Ontario Institute of Studies in Education (OISE)
Department of Social Justice Education (SJE)
DEPARTMENTAL STUDENTS' ASSOCIATION (DSA)

CONSTITUTION
Approved Date: Friday June 25, 2021

ARTICLE I: The Association

1. Definitions

1.1. The organization shall be known as the "SJE Departmental Students' Association of the Ontario Institute for Studies in Education of the University of Toronto" hereinafter as the "SJE DSA."

1.2. The SJE DSA represents all graduate students in the Department of Social Justice Education and collaborates with the office of the SJE Chair, the department, and the OISE administration to ensure that students' academic and professional needs are met, and that they flourish within a harmonious, healthy, and equitable learning environment.

1.3. "Members" shall consist of all registered and continuing graduate students of SJE at the Ontario Institute for Studies in Education (OISE).

1.4. "SJE DSA Council" shall consist of the SJE DSA Executives and the representative of all SJE degree programs and groups such as: M.Ed., M.A., Ph.D., Ed.D., Part-time, Flex-time, and All But Dissertation (ABD) & Continuing Students.

1.5. "SJE DSA Monthly Council Meeting" is a general meeting of the Executive team and all SJE students as defined in **Article III**.

1.6. "Executive Meeting" is a meeting of the Executive officials of the SJE DSA, as defined in **Article I.**

2. Statement of Purpose / Philosophy

2.1. Mission Statement

The mission of the SJE DSA is to build and promote a harmonious learning and community environment that nurtures students' engagement, fosters healthy relationships, and builds community within the department. We believe that a healthy and inclusive environment will not only boost community within the academia, but also enhance our scholarship as well as enable us to thrive as students in a more socially just environment.

We do this by:

i. Inspiring our members to reflect and uphold the honour and dignity of the SJE department and of each other's humanity.
ii. Electing diverse (i.e., race, language, ethnicity, gender, class, sexual orientation, disabilities, etc.) student representatives to the SJE Council to represent the voices and needs of students while at the same time enhancing the overall success of the SJE department.
iii. Supporting scholarship that enhances the positive representations and realities of minority communities in ways that are dignified and supportive.

iv. Creating a harmonious, congenial, and welcoming academic community for positive relationship building between the SJE students, the SJE faculty, and the SJE departmental staff for the overall wellbeing and success of the SJE department.

v. Committing to initiating, promoting, sponsoring, and advocating for the holistic academic and positive community space and experience of its members, the SJE graduate students of OISE.

vi. Imbuing in our members the principles of equity and the ethical standards of integrity embodied through honesty, reliability, and moral action.

2.2. Vision Statement

The vision of the SJE DSA is to build a harmonious community of care anchored in accountability, transparency, equity, and integrity to support the academic scholarship, research, and community activities of its members.

2.3. SJE DSA Procedures

2.3.1. The SJE DSA is committed to working in consultation with SJE faculty and staff for **advocacy and representation of student interests to be central to the Administration of the department (SJE/OISE/UT):**

2.3.2. a. Departmental level

i) Participate and have influence regarding changes within the department

ii) Be actively involved in hiring processes in the department

iii) Liaise with administration (SJE/OISE/UT) for the benefit of the student body

b. OISE wide level

i) Engage in restructuring processes and policy formulation

ii) Engage in discussions regarding Student tuition and fees

iii) Liaise with OISE administration for the benefit of the student body

c. University wide Level

i) Address All programmatic needs (M.Ed., M.A., Ph.D., Ed.D., Part-time/Flex-time, and All But Dissertation (ABD) & Continuing Students).

ii) Ensure and pursue a commitment to every student's right to an educational experience free from harassment and other barriers.

iii) Provide leadership in advocacy for access to quality education, financial supports, and addressing other accessibility challenges.

2.3.3. Resources: The SJE DSA is funded by the Office of the SJE Department Chair. It is the role of the SJE DSA to secure funds on an annual basis and manage the funds and other resources for mobilizing, managing, and defending the need for departmental resources for students, fund raising or securing new resources as needed, to ensure that students are aware of and have access to all available departmental resources. This includes (but is not limited to):

a. Student office space

b. Community space

c. Student Printers / Scanners

d. Information and awareness of existing programs (Professional Development, SGS, SJE Departmental Programs)

e. Calendar and course reviews.

2.3.4. Community Building: Academic Networking and Support

Orientation – supporting the administration and faculty to create a welcoming and informative orientation session for prospective and incoming students each year.

a. Academic Networking

i. Thesis groups – assisting Faculty and actively participating in the planning, implementation, as well as continuation of Thesis Group events

ii. Assisting to create Support groups for non-thesis students.

iii. Mentoring – organizing a formal mentoring program between incoming and senior/continuing students each year.

iv. Foster the cross-pollination between programs in SJE and other departments.

v. Participate actively in Brown bag events.

vi. Collaborate for funding proposal support.

b. Social networking

i. Organize seasonal events (cultural celebrations, holidays, or periodic events)

2.3.5. Further to our commitment to maximize the academic and community experiences of SJE students, the SJE DSA will receive and distribute funds for the support of activities of its members.

3. Objectives of the SJE DSA

3.1. Support the organizing and activities of members of the SJE DSA.

3.2. Promote student involvement within SJE M.Ed., M.A., Ph.D., Ed.D., Part-time, Flex-time, and All But Dissertation (ABD) & Continuing Students programs; SJE Special Events, and SJE student and faculty workshops.

3.3. Enhance and maintain communication between SJE students and the SJE administration.

3.4. Represent SJE students on matters in which representation may be of interest to those students.

3.5. Develop and maintain a responsible and harmonious student government in SJE.

3.6. Initiate, sponsor, coordinate, and cultivate academic as well as leadership, cultural, social, and athletic events for SJE students.

4. SJE DSA Executive Structure

4.1. The Executive Committee of the SJE DSA consists of **President**, **Vice President**, **Communication Coordinator**, **Financial Coordinator** and **Media Coordinator.**

4.2. A member of the Executive must be a member of the SJE DSA.

4.3. The duties of the Executive may be redistributed if appropriate but in general are as follows:

4.3.1 President

4.3.1.1. The President shall seek internal and external funding opportunities for the SJE DSA.

4.3.1.2. The President shall be the spokesperson of the SJE DSA to the administration and governing bodies of SJE, OISE, the University of Toronto, and any other student associations or external organizations.

4.3.1.3. The President shall conduct the official correspondence of the SJE DSA and report any such correspondence to the SJE Council at the first meeting following thereafter.

4.3.1.4. The President shall call meetings of the SJE DSA Executive.
4.3.1.5. The President shall be responsible for monitoring the day-to-day operations of the SJE DSA.
4.3.1.6. The President will consult with the SJE DSA executives and the SJE DSA entire membership for final decisions as such that will affect the entire SJE DSA membership.
4.3.1.7. The President shall perform such duties as are assigned/decided by the SJE DSA.

4.3.2. Vice President

4.3.2.1. The Vice President shall advocate for the academic interests of SJE DSA members, including securing event funding.
4.3.2.2. The Vice President shall be responsible for, oversee and support the organization of an annual SJE student research colloquium.
4.3.2.3. The Vice President shall review, process, and approve all funding requests submitted by SJE DSA members for programs and activities.
4.3.2.4. The Vice President shall represent the SJE DSA regarding discussions on academic matters; liaising with the SJE Student Liaison Officer and other student associations or external organizations for the academic well being of SJE DSA and will make a recorded report (both verbal and written) to the SJE DSA membership.
4.3.2.5. The Vice President will consult with the SJE DSA executives and the SJE DSA entire membership for final decisions as such that will affect the entire SJE DSA membership.
4.3.2.6. The Vice President shall perform such duties as assigned/decided by the SJE DSA.

4.3.3. Financial Coordinator

4.3.3.1. The Financial Coordinator shall be responsible for the financial, human, and physical resources of the SJE DSA.
4.3.3.2. The Financial Coordinator shall carry out all day-to-day financial transactions, receive all monies due to the SJE DSA, make all payments, maintain appropriate records, and keep an inventory of the SJE DSA's property.
4.3.3.3. The Financial Coordinator shall prepare and manage the operating budget and prepare and present the financial statements to the SJE DSA Council.
4.3.3.4. The Financial Coordinator, on the advice of the SJE DSA Executive, shall review, process, and approve all special project grant applications.
4.3.3.5. The Financial Coordinator, in consultation with the SJE DSA Council will seek for avenues to distribute funding in an equitable manner, making it accessible to all SJE DSA membership.
4.3.3.6. The Financial Coordinator will consult with the SJE DSA executives and the SJE DSA entire membership for final decisions as such that will affect the entire SJE DSA membership.
4.3.3.7. The Finance Coordinator shall perform such duties as are assigned/decided by the SJE DSA.

4.3.4. Communication Coordinator

4.3.4.1. The Communication Coordinator shall record, keep and distribute all recordings of SJE DSA policies and procedures, as well as minutes of the meetings of the SJE Council and the Executive.
4.3.4.2. The Communication Coordinator shall support the activities of student organizations within the SJE Department.
4.3.4.3. The Communication Coordinator shall represent the SJE DSA on discussions regarding equity matters.
4.3.4.4. The Communication Coordinator will consult with the SJE DSA executives and the SJE DSA entire membership for final decisions as such that will affect the entire SJE DSA membership.
4.3.4.5. The Communication Coordinator shall perform such duties as are assigned/decided by the SJE DSA.

4.3.5. Media Coordinator

4.3.5.1. The Media Coordinator shall maintain the website and other online media presence platforms of the SJE DSA (i.e.: Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, Blog, etc.).
4.3.5.2. The Media Coordinator shall actively engage in planning and enhancing the online reputation of the SJE DSA and create marketing/public relations strategy for all SJE DSA planned events.
4.3.5.3. The Media Coordinator shall serve as both internal and external marketing and communications subject matter expert for the SJE DSA.
4.3.5.4. The Media Coordinator shall let the executive know of internal or third-party request to release information and seek executive approval before releasing or sharing information based on third party request. Third party includes anyone that is not a member of the SJE DSA Executives.
4.3.4.5. The Media Coordinator shall perform such duties as are assigned/decided by the SJE DSA.

4.4. The Executive members are elected to their respective offices for a one-year term, beginning May 1 and ending April 30 the following year.
4.5. Each Executive member shall hold office hours and be accessible to members of the SJE DSA (office hours will be posted on website and media platforms).
4.6. Each SJE DSA Executive member shall present a report at monthly Council meetings or provide a written report if unable to attend in person.
4.7. Each Executive member shall write an end-of-service-year report to be presented to the Council at the final meeting of their elected term of office.
4.8. The Executive shall individually and collectively provide a comprehensive orientation to the incoming Executive, in addition to providing them with a copy of their end-of-service-year report by no later than April 30.
4.9. Should an Executive member not fulfill their duties and/or fail to attend three consecutive Executive meetings or three consecutive Council meetings, the member can be removed from the Executive by a two thirds (2/3) majority vote by SJE DSA Council, following an opportunity by the Executive member in question to speak in their defense.

4.9.1. In the extreme circumstance or case where an Executive member is adversarial to other Executives or the SJE DSA general members and refuses to take part in a mediation process as determined by the SJE DSA Council, or if mediation attempts are unsuccessful

and all dialogue initiated with the SJE council to resolve matters fails, support and counsel will be sought from the office of the SJE Chair.

4.9.2. If disagreements, on a personal and professional level, are unresolved among Executive Council members, such members must resign thereby preventing disharmony and fracturing among members of the SJE DSA and faculty.

4.9.2. If an Executive position becomes vacant due to resignation or removal:

6.9.2.1. Less than 60 days before April 30th, the remaining Executive will redistribute tasks and the vacancy will not be filled.

4.9.2.2. Greater than 59 days before April 30th, a replacement will be elected by the Council.

4.10. The SJE DSA reports to the office of the SJE Chair every quarter.

5. SJE DSA Executive Meeting

5.1. The Executive meeting is a monthly meeting of the SJE DSA Executives that include the President, Vice-president, Communication Coordinator, Financial Coordinator, and Media Coordinator. Meetings will be held in person, virtually, or both.

5.2. The primary goal of the SJE DSA Executive meetings is to make decisions, solve problems, and ensure that the day-to-day activities and processes of Executives and membership are aligned with the overall stated mission, vision, purpose/philosophy, and objectives of the SJE DSA.

ARTICLE II: Constitutional Procedure

1. Quorum

1.1. Quorum at a SJE DSA Council meeting will be seven (7) full members, including no fewer than two (2) members of the Executive.

1.2. If quorum is not reached at a Council meeting, a decision may be considered to convert such meeting to an executive meeting of the SJE DSA.

1.3. If quorum is not reached at a Council meeting, and an emergency arises, decisions regarding the urgent matter may be made by all executive members along with other members present.

1.4. If quorum is not reached at an Annual General Meeting (AGM), and an emergency arises, decisions regarding the urgent matter may be made by all executive members along with other members present.

2. Amendments

2.1. Amendments to the Constitution of the SJE DSA shall require quorum to be met at a SJE DSA General Meeting.

2.2. To address any proposed amendments, a Constitution Review Committee must be formed.

2.3. Notice of any proposed amendment must be prepared and distributed to all members of SJE DSA Council **at least 14 days** before amendment. Notice shall also be posted on the SJE DSA website and emailed to all members **at least 7 days** for all members to review.

3. Publication of the Constitution

3.1. It is the responsibility of the Executive to ensure that members of the SJE DSA are aware of and have access to the Constitution. To this end, the Executive will, prior to the AGM in April of each academic year, review the constitution to address any issues that came up in the

academic year and proposals for revision compiled and passed on to the next executive team to put before the membership in the new academic year and ratify. Once it is ratified in the new academic year, that is in September (3rd or 4th week to give people time to settle), the updated version is circulated to all the membership and updated on the website).

ARTICLE III: SJE DSA Council

1. The SJE DSA Council has charge of the general affairs of the SJE DSA and shall be accountable for all property and funds of the SJE DSA.

2. Members and Voting:

2.1. The voting members of SJE DSA Council shall be:

2.1.1. All Members of the SJE DSA present at the meeting.

2.1.2. Voting shall be by a show of hands or other technological formats.

2.1.3. A vote in Council is considered binding when passed by a simple majority of members present at a Council meeting.

2.2. Non-voting members of SJE Council shall be:

2.2.1. Any guests to Council meetings invited for the purposes of providing information or consultation.

2.2.2. The chair of Council, except in the event of a tie vote.

2.2.3. Non-voting members have speaking rights at Council meetings.

3. SJE Degree Program Designates (DPDs)

3.1. SJE Degree Program Designates are student representatives nominated by their members to represent their degree designation in order to address the specific overall experience of the students within the specified degree designation: M.Ed., M.A., Ph.D., Ed.D.

3.2. Nomination of the degree program designates will be by email communication requesting all members to nominate themselves or another for the position of student representative.

3.3. Number of nominated designates for each degree program shall be a maximum of two.

3.4. A representative is required to attend a minimum of two-thirds (2/3) of the year's SJE DSA Council meetings. It is obligatory for at least one of the two nominated representatives to attend the monthly Council meetings in order to present the concerns and interest of their groups.

3.5. Each pair of representatives may be represented by another member of their degree program if notice is provided to the SJE DSA Council chairperson in advance of the meeting.

3.6. Where possible, and in advance of SJE DSA Council meetings, each representative will facilitate discussion of agenda items with their members to fairly represent their interests and vote accordingly at SJE DSA Council.

3.7. Program designates will sign a memorandum of agreement with the SJE DSA which stipulates any conditions and was approved by a two-thirds (2/3) majority vote of the SJE DSA Council.

3.8. Formally constituted representatives will hold their positions for one year beginning after the first Council meeting of the academic year.

3.9. Formally constituted representatives are responsible for reporting back to their members on SJE DSA Council discussions and results.

4. SJE Part-time / Flex-time Program Designates (PFPD)

4.1. SJE Part-time/Flex-time Program Designates are student representatives nominated by their members to represent and address the unique overall experience and needs that are specific to this group of the students.
4.2. Nomination of the Part-time/Flex-time program designates will be by email communication requesting all members to nominate themselves or another for the position of student representative.
4.3. Number of nominated Part-time / Flex-time Program Designates shall be a maximum of two.
4.4. A representative is required to attend a minimum of two-thirds (2/3) of the year's SJE DSA Council meetings. It is obligatory for at least one of the two nominated representatives to attend the monthly Council meetings in order to present the concerns and interest of their groups.
4.5. Each pair of representatives may be represented by another member of their degree program if notice is provided to the SJE DSA Council chairperson in advance of the meeting.
4.6. Where possible in advance of SJE DSA Council meetings, each representative will facilitate discussion of agenda items with their members to represent fairly and vote accordingly at SJE DSA Council.
4.7. Designates will sign a memorandum of agreement with the SJE DSA which stipulates any conditions and was approved by a two-thirds (2/3) majority vote of the SJE DSA Council.
4.8. Formally constituted representatives will hold their positions for one year beginning after the first Council meeting of the academic year.
4.9. Formally constituted representatives are responsible for reporting back to their members on SJE DSA Council discussions and results.

5. SJE All But Dissertation (ABD) & Continuing Students

5.1. SJE All But Dissertation (ABD) & Continuing Students are a network of mature and experienced students that represent all students within all recognized SJE graduate programs that are in the writing stages of their academic journey within the SJE department. They are students who in addition to benefiting from the SJE program experience also serve as mentors and advisors for the SJE DSA Council for the sustainability of the harmonious, congenial, and welcoming academic culture and ambiance which the SJE DSA commits to achieving.
5.2. The ABD & Continuing Students representatives are committed to supporting their colleagues with resources to help them navigate through completing their dissertation while working with the group to provide support and limit various barriers for their members that presents as individual challenges to the completion of their thesis.
5.3. The ABD & Continuing Students representatives have a dual role: 1) To the SJE DSA Council where they provide mentorship and advisory support to Council. 2) To their members where they represent the unique experiences of their members and address their specific needs for the success of their members.
5.4. The SJE All But Dissertation (ABD) & Continuing Students shall nominate their designated representatives to Council.
5.5. Nomination of the ABD designates will be by email communication requesting all members to nominate themselves or another for the position of student representative.
5.6. Number of nominated ABD & Continuing Students shall be a maximum of two.
5.7. A representative is required to attend a minimum of two-thirds (2/3) of the year's SJE DSA Council meetings. It is obligatory for at least one of the two nominated representatives to attend the monthly Council meetings in order to present the concerns and interest of their groups.

5.8. Each pair of representatives may be represented by another member of their degree program if notice is provided to the SJE DSA Council chairperson in advance of the meeting.
5.9. Where possible in advance of SJE DSA Council meetings, each representative will facilitate discussion of agenda items with their members to represent fairly and vote accordingly at SJE DSA Council.
5.10. Designates will sign a memorandum of agreement with the SJE DSA which stipulates any conditions and was approved by a two-thirds (2/3) majority vote of the SJE DSA Council.
5.11. Formally constituted representatives will hold their positions for one year beginning after the first Council meeting of the academic year.
5.12. Formally constituted representatives are responsible for reporting back to their members on SJE DSA Council discussions and results.

6. Standing Committees

6.1. A standing committee is one with the primary purpose of considering, recommending actions, and proposing policies in the functional areas under their jurisdictions, subject to final approval by the Council.
6.2. A member of the SJE DSA Executive will participate on each Standing Committee.
6.3. Standing Committee membership shall be open to all SJE DSA members, that is all SJE graduate students, including but not limited to SJE DSA Council representatives.
6.4. Each Standing Committee shall appoint a Chair at their first meeting of the academic year.
6.5. The Chairs of Committees of the SJE DSA Council are responsible for:
- **6.5.1.** Informing the Executive of the date, time, and location of all meetings of their committees
- **6.5.2.** Ensuring that full report summaries of meetings are written and kept.
- **6.5.3.** Submitting a copy of the report summary to the SJE DSA Executive as soon as possible after each meeting.
- **6.5.4.** Reporting at monthly DSA Council meetings.
- **6.5.5.** Presenting a proposed 'plan for the year' at Council's first meeting of the academic year and a 'year-end report' at Council's final meeting of the academic year.

6.6. The Standing Committees of the SJE DSA shall be:
- **6.6.1.** Constitution Committee
- **6.6.2.** Elections Committee

7. Ad Hoc Committees

7.1. The ad hoc committee accomplishes specific tasks, often on a short-term basis with a goal to achieve. The ad hoc committee is dismissed when the task is completed.
7.2. Council or the Executive may strike ad hoc committees from time to time as the need arises.
7.3. Ad hoc committees shall in general follow the same procedures as Standing Committees where applicable.

8. Conflict of Interest

8.1. No partner, dependent child, parent, sibling, nor person living in the same household of a Member of the Council shall enter into any business arrangement with the SJE DSA in which the Council member has any vested interest directly or indirectly, except where the representative has declared a conflict of interest at the **beginning** of any deliberations regarding the matter at hand and has removed themselves from the meeting. Such a member will refrain from any voting regarding the said matter.

8.2. The Chair of any meeting of the SJE DSA Council or of any Committee shall request any member who has declared an interest in any business or other financial arrangement with the SJE DSA which is being discussed, to absent themselves during the entire discussion of and vote upon the matter, and the event shall be recorded in the minutes.
8.3. Failure to declare a conflict of interest shall be regarded as grounds for reprimand by the Council and a revote on the matter.
8.4. Newly elected SJE Executives shall report to the SJE DSA any additional elected positions they hold within SJE, so that the DSA may determine the potential for conflict of interest; in the event of conflict of interest, SJE DSA reserves the option to request timely resignation from their conflicting roles.

9. Council Meetings

9.1. The President of the SJE DSA shall preside as chairperson at SJE DSA Council meetings at the first meeting of the year or shall designate a Council member to act as Chair.
9.2. Portions of SJE DSA Council meetings declared "in camera" shall only include voting members of Council.
9.3. SJE DSA Council shall observe *Bourinot's Rules* of Order.
9.4. The SJE DSA Council year commences on May 1 and runs until April 30.
9.5. The SJE DSA Council shall meet monthly or a minimum of six times during the year.
9.6. The SJE DSA budget shall be approved at the first meeting of SJE DSA Council in the fall semester.
9.7. The official handover from one Executive team to the next shall take place at the April meeting of SJE DSA Council.
9.8. An emergency meeting of the Council must be summoned upon receipt of a petition from:
- **9.8.1.** One third (1/3) of the Council membership, OR
- **9.8.2.** No less than 10 members of the SJE DSA.

9.9. Council meetings are open to all SJE DSA members.
9.10. Quorum at a Council meeting will be seven (7) full members, including no fewer than two (2) members of the Executive.
9.11. The Executive shall ensure minutes of each SJE Council meeting are posted on the SJE DSA website after approval by SJE Council.

10. Annual General Meetings (AGM)

10.1. The Executive shall call an Annual General Meeting of the entire membership of the SJE DSA at least once a year, typically in April.
10.2. A special General Meeting shall be called upon receipt of a petition to call a General Meeting signed by at least 15 members of the SJE DSA.
10.3. Quorum at a General Meeting is calculated as not less than two-thirds (2/3) of the total Council membership.
10.4. All members have the right to discuss and vote upon all business that comes before the SJE DSA at General Meetings.
10.5. Motions approved at a General Meeting take precedence over those approved by the SJE DSA Council.
10.6. The SJE DSA annual budget shall be presented at General Meetings.
10.7. Voting:
- **10.7.1.** Shall be by a show of hands or other technological formats.
- **10.7.2.** Shall be by the majority.

ARTICLE IV: Finances

1. Budget, Funds and Fiscal Year

1.1. The fiscal year of the SJE DSA shall be from September 1 to August 30.

1.2. The Executive shall approve any overspending by 5% or less of an approved budget allocation and report such expenditures to the Council.

1.3. The Council shall approve any overspending by over 5% of an approved budget allocation.

1.4. The Financial Coordinator shall manage the financial resources of the SJE DSA.

1.5. All funds shall be kept in a chartered bank, trust union, or a credit union and credited to the "SJE Department Students' Association".

1.6. Funds more than immediate operating expenses shall be held in interest-bearing accounts, term deposits, bonds, or other financial instruments of this kind.

1.7. The President and Financial Coordinator shall have signing authority to the SJE DSA account, with proper notice given to the banker of the SJE DSA of any changes to the signatories.

1.8. Any cheque not collected and cashed within six months of the date of issue is considered forfeited.

1.9. The SJE DSA shall always operate with a reserve fund of $500 unless otherwise decided by the Council.

1.10. All payments must be authorized by the signatories to the account, comprising of the President and Financial Coordinator.

2. SJE DSA Project Grant

2.1. The Executive shall distribute funding to SJE DSA members belonging to the following groups: M.Ed., M.A., Ph.D., Ed.D., Part-time/Flex-time, and All But Dissertation (ABD) & Continuing Students to organize activities or project that positively impacts or enhances student life for SJE DSA members.

2.2. The Financial Coordinator, shall review, process, and approve all project grant applications.

2.3. The Council shall approve in its operating budget an annual allocation for project grant funding, and applications shall be received on a rolling basis until the annual allocation has been fully dispersed.

2.4. A maximum reimbursement amount shall be set as per SJE DSA members of the following groups: M.Ed., M.A., Ph.D., Ed.D., Part-time/Flex-time, and All But Dissertation (ABD) & Continuing Students.

ARTICLE V: Elections

1. Candidates for Office

1.1. Eligibility

1.1.1. Candidates for all offices shall be registered graduate students in the SJE department, and in good standing at SJE.

1.1.1.1 Special provisional requirement/condition for maiden election (2021 ONLY): Because this is a new Association which will take effect for the 2021-2022 Academic year, eligibility to election to the executive of the newly constituted SJE DSA will be open

ONLY to SJE students who have not served on the old SJE Student Caucus as executive members before.

1.1.2. Individuals who have held Executive posts for three terms are ineligible for a fourth term. An exemption will be when qualified contenders are not available for the position.

1.1.3. The SJE DSA election committee shall precede over all election matters.

Candidates shall run for office as individuals and shall abide by election's procedures.

2. Filing

2.1. All candidates must file their nomination papers by the date and time specified by the Elections Committee in the call for nominations in order to contest for the elections.

2.2. The nomination period shall be no shorter than two weeks and no longer than three weeks.

2.3. All nominations must be completed on time. Late submissions on any grounds, will not be accepted.

2.4. Withdrawal

2.4.1. All candidates will be notified in a meeting or a communication as to the other candidates who are eligible for the campaign period, at which time they will be given 24 hours to withdraw their name in writing to the Elections Committee before the ballots are made public.

2.5. Single Nomination

2.5.1. If only one candidate submits an official nomination form for a specific Executive position, or other candidates withdraw before or during the campaign period, that individual's name shall appear on the election ballot, and shall be elected by a vote of confidence with a yes/no ballot.

3. Campaign Practices

3.1. Campaign Period

3.1.1. The campaign period shall begin at 12:01am two days following the close of nominations unless specified otherwise in official correspondence to Candidates from the election committee.

3.1.2. The campaign shall include voting days and last a minimum of seven calendar days and a maximum of ten days total at the discretion of the Elections Committee.

3.1.3. The campaign periods starts the day after the Election committee meets the eligible candidates to discuss the rules and timelines, and answer any questions they may have about process and procedures and what is permissible. Immediately after this meeting the Elections Committee circulates the final Candidate profiles to the SJE DSA student membership, under each positions list of contesting candidates, their 250-word bios, and their 500-word Statements of intent, and with this the elections Committee announces the onset of the campaign period.

3.2. Campaign Conduct

3.2.1. All Candidates must conduct themselves with dignity and integrity. The SJE DSA will not tolerate divisive political predispositions and tactics that serve to polarize and destroy community in the student body. Candidate must consider this as an opportunity to serve and lead with honesty and humility.

3.2.2. Any Candidate that is found to conduct themselves in a manner lacking dignity and integrity, and which brings confusion and chaos to the department and disharmony amongst

the student body will be sanctioned or face outright disqualification by the Elections Committee.

4. Finances

4.1. Each candidate for the SJE DSA Executive may spend DSA funds up to a maximum of one hundred dollars ($100) for one DSA activity or event.

4.2. It is mandatory for candidates to submit a final campaign financial report to the Election Committee **within or up to one week** after the close of polls, or risk disqualification.

4.3. The final campaign financial report shall include:

4.3.1. An itemized list of all campaign expenditures, including those incurred by agents of that candidate.

4.3.2. Receipts for all campaign expenses, or reasonable and clear facsimiles.

4.3.3. One copy of all campaign literature and a statement showing the exact number of copies of each which were distributed.

4.3.4. In cases where a retail price cannot be determined, the Elections Committee shall establish an assessment to be used for the purpose of the financial report.

5. Voting

5.1. Eligibility

5.1.1. All registered graduate students in the SJE department, in good standing within SJE are eligible to vote.

5.1.2. No voter shall cast more than one ballot in favor of a candidate.

5.1.3. Voters with visual or other access impairments that may prevent them from voting in the election can enlist others, such as colleagues or attendants not running for office, to facilitate their participation.

5.2. Mechanics of the Election

5.2.1. The SJE DSA elections shall be held no earlier than the second week of March and no later than the last day of classes of the Winter Semester.

5.2.2. Polls will be conducted either electronically or by paper ballots. This will be decided by the SJE DSA at the Council Meeting. Where Polls are conducted electronically, Article V Section 6 and its subsections will apply.

5.2.3. Requests for elections online voting procedure accommodations will go through the Elections Committee and will be considered on a case-by-case basis.

6. Voting by Electronic Ballots

6.1. Polls shall be open for a period of five ten days. The polling-period will be well advertised on SJE DSA bulletin boards, website, and through OISE electronic fora.

6.2. The electronic balloting system will be designed to ensure verification of voters' eligibility to vote. Through the electronic voting system, it shall be impossible to link a voter with the candidate(s) for whom they have voted.

6.3. The Election committee will be appointed to liaise with the SJE DSA administration responsible for maintaining the electronic voting system and will communicate the applicable SJE DSA election rules accordingly.

6.4. Final Procedures for Elections

6.4.1. The database containing election results will be deleted within ten business days following the close of polls.

6.4.2. An appeal, re-count or re-election may be requested by a candidate, or SJE student up to 48 hours after the close of polls.
6.4.3. In the case of a tie between two or more candidates, the past President shall cast the deciding vote.
6.4.4. The number of "no-votes" cast for an elective office shall not be considered, only reported in their final report.
6.4.5. The SJE DSA shall publish the results of the election once the votes have been counted.
6.4.6. Election results shall become official upon the acceptance of the SJE Student Liaison Officer's report to the Council.
6.4.7. Newly elected SJE Executives shall sign a declaration of conflict-of-interest statement as applicable to their offices.

ARTICLE VI: Referenda

1. All referenda must be approved by the SJE DSA General Council Meeting no later than two weeks prior to voting and must be approved by a two-thirds (2/3) majority vote of members present.
2. Issues of grammar and terminology of the referendum question must be reviewed by the SJE DSA General Council Meeting prior to the vote.
3. *Referenda* questions must be framed to require a vote for or against the statement at the SJE DSA General Council Meeting.

A proposed Constitution for the formation of the SJE Departmental Student Association (DSA)
Submitted to the entire SJE Graduate Student body for ratification.
May 28, 2021

Reference: *GSA CONSTITUTION 2016*
https://www.oise.utoronto.ca/gsa/UserFiles/File/GSA_Constitution_2016_Final.docx