

The University of Toronto Undergraduate Public Policy Students' Association

—— Constitution ——

Article I: Undergraduate Public Policy Students' Association (UPPSA)

1. The official name of the organization will be the Undergraduate Public Policy Students' Association at the University of Toronto St. George.
2. The Undergraduate Public Policy Students' Association may be referred to by the acronym UPPSA.

Article II: Purpose

1. 2.1 The purpose of UPPSA will be to represent the students affiliated with the public policy program.
2. 2.2 The UPPSA will enhance the educational, recreational, social, or cultural environment of the University of Toronto St. George by:
 - 2.1. Enrich independent learning by hosting educational academic events.
 - 2.2. Provide academic support to students in the form of academic workshops, peer-mentorship, and student socials.
 - 2.3. Expand the future career potential for students by developing networks between students and professionals.
 - 2.4. Inform students of post-undergraduate possibilities.
3. The UPPSA fundamentally serves a non-profit function within the University of Toronto St. George, and will not engage in activities that are essentially commercial in nature.
4. The UPPSA operates as an independent entity working within the University of Toronto St. George community subject to the values and policies of the University.

Article III: Membership

1. The membership for UPPSA shall be open to full-time, Arts and Science students currently enrolled in the Public Policy program or currently enrolled in a PPG course, and shall not require a membership fee.
2. Any member who wishes to vote, or to run for positions must be a full-time Arts and Sciences student registered at St. George campus or must be an Arts and Science Students' Union fee-paying member who is either enrolled in the Public Policy program or enrolled in at least one PPG course.

3. The term membership for the UPPSA will be from **September 1 – August 31** each year.
4. Each member shall be afforded the following rights through membership in UPPSA:
 - 4.1. The right to participate and vote in group elections and meetings;
 - 4.2. The right to communicate and to discuss and explore all ideas;
 - 4.3. The right to organize/engage in activities/events that are reasonable and lawful;
 - 4.4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 4.5. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 4.6. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
5. Each member shall possess the following responsibilities relative to participation in UPPSA:
 - 5.1. Support the purpose of the organization;
 - 5.2. Uphold the values of the organization;
 - 5.3. Contribute constructively to the programs and activities offered by the organization;
 - 5.4. Attend general meetings;
 - 5.5. Abide by the constitution and subsequent official organizational documents;
 - 5.6. Respect the rights of peers and fellow members;
 - 5.7. Abide by University of Toronto policies, procedures, and guidelines;
 - 5.8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
6. The UPPSA values and respects the personal information of its members. The UPPGSA secures its member's information at all times and will not supply names or other confidential information to third-parties.
7. The UPPSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: the Executive

1. There shall be an executive body, herein referred to as the Executive, with the responsibility of executing the responsibilities of the UPPSA.
2. The executives of the organization shall include **NO PERMANENT TITLES UNTIL DEMOCRATIC ELECTION.**

3. All members of the Executive shall possess voting privileges.

Article V: Structure of the Executive

1. The Executive will be composed of:
 - 1.1. Co-Presidents (2)
 - 1.2. Vice President (1)
 - 1.3. Director of Academic Functions (1)
 - 1.4. Director of Finance (1)
 - 1.5. Director of Communications (1)
 - 1.6. Director of Internal Affairs (1)
2. The roles and responsibilities for each member of the executive are pursuant to those stipulated in the appendixes.
3. The Executive will be required to make the following appointments:
 - 3.1. Academic Affairs Associate (1)
 - 3.2. Communications Associate (1)
 - 3.3. Internal Affairs Associate (1)
 - 3.4. First-year representative (1)
 - 3.5. Upper-year representatives (2)
 - 3.6. Vox Civitas Editor-in-Chief (1)
4. The Executive maintains the discretion to appoint individuals to roles of responsibility and delegate tasks as necessary to uphold the directives and principles of its policy. These appointed positions could encompass roles such as Academic Programming Coordinators, Publications Editors, College Outreach Facilitators, Multimedia Coordinators, and others as deemed appropriate.
5. Undergraduate Public Policy Journal - Vox Civitas
 - 5.1. Vox Civitas Journal will operate as an independent, but affiliated organization.
 - 5.2. UPPSA will retain oversight over the journal's operations.
 - 5.3. UPPSA will bear responsibility for any financial costs incurred in the operation of the journal.
 - 5.4. UPPSA's Director of Communications will support the appointed Editor in Chief in appointing an independent editorial masthead.
 - 5.5. The president will be responsible for ensuring that the organization is operating in compliance with UPPSA's policies.

- 5.6. The Editor in Chief will be responsible for formulating a publicly available policy for editorial review, in compliance with the union's policies and goals, and are responsible for ensuring all editorial decisions comply with this policy.
- 5.7. The Editor in Chief are responsible for directing and facilitating all other day-to-day functions of the journal.
- 5.8. UPPSA retains the right to intervene in case of extreme circumstances where the journal is found to be in violation of the union's goals and policies.

Article VI: Elections and Appointments

1. Executive elections will be held **prior to March 31** each year.
2. All executive positions shall be open for **any** full-time arts and science students enrolled in the Public Policy programme or enrolled in/taking a PPG course, as well as First-Year students who have applied for the Public Policy programme, except for the Vice President Role.
 - 2.1. The Vice President role is transitional and restricted to PPG students in their second or third year, who intend to run for presidency the following year. Those that run for Vice President must also be returning as a student to the University of Toronto for at least one (1) more year after fulfilling the Vice President role.
 - 2.2. Should a First-Year student be elected to an executive position, the right to fill this position will be **conditional** on their acceptance to the Public Policy programme. Should they fail to enroll in the Public Policy programme, they will be removed from their position and a by-election will be held for their position.
3. All candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question-and-answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
4. Elections shall be conducted by secret ballot, and overseen by an election oversight Chief Returning Officer separate and unique from the candidate selection committee
 - 4.1. This Chief Returning Officer will be composed of **one (1) executive**.
5. Successful candidates will be determined by the accrual of the most number of votes tallied from amongst the general membership.
6. The final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
7. If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

8. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article VII: Removal of Members and Executives

1. The process for removing a member or executive may be initiated when a committee of no less than **three (3) non-executive** general members and **two (2) executives** appointed by the general membership to investigate a complaint determines that:
 - 1.1. A member or executive has engaged in unlawful actions or activities;
 - 1.2. A member or executive has violated the Constitution;
 - 1.3. A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 1.4. A member or executive has violated the rights of a fellow member;
 - 1.5. A member or executive has not fulfilled their organizational responsibilities;
 - 1.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
2. The process for removing a member or executive may also be initiated when:
 - 2.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
 - 2.2. 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 individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
3. The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
 - 3.1. First Tier:

The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 3.2. Second Tier:

Initiated because the member or executive has violated **Section 1 of Article 7** after receiving a first-tier warning relative to a particular action or behaviour.

The Director of Internal Affairs will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The Director of Internal Affairs must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating **Section 1 of Article 7** will be given fourteen (14) calendar days from receiving the Director of Internal Affairs' written response to demonstrate progress or correction of behaviour.

3.3. Third tier:

Initiated because the member or executive has violated **Section 1 of Article 7** after receiving a second-tier warning relative to a particular action or behaviour.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VIII: Finances

1. The funds of the organization shall be expended according to the operating budget approved by the executive.
2. All Budgets shall be prepared by the Director of Finance in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
3. The Director of Finance shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
4. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
5. The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
7. The President and the Director of Finance shall be the **sole signing authority** of banking instruments for the organization.
8. UPPSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
9. UPPSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article IX: Banking

1. UPPSA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto St. George and the Arts and Science Students' Union.

Article X: General Meetings

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
2. General meetings will be facilitated by a Chairperson **elected by the executive** from the executive committee. The Chairperson shall be responsible for:
 - 2.1. Formulating and distributing an agenda for each meeting no later than **two (2) days before** the meeting;
 - 2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 2.3. Moderating the discussion at meetings according to the agenda;
 - 2.4. Suspending members from participating in meetings for constitutional or procedural violations.
3. The procedure at meetings of members shall be governed in accordance with the process outlined in **Appendix B**.

4. There shall be a minimum of one (1) general meeting held **each year**. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a **minimum of one (1) week** prior to the meeting.
5. 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) non-executive general members**.
6. General meetings are open to registered members of the organization only. A quorum will first be established by the presence of a simple and clear majority of the executives.
7. For a quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
8. All executives are expected to make brief progress reports on their activities at every general meeting.
9. Minutes of all general meetings must be recorded and maintained for reference purposes.
10. Members must contact the Chairperson a **minimum of 24 hours before** a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
11. Each member of the organization shall be entitled to **one (1) vote** at a general meeting except the Chairperson who shall only vote in the event of a tie.
12. Any question at a valid general meeting shall be decided by a show of hands.
13. Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
14. In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
15. The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to postpone these meetings from time to time.

Article XI: Executive Meetings

1. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
2. Executive meetings will be facilitated by the President of the UPSSA. The President shall be responsible for:
 - 2.1. Formulating and distributing an agenda for each meeting;
 - 2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 2.3. Moderating the discussion at meetings according to the agenda;

3. There shall be a **minimum of one (1)** executive meeting held **each month** during the period of **September 1 to April 30**. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a **minimum of one (1) week** prior to the meeting.
4. The frequency of executive meetings occurring between May 1 and August 31 will be **left to the discretion of the executive committee**.
5. Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
6. Executive meetings are restricted to executive members only. A quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
7. Minutes of all executive meetings must be recorded and maintained for reference purposes.
8. Each executive member of the organization shall be **entitled to one (1)** vote at a valid executive meeting.
9. Any question at an Executive Meeting shall be decided by a show of hands.
10. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
11. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
12. The President may, with the consent of the majority of executives, decide to postpone these meetings from time to time.

Article XII: Emergency Meetings

1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
2. These meetings must abide by the respective rules outlined in sections XI and X depending on the nature of the meeting.
3. Notice of these meetings must be provided with a **minimum of 24 hours in advance** through email.
4. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article XIII: Amendments

1. UPPSA may make, amend or repeal the constitution or certain sections therein.
2. Notice of a meeting called to consider such a resolution shall be given as follows:

- 2.1. Notice of the full text of the proposed constitutional amendment shall be given to each member at least **seven (7) days prior** to the date of the meeting called to consider the change;
- 2.2. A summary of the rationale for the proposed amendment shall be given to each member at least **seven (7) days prior** to the date of the meeting called to consider the change.
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).
4. The general membership must have the final say on amendments to the constitution.

Article XIV: Transition

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 upon leaving the position.
2. All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
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 XV: Emergency Powers

1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
2. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
4. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from **at least 10%** of the entire general membership.

Article XVI: Food Handling on Campus

1. UPPSA will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto St. George campus.

Article XVII: Precedence of University Policies

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

Article XVIII: Legal Liability

1. The University of Toronto St. George does not endorse the UPPSA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Appendix A: Executive Positions

I. Co-Presidents

The role of the Presidents shall include, but not limited to, the responsibility of:

- Be ultimately responsible for all actions of UPSSA and its overall direction
- Ensure compliance with the constitution of UPPSA
- Chair meetings of the executive
- Overseeing of related Executive business
- Uphold the constitution
- Coordinate the selection of appointed members of the executive and officiate at spring and autumn elections
- Liaising with and fostering a productive relationship between the Association and the Program
- Liaising with and fostering a productive relationship between the Association and other student groups
- Attend the Arts and Science Student's Union Council meetings

II. Vice President:

The role of the Vice President shall include, but not limited to, the responsibility of:

- Assists the President in their duties and responsibilities, gaining insight into the overall functioning of the organization.
- Acts as a deputy or stand-in for the President when necessary, ensuring continuity in leadership.
- Collaborating closely with the President to facilitate smooth operations and decision-making processes within the organization.
- Representing UPPSA at various university or community events, networking with other student organizations and leaders.
- Occasionally attend the Arts and Science Student's Union Council meetings

III. Academic Affairs Director

The role of the Academic Affairs Director shall include, but not limited to, the responsibility of:

- Provide Program-related events and opportunities for the Membership
 - Ie: Academic panels, case competitions
- Solicit input on co-curricular programming from the Membership
- Liaise with other relevant campus clubs to co-sponsor and coordinate events
- Organizing academic workshops

- Organizing career information sessions
- Organizing graduate and professional school information sessions
- Organizing workshops for graduate school applications and job interviews
- Coordinate with Faculties and Departments relevant to the Public Policy programme on events of interest to the Membership
- Organizing a presence for the club at Frosh Week events
- Liaise with organizations outside of the University of Toronto to coordinate and promote events of interest to the Membership

IV. Director of Finance

The role of the Director of Finance shall include, but not limited to, the responsibility of:

- Apply for funding from various sources for UPPSA
- Maintain the financial records of the club
- Serve as Signing Officer on the club's bank account
- Keep all receipts of expenditures authorized by UPPSA
- Work with the ASSU Representative on the application for ASSU funds, on behalf of UPPSA

V. Director of Communications

The role of the Director of Communications shall include, but not limited to, the responsibility of:

- Distributing UPPSA information via email and social media to the membership.
- Create posters, pamphlets, and any other printed material for UPPSA.
- Maintain UPPSA's presence on online social networking sites.
- Document events through photos and videos.
- Overseeing the club's activities at U of T recruitment events such as Fall Campus Day and March Break recruitment day.
- Prepare promotional material for club fairs.

VI. Director of Internal Affairs

The role of the Director of Internal Affairs shall include, but not limited to, the responsibility of:

- Recording and archiving Executive meeting minutes
- Liaise between the Membership and the Public Policy Program Director
- Provide program support to the Membership both in terms of administrative business
- Maintain archives for UPPSA, including event logs, and semester-end reports

- Administer UPPSA's general email account, and the event RSVP account
- Prepare task lists for events and their preparation
- Email event lists for UPPSA and other related events

Appendix B: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. 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.
2. 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

1. 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.
2. 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 the proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of the presentation.
4. When possible, changes to the agenda should be done by the 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

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, 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.

3. When possible, changes to the minutes and adoption of the minutes should be made with the acquiescence of all general members. Formal voting on the minutes is only necessary when it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. 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.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. 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.
2. 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

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. 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.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. 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 a vote of a majority of the general membership, time limits may be extended.
4. 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.
5. 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.
6. 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

1. There are 3 basic motions for each item of business:
 - 1.1. A motion to adopt a specific action by the board.
 - 1.2. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - 1.3. A motion to remove an item from consideration
2. 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.
3. 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.
4. 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.

