices

APS Constitution / Article IV: The Executive Committee /

1. In the event that the Executive Committee determines that additional support is needed to manage the workload of the Vice Presidents, it may appoint up to three supplementary officers. This will ensure the integrity and effectiveness of the Executive Committee. These three executive members fulfill supplementary roles defined thus:
 1. Secretary of External Affairs. The Secretary of External Affairs is responsible for assisting and working closely with the Vice-President External. The Secretary may be asked to assume any responsibilities the Vice-President External delegates to them and is expected to closely observe the commitments the office requires.
 2. Secretary of Academic Affairs. The Secretary of Academic Affairs is responsible for assisting and working closely with the Vice-President Academics. The Secretary may be asked to assume any responsibilities the Vice-President Academics delegates to them and is expected to build and maintain working knowledge of any administrative relations his or her office requires.
 3. Secretary of Operations. The Secretary of Operations is responsible for assisting and working closely with the Vice-President Operations. The Secretary may be asked to assume any responsibilities the Vice-President Operations delegates to them and is expected to observe and understand the administrative processes necessary to fulfill the obligations of the office they aspire to.

2. Supplementary executive members are elected with the following assumption in mind: unless the outgoing Executive Committee or the general membership opposes the motion, any supplementary executive member may succeed the Vice-President of his/her office or the office of President the following year.
3. Opposition to this succession occurs when:
 1. There are general members who wish to run as candidates for a given office.
 2. The Executive Committee deems that a supplementary executive member is unfit for office. Such a decision requires a two-thirds majority vote of the standing Executive Committee.
 3. At least five (5) general members proffer a signed petition opposing the succession. In such instances, succession is automatically revoked and the supplementary executive member is awarded candidacy for his or her office in the upcoming election. If the supplementary executive wins the election for their office, they fulfill the standard term any other elected executive member would serve.
4. In all cases, supplementary executive members are eligible for consideration of direct appointment to available executive offices in the event of a vacancy, or in the event that candidates interested in the office do not exist.

Article V: Finances

APS Constitution /

1. The funds of the Association of Philosophy Students shall be expended pursuant to the operating budget approved by the general membership at a valid General Meeting. This budget will be presented at the first General Meeting of the year at which members may review the projected budget and suggest modifications to it.
2. Notwithstanding the approved budget, the Executive Committee may not approve any un-budgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid General Meeting.
3. All budgets shall be prepared by the Vice-President Operations in accordance with the Association of Philosophy Student's priorities as determined by the Executive Committee in consultation with general members at a valid General Meeting.
4. The Vice-President Operations will present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final General Meeting.

The operating budget will be the primary budget for the fiscal year and will provide for all expenditures of the organization for the subsequent year. The operating budget must be approved by a majority vote of the general members present and voting at a valid General Meeting.

5. The banking business of the organization will be transacted with such bank, trust company, or other firm or body corporate that the Executive Committee designates. All business will be transacted on the Association of Philosophy Students' behalf by one or more officers or other persons as designated, directed or authorized and to the extent they are so designated, directed or authorized.
6. The President and Vice-President Operations will be the sole signing authorities of the banking instruments for the Association of Philosophy Students. When necessary, the Vice-President External may—third signing officer—operate in this capacity.
7. The Association of Philosophy Students will ensure that proper and accurate financial records are maintained throughout each fiscal year and transferred to incoming executives following each year's elections.
8. The Association of Philosophy Students will ensure that proper and accurate financial records are regularly made available to the Department of Philosophy at the University of Toronto Scarborough. It guarantees access to these reports whenever they are requested. The Association of Philosophy Students will accept full financial and production responsibility for all activities and services it sponsors.

Article VI: General Meetings

APS Constitution /

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the Association of Philosophy Students and engage the general membership for the purposes of obtaining feedback, policy-making, proposing amendments to the constitution, and to report on the financial status of the organization. General meetings may also be called to order for specific purposes including, but not excluded to: removal of votes, appeals, the scheduling of by-elections, and the resolutions of complaints against executive members or members.
2. General meetings will be facilitated by the President, or a Facilitator selected by the general membership from the Executive Committee in the event that the President is unable to preside. The Facilitator is responsible for:

1. Formulating and distributing an agenda for each meeting no later than forty-eight (48) hours before the scheduled meeting;
2. Ensuring that members present observe appropriate at the meeting and that the meeting proceeds in an efficient manner;
3. Moderating the discussion at meetings according to the agenda.
3. The procedure at General Meetings will be governed according to the order outlined in Appendix A.
4. The Association of Philosophy Students, including the Executive Committee and its general membership will convene at least once every month.
5. In order for any General Meeting to be considered valid, the following conditions must be met:
 1. Written notice must be issued to the non-executive members of the Association of Philosophy Students at least seven (7) days in advance of the scheduled meeting. The date of subsequent General Meetings will be confirmed at the preceding General Meeting.
 2. If it becomes necessary to reschedule a General Meeting, all non-executive members of the Association of Philosophy Students must be notified. The newly scheduled General Meeting must be set a minimum of seven (7) days after notification of the cancellation is sent.
 3. Quorum consists of at least three (3) members of the Executive Committee, one of which must be the President of the Association of Philosophy Students. No General Meeting may be called to assembly without the attendance of the President of the Association of the Philosophy Students. For quorum to remain valid, the number of non-executive members present at a General Meeting must exceed the number of executive members present at all times.
 4. Any interaction or engagement which does not meet these conditions, or which contradicts them, will be considered invalid; only valid General Meetings may ground official organizational administrative tasks or business.
6. General Meetings may be called to order by the President, through a petition signed by three (3) executive members or by a petition signed by five (5) general members.
 1. Such petitions must be sent to the President in writing;
 2. The President is required to consider all petitions they receive.
7. Minutes of all General Meetings must be recorded and maintained for referential purposes.

8. Members wishing to discuss business at a General Meeting must contact the President or the Facilitator a minimum of forty-eight (48) hours prior to the scheduled General Meeting at which they would like to discuss their business. The President or Facilitator is required to acknowledge all requests made by the general membership, but the Executive Committee reserves the right to assess and evaluate suggested items for discussion.
9. Each member of the Association of Philosophy Students is entitled to one (1) vote at a General Meeting except the Facilitator who will only vote in the event that a tie occurs. On votes involving executive or general member removal, this restriction is waived, and the President maintains final decisive authority.⁵
10. Any question at a valid General Meeting will be decided by a show of hands. Whenever a vote by show of hands occurs, the outcome of that vote will be recorded in the minutes of the meeting.
11. In the case of an equality of votes at a valid General Meeting, the Facilitator of the meeting may decide the vote.
 1. Exception: See Clause (9).
12. The Facilitator presiding over a General Meeting may, with majority consent, decide to adjourn a General Meeting.

Article VII: Executive Meetings

APS Constitution /

1. The purpose of Executive Meetings is to provide a forum for the organization's executives to discuss and make decisions on administrative matters affecting the Association of Philosophy Students. It is also a forum for communicating the status of specific tasks undertaken by individual members of the Executive Committee so that the Executive Committee—as a standing administrative body—remains well-informed of the organization's various internal and external processes and relations.
2. The Executive Committee of the Association of Philosophy Students, in its entirety, will convene at least once every two weeks. In order for an Executive Meeting to be considered valid, the following conditions must be met:
 1. There must be at least seven (7) days written notice provided to the members of the Executive Committee prior to the scheduled date of the Executive Meeting. Unless otherwise determined, the President will be responsible for this task. The

date of each subsequent Executive Meeting will be confirmed at the preceding meeting. Executive members will be reminded of this date a minimum of forty-eight (48) hours before the date of any Executive Meeting.

2. Quorum for an Executive Meeting consists of a simple and clear majority of the total executives for the Association of Philosophy. Quorum remains valid for as long as this majority is present.
3. Only executive members may attend Executive Meetings.
3. Executive Meetings will be facilitated by the President of the Association of Philosophy Students. The President is responsible for:
 1. Formulating and distributing an agenda for each meeting;
 2. Ensuring that executive members present observe appropriate conduct at each meeting and that the meeting proceeds in an efficient, reasonable manner;
 3. Moderating the discussion that occurs at meetings according to the distributed agenda.
4. Executive Meetings may be called to order by the President or through a petition signed by three (3) executive members.
5. Minutes of all Executive Meetings must be recorded and maintained for referential purposes. These minutes must be provided—on request—to the Faculty Advisor of the Association of Philosophy Students. Unless otherwise determined, the Vice-President of Operations will be responsible for recording minutes at Executive Meetings. This task may, however, be reassigned.
6. Executives must notify the President a minimum of twenty-four (24) hours before an Executive Meeting to inform them of new business they wish to discuss at an Executive Meeting if that business is not already anticipated. The President is required to acknowledge all such requests, and is also required to update the agenda with the items requested.
7. Each member of the Executive Committee is entitled to one (1) vote at a valid Executive Meeting.
8. Any question at an Executive Meeting will be decided by a show of hands. Whenever such a vote occurs and is passed, the outcome of that vote will be recorded in the minutes of the meeting.
9. If an equality vote occurs at an Executive Meeting, the motion will be recorded as having failed. The motion—modified, or as is—may be made again at a subsequent Executive Meeting.

Article VIII: Emergency Meetings

APS Constitution /

1. Emergency Meetings may be called to assembly from time to time in the event of an extenuating or unforeseen circumstance such as the removal of a general or executive member, the resignation of an executive member, or an issue that has been deemed—either by the Executive Committee, or the Department of Philosophy at the University of Toronto Scarborough—to require immediate action.
2. Emergency Meetings must abide by the rules outlined in articles VII and VIII (respectively), with the following exceptions:
 1. Notice of an Emergency Meeting must be provided a minimum of twenty-four (24) hours prior to the scheduled date of the meeting via email.
 2. This restriction can be waived at the discretion of the President, provided that the President has the agreement of a minimum of five (5) general members in the event of an Emergency General Meeting, and a minimum of three (3) executive members in the event of an Emergency Executive Meeting.

Article IX: Elections

9.1 Executive Elections

APS Constitution / Article IX: Elections /

1. The elections for the President and Vice President roles must be conducted prior to March 31 of each year.
2. Elections for first-year and second-year representative positions may be conducted in the fall semester of the academic year to better align with the entry of new students and to allow them the opportunity to participate in the organization.
3. Candidates who run for a position unopposed are automatically appointed to that position after participating in full election procedures as if they were unopposed.

9.2 By-elections

APS Constitution / Article IX: Elections /

1. By-elections may be instituted when:
 1. A vacancy in an executive office occurs due to a resignation or removal vote.

2. The result of an executive election results in an Executive Committee that fails to fulfill the requirements stated in Article IV, "The Executive Committee", section 1, Clause (3). A by-election instituted for this purpose will hereby be referred to as a Supplementary Executive Election.
2. All by-elections must be scheduled and announced at a valid General Meeting. At this meeting, an Assessment and Election Committee are selected, and an application period of fifteen (15) days will be announced, commencing on the day following the General Meeting.
3. By-elections function the same way that standard executive elections do with the following exceptions:
 1. The Assessment Committee must deliver a list of candidates to the Executive Committee no later than forty-eight (48) hours prior to the date of the scheduled by-election.
 2. A by-election may not be deferred. If the general membership challenges the by-election process, or if an equality vote results, the standing Executive Committee will resolve the vote.
4. If the by-election scheduled is a Supplementary Executive Election, the following revisions of the general executive election process apply:
 1. If the Executive Committee discovers that a potential for a Supplementary Executive Election exists, i.e, a sufficient number of the accepted candidates for an executive election are students who are graduating (thus rendering it impossible to maintain the requirement that at least three (3) executive members be students who are not graduating) the Executive Committee must announce the issue to the general membership and extend the application process for fifteen (15) days to allow for new candidates to apply.
 2. If it becomes necessary to institute a Supplementary Executive Election following an executive election, the Supplementary Executive Election will be held immediately following the executive election following the procedure and timeline of a standard by-election.
 3. The Executive Committee may institute a Supplementary Executive Election at the end of the year if there are still executive positions that require filling, or if the incoming Executive Committee is insufficiently constituted to fulfill the requirements of the organization's constitution.

Article X: Amendments

APS Constitution /

1. The Association of Philosophy students may make, amend, or repeal the constitution or particular articles therein.
2. Notice of a meeting called to consider such a resolution must be given as follows:
 1. Potential amendments to the constitution must be submitted, in writing, to the President of the Association of Philosophy Students at least three (3) weeks prior to a General Meeting.
 2. Potential amendments to the constitution must be circulated to the general membership of the Association of Philosophy Students at least two (2) weeks prior to the General Meeting at which they will be discussed and/or voted upon. This must include a summary of the rationale for the proposed amendment.
3. Amendments to the constitution require approval of two-thirds of the members present at a valid General Meeting. The general membership must have the final say on amendments to the constitution.
4. When a minimum of two faculty liaisons or members are informed about a constitution change made by Executives that has been deemed unfair or goes against APS values, the Professors can overrule and/or revoke that constitution change.

Article XI: Transition

APS Constitution /

1. All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives entering office.
2. All outgoing executives are responsible for providing a report detailing the status of ongoing projects and evaluation of previous projects and programs that they have organized. These reports must be given to the new executives entering office. All outgoing executives are responsible for acknowledging and responding to any questions about these reports that the new executives might have.
3. All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XII: Emergency Powers

APS Constitution /

1. In the case of extenuating circumstances, the Executive Committee is granted the ability to act without direction from the organization's general membership.
2. An extenuating circumstance is defined as any instance that could jeopardize the immediate functioning of the organization including but not limited to:
 1. Executive vacancies that cannot be resolved via the procedures and processes outlined in Article IV, "The Executive Committee", Section 6, "Vacancies of Office";
 2. Unexpected and/or emergency cancellations of General Meetings, Executive Meetings, and/or events sponsored by the organization;
 3. Removal of an executive or general member due to a transgression of university, provincial, or federal law that requires or warrants immediate action;
 4. Lack of response from members when such response is required to progress on issues significant to the endurance of the organization or the benefit of the student body it advocates.
3. Emergency powers may only be used on the basis of necessity—thus for the limited period they are necessary for and to the extent they are necessary for—and must be surrendered upon resolution of the extenuating circumstance. Failure to comply with this clause constitutes a breach of this organization's constitution.
4. General members may remove emergency powers where appropriate. This motion requires the submission of a signed petition from at least 10% of the entire general membership.

Article XIII: Food Handling

APS Constitution /

The Association of Philosophy Students will conform, without exception, to Provincial and Municipal Health Regulations when events, activities, etc. which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XIV: Precedence of University Policies

APS Constitution /

The Association of Philosophy Students will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where these procedures, policies, and guidelines conflict with those of the Association of Philosophy Students, the University's policies, procedures and guidelines will take precedence.

Article XV: Legal Liability

APS Constitution /

The University of Toronto Scarborough does not assume legal liability for the Association of Philosophy Student's activities on or off campus. All members—general, executive, or honorary—are individually liable for their actions at all times on or off campus.

Article XVI: Banking

APS Constitution /

The Association of Philosophy Students agrees to provide the name of the bank it utilizes for all transactions. It also agrees to provide the branch number, address, transit number, bank account number, and a list of all signing [authorized] officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Article XVII: Disciplinary Procedures

17.1 Conditions for Removal of General or Honorary Members

APS Constitution / Article XVII: Disciplinary Procedures /

1. General and honorary members of the Association of Philosophy Students are not required to perform duties to maintain their membership. The Association of Philosophy Students will take measures to affect the removal of any general or honorary member who has:
 1. Committed an act that violates the academic and/or legal policies of the University of Toronto or has engaged in unlawful actions or activities;
 2. Been found to be gaining monetarily from any service offered by the Association of Philosophy Students or from any event they have organized using resources sponsored by the organization;

3. Violated the rights of a fellow member, as defined in Article III, "Membership", Section 2;
4. Violated the constitution of the Association of Philosophy Students.

17.2 Conditions for Removal of Executive Members

APS Constitution / Article XVII: Disciplinary Procedures /

1. Executive officers of the Association of Philosophy Students are expected to serve for a full term, but may be removed from office on the following conditions:
 1. An executive member has committed an act that violates the academic and/or legal policies of the University of Toronto or engaged in unlawful actions or activities;
 2. An executive member has violated the constitution;
 3. An executive member has not fulfilled their organizational responsibilities, as detailed in Section 1–2:
 1. An executive member who has missed an Executive Meeting without following the procedures detailed in Article IV, "The Executive Committee", Section (2) has committed a first-tier offense.
 2. An executive member who has missed a minimum of (3) Executive Meetings without just cause has committed a first-tier offense. "Just cause" ought to be interpreted thus: the executive member in question has made every effort to follow the procedures detailed in Article IV, "The Executive Committee", Section 2, Clause (2) on each occasion, and has a reasonable explanation for his/her absences; i.e, these absences were either unavoidable, necessary, or sufficiently justified.
 3. An executive member found to be using his or her office for the purposes of pursuing individual goals or accolades has committed a first-tier offense.
 4. An executive member found to be gaining monetarily from any service offered by the Association of Philosophy Students or from any event it sponsors has committed a tier-three offense. Motions for a removal vote will be made immediately.
 5. An executive member has violated the rights of a fellow member.

6. An executive member has not fulfilled other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership. Such criteria must be decided at a General Meeting called to session for this purpose.

17.3 Removal Procedures

APS Constitution / Article XVII: Disciplinary Procedures /

1. In all instances, the process for removing a member must be initiated by a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate the complaint(s) made.
2. Complaints may be issued to the President of the Association of Philosophy Students and must appear in writing. In the event that the complaint is received by the President, they are responsible for ensuring that the complaint is announced at a General Meeting called to assembly for the purposes of forming the investigative committee responsible for determining the validity of the complaint(s) made.
 1. Exception: If the complaint concerns the President of the Association of Philosophy Students, it may be issued to another member of the Executive Committee.
3. The process for removing a member or executive may also be initiated when:
 1. A petition calling for a vote and bearing the signatures of the majority of the general membership is submitted to the President in lieu of or accompanying a formal complaint;
 2. 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 executive member is entitled to vote on this motion.
4. In the event that a claim is made against a member, and that member is found to be accountable by the committee appointed to investigate the complaint issued, removal of that member will proceed as follows:
 1. Tier One: The member will receive verbal and written warning that their behavior constitutes grounds for removal from the organization. If a complaint was issued, or a petition was received, the claimant(s) will be duly notified.
 1. Exception: The Association of Philosophy Students will not tolerate illegal activity committed by its executives or its members. In cases where the

member has committed an unlawful activity and the Association of Philosophy Students has confirmed the accountability of that member, they will be removed from general membership. If the member is an executive member, that executive will be stripped of his or her office and removed from the general membership. In such cases, appeals may be made, but any appeal made will be judged in concert with the Department of Philosophy at the University of Toronto Scarborough and/or SCSU as the situation requires.

2. Exception: In cases where the member—executive, general, or honorary—has been found to be gaining monetarily from services and/or events sponsored by the organization, that member will be removed from office and/or general membership. An appeal may be made, following the procedures outlined in Article XVII, Section 4, “Appeals.”
2. Tier Two: If the member commits an offense after receiving a written and verbal warning as detailed in the above clause relative to a particular action or behavior, the Executive Committee will facilitate training or suggest best practices on how to correct the issues of concern.
 1. The Executive Committee must address all complaints in writing by formulating an action plan and timeline to correct relevant issues involving the executive member in question within fourteen (14) calendar days.
 2. The member accused of the offense will be given fourteen (14) calendar days from receiving the Executive Committee’s written response to demonstrate progress towards or correction of his/her problematic behavior.
 3. If the accusation made was issued by a member or by a body of the general membership, these parties will be informed of all efforts at resolution. The Executive Committee reserves the right to keep personal details confidential. It is required only to notify claimants of official actions made in response to specific claims.
3. Tier Three: If the member has committed an offense after receiving written and verbal warning, and fails to amend or correct their problematic behavior, a General Meeting will be called to assembly for the purposes of a removal vote.
 1. At the General Meeting called to assembly for the purposes of a removal vote, a representative supporting the motion for removal and the

executive member facing removal (or an individual they designate) may speak for a maximum of five minutes each.

2. The removal of a member requires a two-thirds majority vote of all members present at this General Meeting. The member facing removal is entitled to vote on the motion. As specified in Clause (4) items (i–ii), there are isolated offenses that do not require a removal vote.

17.4 Appeals

APS Constitution / Article XVII: Disciplinary Procedures /

1. All appeals must be submitted to the President in writing and must be accompanied by evidence that the investigative committee assigned to investigate the initial claim(s) made against the member operated in error or that their findings were inaccurate. No appeal will be considered if there is not new evidence to consider.
2. The Executive Committee is required to consider all appeals submitted to it. If the appeal concerns an illegal activity, the Association of Philosophy Students will consult the University of Toronto Scarborough and/or SCSU as University policies dictate.
3. Any new evidence submitted will be considered by a new investigative committee, formed from at least three (3) non-executive members, and two (2) executive members. The members of this committee must not have served on the initial investigative committee that is currently being called into question.
4. If an appeal is deemed worthy of reconsideration, the investigative committee shall issue a written account of their decision to the President. The President will call a General Meeting for the purposes of voting on the appeal.
5. At the General Meeting called to session for the purposes of voting on an appeal, the member making the appeal and the original claimant(s) (or designates thereof) may speak for a maximum of five (5) minutes before the vote is called.
6. Any appeal requires a two-thirds majority vote to overturn a previous removal decision.
7. An appeal cannot be made utilizing the same evidence more than once.

Appendix A: General Meeting Rules of Order

§ Call to Order

APS Constitution / Appendix A: General Meeting Rules of Order /

1. The Facilitator may call the meeting to order only if a quorum of executive members and non-executive general members is present. If a quorum does not exist, the meeting is not considered valid and is not qualified to conduct official business. A general member may not appear by proxy or mail ballot.
2. General Meetings are open to all general members. General members must receive notice of the meeting in accordance with the conditions set in this constitution in order for the meeting to be valid.

§ Review of the Agenda

APS Constitution / Appendix A: General Meeting Rules of Order /

1. The first draft of the agenda will be prepared by the Facilitator prior to the meeting. Agenda items will generally be discussed as ordered within this appendix.
2. The agenda may be modified from the order proposed here, but only by a majority vote and only when necessary. All efforts will be made to follow the agenda planned in advance to ensure an efficient, organized meeting.
3. If there is a majority vote to modify the agenda, general members may add or delete items from the proposed agenda, or reorder it as desired.
4. When possible, changes to the agenda should be agreed upon informally. Formal voting on the agenda is only necessary when it appears that informal agreement is not possible. Any permanent alteration to the agenda requiring a change to the constitution must be treated as any other amendment to the constitution.

§ Approval of Previous Minutes

APS Constitution / Appendix A: General Meeting Rules of Order /

1. The minutes from the previous session do not need to be read aloud, but should be entered into the official minute ledger upon approval by the general membership. The Facilitator will provide a brief summary of the minutes, after which general membership may suggest changes to the minutes.
2. Minutes are prepared either by the Vice-President Operations, or a designate thereof. Any suggested changes to the minutes recorded in the previous session should be set forth in the minutes for the record, and then the general membership present should adopt or reject them.

3. Minutes should state each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining from voting on a given motion and whether or not the motion was carried. It is not necessary for the minutes to reflect comments made on particular items of business except in instances when a member—executive or otherwise—requests that their comments be entered into the record.
4. Agreement upon changes to the minutes may be reached informally. Formal voting on the minutes is only necessary when it appears to the Facilitator that informal agreement cannot be reached.

§ Executive Reports

APS Constitution / Appendix A: General Meeting Rules of Order /

1. Executives may report their findings or recommendations to the general membership at this point in the Meeting. This includes reports on ongoing projects or programs or items of interest executive members have a need to present to the general membership.
2. Each executive will present their full report; once the report has been given in full, general members, in turn, may ask questions or offer commentary. It is not appropriate to make motions or discuss items of business during this portion of the meeting, but requests for clarification will be honored. The Facilitator will moderate the question and answer period following each report to ensure an efficient, orderly approach to the business at hand. Questions must be directed to individual executives at the appropriate time. Once another executive member has given his or her report, any questions or comments that remain for the previous executive member must be postponed.

§ Open Forum

APS Constitution / Appendix A: General Meeting Rules of Order /

1. At this point in the Meeting, general members may ask questions and express their concerns about any of the reports executives have provided.
2. The Facilitator will impose strict time limitations on this forum, and these limitations must be enforced. Each general member should address the Facilitator regarding an issue and must make every effort to be courteous and succinct.

§ Old and New Business

APS Constitution / Appendix A: General Meeting Rules of Order /

1. All items tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports and the open forum.
2. The general membership may vote to postpone further consideration of old business items or it may vote to remove items from consideration.
3. All new items of business are heard only after all old items have been addressed. Emergency business, however, will be considered first.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

§ Motions and Deliberations

APS Constitution / Appendix A: General Meeting Rules of Order /

1. When an item business is to be discussed, the Facilitator will announce the item and will open the floor for discussion.
2. No general member may speak until recognized by the Facilitator. No general member may interrupt another speaker who currently has the floor.
3. The Facilitator will impose reasonable time limitations on speakers, and these limitations will be uniformly imposed upon all general members present. Speakers will be given a one minute warning before their time expires. The meeting may informally agree to extend a time limit if such an extension appears to be warranted or required.
4. The Facilitator will recognize each member in turn. Discussion will be limited to the item of business currently at hand, and the Facilitator will have the authority to silence any speaker who does not limit discussion to the item of business at hand.
5. No general member may speak more than once on a given issue until all other general members desiring to speak on the same issue have had an opportunity to do so. Responses to other members will be permitted, but they will be taken in turn in the same ordered fashion.
6. When all general members have had the opportunity to fully discuss a given business item, the Facilitator will announce that the item of business is ready for a vote.

§ Voting

APS Constitution / Appendix A: General Meeting Rules of Order /

1. For each item of business, there are three motions that may be taken:
 1. A motion to adopt a proposed action by the board.
 2. A motion to postpone the item of business to another meeting. This may occur when additional facts are necessary, or when a committee has been formed and needs time to organize itself for the task at hand.
 3. A motion to remove an item from consideration.
2. The general membership may only discuss 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 resolve that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Facilitator will call each motion presented to a vote.
4. A motion may be adopted or dismissed. This does not prevent the item of business from appearing on the agenda in the future and all motions may be reconsidered at any time by the general membership.

Appendix B: Executive Meeting Rules of Order

APS Constitution / Appendix B: Executive Meeting Rules of Order /

1. Executive Meetings will begin with a presentation of the minutes from the previous Executive Meeting. This presentation will be offered by the Vice-President Operations and will serve to orient the current Executive Meeting.
2. Any items of business that are unresolved and that may be resolved at this point in the meeting will be discussed.
3. Each executive member will offer a report detailing current projects or programs in their portfolio:
 1. The President will present the meeting's agenda, outlining all functions and activities of the organization that are either in development, or have entered into development since the last meeting. This will include mention of any departmental concerns that require discussion.
 2. The Vice-President External will announce any developments occurring with the University of Toronto, SCSU or any other external body the Association of Philosophy of Students has communicated with since the last meeting.
 3. The Vice-President Academics will offer a report on any academic services or programs that may be under development or in progress.

4. The Vice-President Events will detail any events currently in process; this includes his or her suggestions for upcoming events.
5. The Vice-President Operations will announce the current status of the budget and present any financial items of business requiring consideration.
6. Once all executive members have offered their reports, the floor is open for discussion. Items of business will be handled in turn, as dictated by the President's proposed agenda. During this time, items of business may be resolved or postponed.
7. Any new business arising from the discussion thus far will be considered.

Appendix C: Member Proposed Events

APS Constitution / Appendix C: Member Proposed Events /

1. Members may propose and organize events utilizing the resources of the Association of Philosophy Students.
2. Any member wishing to utilize the resources of the Association of Philosophy Students for the purposes of an on or off-campus event must submit a written request to the Vice-President Events. This request must detail the resources the member wishes to make use of, the primary purpose of the event, and provide a reasonable justification for use of the resources requested.
3. "Resources" include budgetary funds awarded to and maintained by the Association of Philosophy Students as well as assets owned by or granted to the Association of Philosophy Students by the University of Toronto Scarborough including, but not limited to: use of the organizational website for promoting the event, and any space on campus awarded to the Association of Philosophy Students.
4. The Vice-President Events must present any events proposed or suggested by members to the Executive Committee at a valid Executive Meeting. The Executive Committee reserves the right to accept or reject member proposals.
5. In general, member organized events must:
 1. Contribute to the primary purpose stated by the Association of Philosophy Students in its constitution;
 2. Be open to the entire general membership;
 3. Be carried out in a lawful, reasonable manner, regardless of whether the event occurs on-campus, or off-campus;

4. Not be organized for the monetary benefit of any member, or any subset of the general membership.
5. Any event proposed by a member that requires more than \$100 in monetary resources may not be approved by the Executive Committee without consulting the general membership.