

# **The 2024-2025 Constitution of Sociology Students' Association at University of Toronto Scarborough Campus**

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

- 1.1 The official name of the Departmental Students' Association shall be "Sociology Students' Association UTSC".
- 1.2 The Sociology Departmental Students' Association may also be referred to by the acronym SSA UTSC

## **Article 2 Our Mission Statement**

Sociology Students' Association UTSC democratically represents students who are registered under the overarching umbrella of the Department of Sociology at the University of Toronto Scarborough. Our mission is to:

- 2.1 Foster an enriched collective experience among Sociology students at the University of Toronto Scarborough Campus;
- 2.2 Serve as a comprehensive academic resource for Sociology students in the following way:
  - 2.2.1 Serve to advocate and advise Sociology students who require educational guidance and assistance;
  - 2.2.2 Encourage and provide opportunities for interaction between Sociology Students and the faculty of Sociology;
  - 2.2.3 Work in collaboration with the faculty of Sociology to achieve ongoing growth and improvement of Sociology courses and the development of the Sociology program;
  - 2.2.4 Provide academic assistance to students including but not limited to forming study groups and essay editing services;
- 2.3 Work with faculty and students of the Department of Sociology to research, develop, and promote work and volunteer opportunities for students;
- 2.4 Provide a platform for Sociology students at the University of Toronto at Scarborough to relay their concerns to the administration, faculty and/or other organizations at the university where appropriate;
- 2.5 Provide opportunities for students to interact with each other in a friendly and safe environment;

- 2.6 Build and connect the Sociology community by engaging students, faculty, staff and alumni through the creation of events and academic resources;
- 2.7 Operate as an independent entity working with the University of Toronto Scarborough community while adhering to the values and policies of the University;

### **Article 3 Membership**

#### **3.1 General Membership:**

- 3.1.1 Any full-time and part-time student enrolled in a Sociology Subject POST at the University of Toronto Scarborough is automatically a general member of SSA UTSC.
- 3.1.2 Any full-time and part-time student in first year who is currently enrolled in the Introduction to Sociology course, SOCA05Y3Y at the University of Toronto Scarborough.
- 3.1.3 Any upper-year full-time and part-time student (where upper-year is defined as having more than a minimum of 4.0 credits after one full academic year) who has completed or is currently enrolled in a Sociology class at UTSC for the present Academic year.

#### **3.2 All the members shall be entitled to the following rights:**

- 3.2.1 All members should have access to resources and services provided by SSA UTSC.
- 3.2.2 The right to attend and participate in the association's Annual General Meetings.
- 3.2.3 The right to be free from discrimination on the basis of gender, sex, race, class, ability, religion, immigration status or sexual orientation.

#### **3.3 The information of all members shall be held in utmost confidence and not be sold or released to any other association, in accordance with the privacy policies of the University of Toronto.**

### **Article 4 Elections/Determination of the Executive & Board**

- 4.1 All board positions become open to members through an annual general election, held no later than the last of classes of each academic year.
- 4.2 Candidates may express their interest in multiple positions but can only confirm their candidacy for one (1) position
- 4.3 Each board position is determined by election unless otherwise stated in articles 4 and 5,

with the consideration of the following:

**4.3.1** The President must be:

**4.3.1.1** Enrolled as a full-time or part-time student during the Fall or Winter semester

**4.3.1.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.1.3** Must have completed at least one year of service either in SSA UTSC or in another DSA at the board or executive level (or equivalent positions in accordance to the other DSA's constitution)

**4.3.2** The Vice President Academics must be:

**4.3.2.1** Enrolled as a full-time or part-time student during the Fall or Winter semester

**4.3.2.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.3** The Vice President Event Operations must be:

**4.3.3.1** Enrolled as a full-time or part-time student during the Fall or Winter semester

**4.3.3.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.4** The Vice President Internal Relations must be:

**4.3.4.1** Enrolled as a full-time or part-time student during the Fall or Winter Semester

**4.3.4.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.5** The Vice President External Relations must be:

**4.3.5.1** Enrolled as a full-time or part-time student during the Fall or Winter Semester

**4.3.5.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.6** The First-Year Representative will be elected at the beginning of each academic year, and is open for nominations to all first-year student members only

**4.3.7** The Junior-Year Representative must be:

**4.3.7.1** A second-year or third-year full-time or part-time student during their

elected term

**4.3.7.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.3.8** The Senior-Year Representative must be:

**4.3.9.1** A fourth-year or higher full-time or part-time student during their elected term

**4.3.9.2** Enrolled in a Sociology Subject POST during a semester in which their term falls

**4.4** The President with at least two weeks of notice will make a call for an election to all general members.

**4.5** Candidacy and procedures are the responsibility of the President.

**4.6** Election attendees are allowed to cast one vote for every position, provided that they are full-time or part-time student enrolled in a Sociology Subject POST, with a valid TCard.

**4.6.1** First-year students are required to be enrolled in the Introductory Sociology class SOCA0Y3Y at the University of Toronto Scarborough at the time of the given election

**4.7** In the event that an elected position is vacant on the day of the election, a candidate may switch their candidacy from their previously intended position to the vacant position

**4.8** The candidate with the most votes in the election wins the position granted that they have received over 50% of the valid “YES” vote present in the room at the time of the election.

**4.9** In the event that there are vacancies on the board after the appropriate election has been held, the existing board may decide to do the following:

**4.9.1** Hold a by-election, which must take place no more than fourteen days after the decision, or;

**4.9.2** Have a recruiting process, which will be held by the incoming executives to fill the vacant positions.

**4.9.2.1** If the Executive Committee chooses to recruit for the vacant positions, the recruitment committee will be composed of the following, if not all:

incoming President, incoming Vice President Academics, incoming Vice President Event Operations, incoming Vice President Internal Relations and incoming Vice President External Relations.

**4.10** Any position listed under section 5 and 6 as a recruited position must be filled through a recruitment committee, which will be composed of the following, if not all: incoming

President, incoming Vice President Academics, incoming Vice President Event Operations, incoming Vice President Internal Relations, and incoming Vice President External Relations.

## **Article 5 Executive Committee**

Executive Committee positions are open to all general members at the University of Toronto Scarborough in accordance with Article 4 of the SSA UTSC Constitution. All members of the Executive Committee are Board Members. The following are the positions that comprise the Executive Committee:

### **5.1 President**

**5.1.1** The President's responsibilities will include the following:

- 5.1.1.1** To oversee and manage the organization, maintain the integrity of the organization by ensuring that all of the events and functions are allied with the mission of the organization and consistent with the mandate of the constitution;
- 5.1.1.2** To plan, approve and facilitate association events;
- 5.1.1.3** To ensure cohesiveness within the organization and ensure that each executive is carrying out their respective responsibilities accordingly;
- 5.1.1.4** Assume the responsibility of any vacant position within the organization;
- 5.1.1.5** Act as the official representative of the organization in formal business;
- 5.1.1.6** Serve as the official signing officer of the organization;
- 5.1.1.7** Oversee relationships with the Department of Sociology, the University of Toronto and external organizations;
- 5.1.1.8** Attend Departmental Students Association Council meetings or appoint another executive to attend as a designate;
- 5.1.1.9** Responsible for maintaining relations with all Departmental Students Associations;
- 5.1.1.10** Responsible for organizing and executing planned elections or recruitment of future executive members as well as representatives;
- 5.1.1.11** Responsible for organizing the Annual General Meeting package to be available two (2) weeks in advance.
- 5.1.1.12** If the President is not able to fulfill their aforementioned responsibilities under Article 5.1.1.1-11, it is under the President's

discretion to assign overall or shared responsibilities of the organization to (a) designated Vice-President(s)

## **5.2 Vice President Academics**

**5.2.1** The Vice President Academics' responsibilities will include the following:

**5.2.1.1** Foster an awareness of student academic rights and entitlements among Sociology students;

**5.2.1.2** Serve as a point of referral for Sociology students, directing them to other resources and services as appropriate for their needs;

**5.2.1.3** Develop ways to solicit input from Sociology students, communicate students' concerns and ideas to the administration, faculty, or other student organizations, and work to address these issues;

**5.2.2** This position will have two (2) recruited associate positions to help in the execution of the Vice President Academics' portfolio;

**5.2.2.1** Recruited Associates will be referred to as "Associate Executive Member".

**5.2.3** In the case of a vacant position or inability to fulfill the responsibilities under Section 5.2, the Vice President Academics' role and responsibilities of the organization will be assigned to one or more Executive Members at the discretion of the current Executive Committee.

## **5.3 Vice President Event Operations**

**5.3.1** The Vice President Event Operations' responsibilities will include the following:

**5.3.1.1** Responsible for the event operations of the association;

**5.3.1.2** Assist the President in the overall operation, management, and organization of SSA UTSC events;

**5.3.1.3** Serve as the additional signing officer of the organization in the event that the Vice President Internal Relations position is vacant;

**5.3.1.4** Serve as official representative of SSA UTSC upon event assessments;

**5.3.1.5** Work alongside Vice President External Relations and Vice President Internal Relations to promote organization events;

**5.3.1.6** Coordinate the logistics of the association's events;

**5.3.2** This position will have two (2) recruited associate positions to help in the execution of the Vice President Event Operations' portfolio;

**5.3.2.1** Recruited Associates will be referred to as "Associate Executive Member".

**5.3.3** In the case of a vacant position or inability to fulfill the responsibilities under Section 5.3, the Vice President Event Operations' role and responsibilities of the

organization will be assigned to one or more Executive Members at the discretion of the current Executive Committee.

#### **5.4 Vice President Internal Relations**

**5.4.1** The Vice President Internal Relations responsibilities will include the following:

**5.4.1.1** To help the President oversee and manage the organization by:

maintaining the integrity of the organization; and ensuring that all of the events and functions are allied with the mission of the organization and are consistent with the mandate of the constitution

**5.4.1.2** Act as a public relations figure by maintaining internal communication;

**5.4.1.3** Act as a liaison among board members in the event that internal concerns need to be addressed;

**5.4.1.4** Assist with the portfolio of Meeting Chair to create agendas for board and executive meetings;

**5.4.1.5** Serve as the additional signing officer of the organization;

**5.4.1.6** Coordinate with the President and meet with all SSA UTSC members individually once every semester to address any concerns;

**5.4.1.7** Establish, promote and maintain positive relations within SSA UTSC;

**5.4.1.8** Work with the President to ensure that all activities of the association adhere to the mandate of SSA UTSC;

**5.4.2** In the event that this position is vacant, responsibilities will be shared amongst the Vice President External Relations & the President;

**5.4.3** This position will share two (2) recruited associate positions with the Vice President External Relations who will assist in the execution of both portfolios;

**5.4.3.1** Recruited Associates will be referred to as “Associate Executive Member”.

**5.4.4** In the case of a vacant position or inability to fulfill the responsibilities under Section 5.4, the Vice President Internal Relations’ role and responsibilities of the organization will be assigned to one or more Executive Members at the discretion of the current Executive Committee.

#### **5.5 Vice President External Relations**

**5.5.1** The Vice President External Relations’ responsibilities will include the following:





**6.1.1.3** Responsible for taking attendance; recording, typing and distributing meeting minutes;

**6.1.1.4** Act as the chair for the Board and Executive meetings;

**6.1.1.4.1** In the case that there is a voter tie in Board meetings, the Meeting Chair is expected to break the tie by voting between the tied options;

**6.1.2** This shall be a recruited position.

## **6.2 Finance Director**

**6.2.1** The Finance Director's responsibilities will include the following:

**6.2.1.1** Work in collaboration with the President to maintain all financial activities of the association;

**6.2.1.2** Prepare an annual budget statement at the beginning of the academic year, working closely with the President;

**6.2.1.3** Prepare an annual statement of gross expenses, funding, and net expenses at the end of the academic year;

**6.2.1.4** Collect and maintaining an accurate record of all expenditures and incoming monetary resources;

**6.2.1.5** Ensure the accurate completion of all funding and grant applications;

**6.2.1.6** Disburse funds as needed;

**6.2.1.7** Seek corporate and/or inter-university sponsorship and prepare sponsorship proposals with the assistance of the Vice President External Relations;

**6.2.2** This shall be a recruited position.

## **6.3 Art Director**

**6.3.1** The Art Director's responsibilities will include the following:

**6.3.1.1** Design SSA UTSC's graphic-related needs that include but are not limited to the following:

**6.3.1.1.1** Promotional materials for the organization's events;

**6.3.1.1.2** Promotional materials for the organization's services;

**6.3.1.2** Work with the Vice President External Relations to promote the organization on all of its social media platforms;

**6.3.1.3** Act as a photographer at the organization's events;

**6.3.2** This shall be a recruited position.

## **6.4 Academic Support Director**

**6.4.1** The Academic Support Director's responsibilities will include the following:

**6.4.1.1** Work closely with the Vice President Academics to efficiently provide feedback to all submitted assignments;

**6.4.1.2** Coordinate with fellow Academic Support Director to effectively complete assigned tasks;

**6.4.1.3** Consult with the UTSC Writing Centre when necessary to be up to date with all peer-to-peer feedback best practices;

**6.4.1.3.1** Attend at least one training session with the UTSC Writing Centre during the academic year at the request of the Vice President Academics

**6.4.1.4** Responsible for keeping track of all work-related hours for end-of-semester logistics and service evaluation;

**6.4.2** This shall be a recruited position.

## **6.5 Associate Executive Member**

**6.5.1** The Associate Executive Member's responsibilities will include the following:

**6.5.1.1** Work closely with the President and their respective Vice President to effectively complete all assigned tasks;

**6.5.1.2** Work in a collaborative framework with all SSA UTSC members to further the interests of the organization;

**6.5.2** In the event that the respective Vice President position is vacant, the Associate Executive Member will work under the supervision of the President

**6.5.2.1** The Associate Executive Member and President will share the duties listed under the respective Vice President's portfolio;

**6.5.3** This shall be a recruited position;

**6.5.3.1** There can be a maximum of two (2) Associate Executive Member positions for the Vice President Academics and Vice President Event Operations respectively;

**6.5.3.2** There can be a maximum of two (2) Associate Executive Member positions shared amongst the Vice President Internal Relations and Vice President External Relations;

## **6.6 First-Year Representative**

**6.6.1** The First-Year Representative's responsibilities will include but are not exclusive to the following:

**6.6.1.1** Work to further the interest of the organization and acts as a liaison between first-year students and the executive committee of SSA UTSC;

**6.6.1.2** Assist the Vice President Event Operations with the planning and execution of SSA UTSC events;

**6.6.1.3** Assist the Vice President External Relations and Vice President Internal Relations with the marketing and promotion of SSA UTSC events and services;

**6.6.2** There can be a maximum of two (2) representatives for this position.

### **6.7 Junior-Year Representative**

**6.7.1** The Junior-Year Representative's responsibilities will include but are not exclusive to the following:

**6.7.1.1** Work to further the interests of the organization and acts as a liaison between second-year students and the executive committee of SSA UTSC;

**6.7.1.2** Assist the Vice President Event Operations with the planning and execution of SSA UTSC events;

**6.7.1.3** Assist the Vice President External Relations and Vice President Internal Relations with the marketing and promotion of SSA UTSC events and services;

**6.7.2** There can be a maximum of two (3) representatives for this position.

### **6.8 Senior-Year Representative**

**6.8.1** The Senior-Year Representative's responsibilities will include but are not exclusive to the following:

**6.8.1.1** Work to further the interests of the organization and acts as a liaison between fourth-year students and the executive committee of SSA UTSC;

**6.8.1.2** Assist the Vice President Event Operations with the planning and execution of SSA UTSC events;

**6.8.1.3** Assist the Vice President External Relations and Vice President Internal Relations with the marketing and promotion of SSA UTSC events and services;

**6.9.2** There can be a maximum of two (2) representatives for this position.

## **Article 7      Advisors**

### **7.1 Faculty Advisor**

**7.1.1** The Faculty Advisor's role include the following:

7.1.1.1 Meeting with the association's executives and board members when required;

7.1.1.2 Attending association meetings and activities as needed;

7.1.1.3 Keeping abreast of the association issues and intentions;

7.1.1.4 Act as a neutral consultative third-party if internal issues occur between executive and/ or board members if required

7.1.1.5 Assist outgoing and incoming executive teams' duty transition;

7.1.2 This position is assigned to a minimum of one (1) current Sociology faculty member.

## **7.2 Alumni Advisor**

7.2.1 Alumni Advisor responsibilities will include the following:

7.2.1.1 Works to further the interests of the organizations and acts as a liaison between the alumni and the executive committee of SSA UTSC;

7.2.1.2 Assists the Vice President Event Operations with the planning and execution of SSA UTSC events if needed;

7.2.1.3 Assists the Vice President External Relations and Vice President External Relations with the marketing and promotion of SSA UTSC events and services if needed;

7.2.1.4 Function as a tie-break vote at Executive and Board Meetings;

7.2.1.5 Act as a neutral consultative third-party if internal issues occur between executive and/ or board members if required

7.3 The Advisor may be an ex-officio member of the association or a member of the general community, who has graduated with a Sociology Subject POST from the University of Toronto in the last ten (10) years.

7.4 Advisors are recruited or appointed at the discretion of the Executive Committee.

7.5 Advisors shall maintain their position for the academic year, with renewal at the discretion of the executive team.

## **Article 8 Finances**

8.1 The main sources of the organization's funding will come from:

8.1.1 Student council(s)/unions(s);

8.1.2 Sponsorship funding;

8.1.3 Office of Student Experience and Wellbeing

8.1.4 Department of Sociology

8.1.5 Any other fees from sales of tickets for paid events, or sales of other items.

- 8.2** The President and Treasurer are responsible for all finances of the organization, and only in special circumstances the Vice President Internal Relations, or the Vice President Event Operations (in the event that the Vice President Internal Relations position is vacant), shall be the sole signing authorities for banking for the organization.
- 8.3** SSA UTSC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 8.4** SSA UTSC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article 9          Removal of Board Members**

### **9.1 Review Board**

**9.1.1** The Vice President of Internal Relations shall oversee the process of approving to tier a member, with another Executive Member and three (3) non-executive Board Members. In the event that the Vice President of Internal Relations cannot oversee this task, the President shall take their place, and in special circumstances (e.g. either of the aforementioned Executive Members are vacant or a conflict of interest), another Executive Member shall take their place. Valid considerations for the motion to tier would be as follows:

**9.1.1.1** A Board Member has engaged in unlawful actions or activities;

**9.1.1.2** A Board Member has violated the constitution;

**9.1.1.3** A Board Member has violated the University of Toronto policies, procedures, or guidelines;

**9.1.1.4** A Board Member has not fulfilled their organizational responsibilities;

**9.1.1.5** Other criteria deemed to be appropriate for discussion by the Board.

**9.2** The process of removing a Board Member may also be initiated through a petition with the signature of the majority of the organization's general membership calling for a Board Review.

**9.2.1** Keeping general members as a voice but need to look for efficiency

**9.3** The potential removal of a Board Member will be reviewed and determined based on a 3-tier system, which operates as follows:

**9.3.1** Tier 1:

**9.3.1.1** The board member will be warned both verbally and in writing that their behavior and/or actions constitute grounds for removal from the organization

**9.3.2 Tier 2:**

**9.3.2.1** Initiated because the board member has either: (a) not corrected the inappropriate behavior after already receiving a first tier warning relative to a particular action and/or behavior; or (b) committed an offense severe enough that would not require a Tier 1 warning

**9.3.2.2** The Vice President Internal will be responsible for contacting the Board Member and facilitating training or suggesting best practices on how to correct the issues of concern.

**9.3.2.3** The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving Board Members within fourteen (14) calendar days.

**9.3.2.4** The Board Member accused of behaving inappropriately will be given fourteen (14) days from receiving the Vice President Internal written or verbal warning to demonstrate progress or correction of behavior.

**9.3.2.4.1** In the case VP Internal is absent or is the Board Member in question, the President shall assume the aforementioned responsibilities

**9.3.3 Tier 3:**

**9.3.3.1** Initiated because the Board Member has not corrected the inappropriate behavior after receiving a second tier warning relative to a particular action or behavior

**9.3.3.2** Delivering this tier results in immediate termination of the Board Member from their position.

**9.3.3.3** The initiation of Tier 3 does not require prior Tiers.

**9.4** In the event that any member, or members, of the executive committee strays from the outlined mandate, or in any way compromises the reputation and/or integrity of SSA UTSC and/or the Sociology Department, the appointed President of SSA UTSC in collaboration with the Faculty Advisor (who has the highest level of involvement with SSA UTSC) will have the right to ensure, suspend and/or remove said member or executive committee member(s) from their appointed duties.

## **Article 10 Meetings**

### **10.1 Executive Meetings**

**10.1.1** The purpose of the Executive Meetings are as follows:

**10.1.1.1** Formulate the organization's plans

**10.1.1.2** Purposes that the President deems appropriate

**10.1.2** Executive meetings are to occur at the discretion of the President , scheduled by the Meeting Chair

**10.1.3** The agenda for each executive meeting must be prepared and sent out by the Meeting Chair 72 hours prior to the meeting

**10.1.4** Only one executive member may be absent for the Executive meetings, otherwise the meeting must be rescheduled

**10.1.5** All Executive members shall have voting rights.

**10.1.6** The Meeting Chair does not have voting rights

**10.1.7** The Alumni Advisor may function as a tie-break vote at Executive and Board Meetings.

## **10.2 Board Meetings**

**10.2.1** The purpose of the Board Meetings are as follows:

**10.2.1.1** Approve and disapprove the organization's plans formulated at the Executive meetings

**10.2.1.2** Provide the Board members with a platform to provide suggestions to the organization

**10.2.1.3** Purposes that the President deems appropriate

**10.2.2** A Board meeting must be held once every month until the end of the academic year

**10.2.3** All board members have voting rights during board meetings with the exception of the Treasurer, Meeting Chair, Web and Art Director, and Alumni Advisor.

## **10.3 Annual General Meetings**

**10.3.1** An Annual General Meeting must be held once each year during the academic year open to all students. The purpose of the meeting is as follows:

**10.3.1.1** Provide the attendees information of SSA UTSC's activities, which include but are not limited to:

**10.3.1.1.1** A package outlining the constitution; amendments to the constitution; the portfolio of events, services, and financing; and the agenda.

**10.3.1.1.2** Budgeting of the organization for the past fiscal year

**10.3.1.1.3** Events and services held by the organization for the past fiscal

year

**10.3.1.1.4** Other matters voted by the Board to be brought to the General Meeting

#### **10.4 Emergency Meetings**

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

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

**10.6** Less notice may be provided for emergency meetings

**10.7** Communication of the emergency meeting will be the responsibility of the Meeting Chair

**10.8** No meeting may be held without having an attendance of fifty percent plus one (50%+1) of their voting members.

### **Article 11 Executive Term of Office**

**11.1** All newly elected executive committee positions from the annual general election are to commence on the first Monday of the upcoming month of May, and terminate on the first Monday of May the following year

**11.2** Any executive committee positions filled through a by-election or recruitment process will begin their terms on a date determined by the senior executive, but no later than two weeks after due notice of accredited position, and their term shall terminate on the following first Monday of May

**11.3** If an executive wishes to terminate their term of office, they must provide at least two weeks of notice prior to their departure.

### **Article 12 Amendments to the Constitution**

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

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

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

**12.2.2** A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting



called to consider the change.

**12.2.3** Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

**12.2.4** The general membership must have the final say on amendments to the constitution.

**12.3** In the event that amendments are proposed to be ratified at the Annual General Meeting, proposed changes must be sent to the organization at least seven (7) days prior to the event

**12.3.1** Procedures to accept the proposed changes will fall in accordance with Articles 12.2.3 and 12.2.4.

## **Article 13      Handling of Food on Campus**

**13.1** The Association will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto at Scarborough Campus include the sale and/or service of food items.

## **Article 14      Precedence of University Policies**

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

## **Article 15      Legal Liability**

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

## **Article 16      Banking**

**16.1** SSA UTSC agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing, University of Toronto Scarborough.

## **Appendix A General Meeting Rules of Order**

### **I. Call to Order**

- a.** The Chairperson may call the meeting to order only if a quorum of executives and non executive general members is present in person and/or via an online platform. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
- b.** The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

### **II. Review of the Agenda**

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

### **III. Approval of Previous Minutes**

- a.** The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
- b.** The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
- c.** Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favour, against, or abstaining, and whether the motion was carried. Minutes need not reflect the

comments made except in those instances when the member desires to make his/her comments recorded.

- d.** When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

#### **IV. Executive Reports**

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

#### **V. Open Forum**

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

#### **VI. Old and New Business**

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

#### **VII. Motions and Deliberations**

- a.** When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

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

### **VIII. Voting**

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

## Appendix B Executive Roles

- I. Senior Executives consist of:
  - a. President
  - b. Vice-President Academics
  - c. Vice-President Events
  - d. Vice-President External Relations
  - e. Vice-President Internal Relations



## SSA Organization Structure

