



RegenesiS Scarborough Constitution

Last updated: November 5, 2024

Article I. Name of Organization

1.1 The official name of the organization will be RegenesiS Scarborough

Article II. Purpose of Organization

2.1 The purpose of RegenesiS Scarborough will be to:

2.1.1 Establish and maintain the chapter in perpetuity;

2.1.2. Establishing, designing, providing, promoting, educating, operating, maintaining, assisting, or supporting institutions with a view to the promotion of conservation of the natural environment through reducing and preventing pollution and waste, the conservation and preservation of ecosystems and biodiversity on a long-term basis, and supporting sustainable food production, including organic and local;

2.1.3 To promote health and cultivate resilient communities through our events and initiatives that encourage healthy lifestyles and provide amenities in the public interest;

2.1.4 To address the needs of young people and others in the community, including but not limited to their economic, social, housing, educational and environmental needs;

2.1.5 To increase the public's awareness, appreciation and support of local art and their programs within various environments - through installments, by dissemination of information and endorsement, performances, public programming, etc.

2.1.6 To provide public amenities by establishing and maintaining initiatives programming and public spaces related to our purposes;

2.1.7 To conduct and or support research related to our purposes and to disseminate the results of such research;

2.1.8 To establish and maintain permanent and other funds; and to disburse in accordance with the terms upon which any funds have been accepted including any capital and/or income therefore, to carry out the objects mentioned above;

2.1.9 To pursue such other activities, projects, programs, or studies as are necessary or desirable for furthering the foregoing objects of the Organization.

2.2 RegenesiS Scarborough will enhance the educational, recreational, social, or cultural environment of UTSC and the surrounding community by:

2.2.1 Operating our Free Store initiative, which provides free clothing and household essentials to students based on donations from the university staff/students and the local community, thereby promoting a circular economy on campus.

2.2.2 Operating our Good Food farmer's market initiative, which provides low cost groceries and locally sourced produce to students and the UTSC community.



2.2.3 Running events that promote and raise awareness about sustainability.

2.3 RegenesiS Scarborough fundamentally serves a non-profit function within UTSC and the surrounding community, and will not engage in activities that are essentially commercial in nature.

2.4 RegenesiS Scarborough operates as an independent entity working within the UTSC and surrounding community subject to the values and policies of the University.

Article III. Membership

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

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

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

3.3.1 The right to participate and vote in group elections and meetings;

3.3.2 The right to communicate and to discuss and explore all ideas;

3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful

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

3.4.1 Support the purpose of the organization;

3.4.2 Uphold the values of the organization;

3.4.3 Contribute constructively to the programs and activities offered by the Organization;

3.4.4 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;



3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

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

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

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

Article IV. Executive Members

4.1 - Senior Executive members:

Senior executive positions are to be filled through majority voting of the entire existing executive team. To become a senior executive member, one must have had at least one full year of experience being an executive member. General Executive members are not eligible. Senior Executives are responsible for the communication between the Main RegenesiS Chapter, the RegenesiS Scarborough Chapter, and other collaborating parties. The term of each executive will commence following their election and will terminate September 1 the following year, to allow for a smooth transition of power in the summer. Responsibilities will include but are not limited to the following descriptions.

4.1.1 - President (1)

- Will oversee all executives of this chapter
- Hold signing officer authority for administrative purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Senior Executives
- Maintain the main RegenesiS Scarborough email, utsc@regenesis.eco
- Keep up to date with current environmental news, UTSC goals and activities.
- Approve and oversee chapter events and ensure proper allocation of funding.
- Contacting external representatives for sponsorships.



4.1.2 - Vice-President of Internal Affairs (1)

- Maintain the main Regenesis Scarborough email, utsc@regenesis.eco
- Keep up to date with current environmental news, UTSC goals and activities.
- Registering for co-curricular record (CCR), updating CCR roles, and informing members of CCR deadlines and requirements, updating the club supervisor and Main Regenesis as necessary
- Oversee the mailing list and volunteer list
- Oversee the hiring of hired executive positions (outlined in Section 3.3) and distribute contracts
- Oversee the internal team, comprising of: Grant Writing Director(s), Finance Director(s), and Secretary

4.1.3 - Vice-President of Communications (1)

- Responsible for advertising events and initiatives hosted by Regenesis to increase student participation and awareness.
- Will act as a liaison between other student clubs, societies, organizations and groups via social media
- Contacting external representatives for events and initiatives alongside the Co-President(s)
- Oversee the Communications team, comprising of: Graphic Designer(s), Social Media Director(s), Videographer, and Newsletter Editor

4.1.4 - Vice-President of Operations (1)

- Planning and organizing events hosted by Regenesis Scarborough
- Oversee long term initiatives alongside the President and Vice President of Internal Affairs
- Maintain relations and plan collaborative events with external organizations. This should be done in tandem with the Vice-President of Communications
- Communicate with the Vice-President of Communications to update content and respond to messages on social media platforms and the physical bulletin boards in a timely manner.
- Oversee the Operations team, consisting of: Events Directors, Free Store Coordinators,



4.2 - Hired Executive members:

Hired executive members are open to all students. All applicants, including currently hired executive members who wish to reapply, must complete the application form for the respective upcoming academic year, unless their continued tenure is preapproved by the President and Vice-President of Internal Affairs. It is to be sent to the Co-Presidents and instructions are to be followed as stated on the application form. An interview time and date will be set with at least two senior executive members, one of them being the Vice-President that oversees the applicant's position of interest. Decisions will be based through voting of senior executive members, with one vote each. The term of each executive will commence following the confirmation of their acceptance email and will terminate August 31 the following year. Responsibilities will include but are not limited to the following descriptions.

4.2.1- Grant Writing Director (4)

- Shall work under the supervision of the President and Vice-President of Internal Affairs
- Responsible for finding and applying for grants that are relevant to RegenesiS Scarborough
- Responsible for communicating updates on grant writing
- Responsible for maintaining a spreadsheet of the status of grant applications. Successful applicants will be granted access to this.

4.2.2 - Finance Director (1)

- Shall work under the supervision of the President and Vice-President of Internal Affairs
- Responsible for budgeting for RegenesiS events, tracking spending, submitting reimbursement requests

4.2.3 - Secretary (1)

- Shall work under the supervision of President and Vice-President of Internal Affairs
- Record notes and motions for meetings
- Book rooms or spaces alongside the President and Vice President of Internal Affairs, as needed



4.2.4 - Graphic Designer (5)

- Shall work under the supervision of the Vice-President of Communications.
- Advertise events and initiatives hosted by RegenesiS
- Create posters and social media posts. Posters created on Canva should have their shareable links shared to the group in a timely manner.
- Responsible for putting up and removing event posters around campus, including the RegenesiS bulletin board.
- Create post-event media to promote on social media and the monthly newsletter

4.2.5 - Social Media Director (1-2)

- Shall work under the supervision of the Vice-President of Communications.
- Post content to social media accounts. These are namely posters promoting RegenesiS Scarborough's events and post-event media (e.g. Instagram reels, Instagram photo collages, Tiktok videos, etc
- Monitor and respond to inquiry comments on comments section of RegenesiS Scarborough's posts
- Monitor and respond to direct messages (DMs) in RegenesiS Scarborough's social media accounts
- Reach out to other potential collaborators on social media for collaboration events
- Create post-event media to promote on social media and the monthly newsletter

4.2.6 - Videographer (1)

- Shall work under the supervision of the Vice-President of Communications.
- Take videos and pictures of RegenesiS Scarborough's events
- Work with the Social Media Director(s) to upload pictures and videos taken for post-event posts.



4.2.7 - Newsletter Editor (1)

- Shall work under the supervision of the Vice-President of Communications
- Write and compile content for the monthly/bimonthly Newsletter
- Reach out to the team for photos from events to compile into Newsletter
- Reach out to collaborators and potential spotlight writers for content

4.2.8 - Events/Initiative Director (7)

- Shall work under the supervision of the Vice-President of Operations
- Plan and coordinate events such as purchasing materials, booking rooms, set-up and clean-up.
- Create new events/propose new initiatives
- Fill in for Free Store and Good Food Market shifts (long term initiatives) as needed

4.2.9 - Free Store Coordinator (2)

- Shall work under the supervision of the Vice-President of Operations
- The Free Store is to be an on campus store where donation items are collected and given back to students for Free to promote reuse and waste reduction. Full details may be found in the Regenesis Scarborough Free Store Operation Manual and Adams Sustainability Grant Application (to be shared to successful hirees).
- Collaborating with the Residence & Campus Life, Sustainability office, or any other organization for operation of the UTSC Free Store.
- Maintenance activities including but not limited to: renovations, new equipment, setting up collection bins. This is done in collaboration with the Vice-President of Operations and President
- Maintaining regular free store operation hours

4.2.10 - Good Food Market Coordinator (2)

- Shall work under the supervision of the Vice-President of Operations
- Responsible for ordering food from FoodShare at least one week in advance
- Responsible for picking up food from their respective pickup locations and signage promoting the market from storage
- Responsible for picking up POS payment system and cash float for the market



4.3.11 - General Executives (TBD)

- A conditional alternate offer for strong applicants who have great potential.
- Will participate in various aspects of RegenesiS Scarborough based on interests and abilities.
- Shall work under the supervision of the Vice-President overseeing the project or task they are working on.
- Must complete at least 18 hours of contribution (creating posters and social media posts and/or running office hours for long term initiatives and/or hosting events) to be CCR verified.

Article V. Removal of Members and Executives

5.1 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:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.4 A member or executive has violated the rights of a fellow member;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

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

5.2.1 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.

5.2.2 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.

5.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:



5.3.1 First Tier:

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

5.3.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice-President 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 Vice-President 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 5.1 will be given fourteen (14) calendar days from receiving the Vice-President of Internal Affairs' written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- 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 VI: Finances

6.1 The sources of RegenesiS Scarborough's operating budget come from the following sources:

6.1.1: Levy funding, where each part-time student was charged \$3.50 per semester and each full-time student \$7.00 per semester.

6.1.2: Grant money applied for by Grant Writing Directors.

6.2 All budgets shall be prepared by the Vice-President of Internal Affairs and Finance Director in accordance with the organization's priorities as determined by the total amount of levy funding and ongoing grant funding obtained. The levy funding can be calculated as ((number of part-time students) x 3.5 + (number of full-time students) x 7 - number of part time students opted out - number of full-time students opted out)

6.3 The Vice-President of Internal Affairs and Finance Directors shall present a proposed operating budget for the current year contingent on when levy funding is received to the general membership for its consideration at the final general meeting.

6.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of RegenesiS Scarborough for the subsequent year.

6.5 The banking business of RegenesiS Scarborough, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the President may designate, appoint or authorize from time to time. All such banking business, or any part thereof, shall be transacted on the organization's behalf by the Vice President of Internal Affairs one or more Elected or Hired Executive members may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The President and Vice-President of Internal Affairs, and in some cases, the Vice-President of Operations, shall be the sole signing authorities of banking instruments for the organization.

6.9 The Finance Director will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.10 RegenesiS Scarborough will accept full financial and production responsibility for all activities it sponsors, plans, or executes.



Article VII: General Meetings

7.1 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.

7.2 General meetings will be facilitated by the Secretary. The Secretary shall be responsible for:

7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.2.3 Moderating the discussion at meetings according to the agenda;

7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.4 There shall be a minimum of one (1) general meeting held each month. 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 two (2) calendar days prior to the meeting.

7.5 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.

7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.7 For 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.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.



7.9 Minutes of all general meetings must be recorded and maintained for reference purposes by the Secretary.

7.10 Members must contact the President and/or Vice President of Internal Affairs a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. Whichever Executive is contacted will then add the discussion item to the agenda.

7.11 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.

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

7.13 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.

7.14 In case of an equality of votes at a valid general meeting, an Executive appointed prior to the meeting shall have the deciding vote.

7.15 The Secretary presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.



Article VIII: Executive Meetings

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

8.2 Executive meetings will be facilitated by the Secretary of RegenesiS Scarborough. The Secretary shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda

8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period 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 two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

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

8.8 Executives must notify the Secretary a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Secretary will then add the discussion item to the agenda.

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



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

8.11 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.

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

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.



Article IX: Emergency Meetings

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

9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 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 X: Elections

10.1 Elections are for Senior Executive positions, outlined in Section 4.1. They will be held prior to March 31 each year.

10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

10.4 All application periods must commence a minimum of fourteen (14) calendar days prior to the meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.

10.5 Successful 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 election committee, outlined in Section 10.8.



10.6 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.

10.7 This committee will be composed of executive members. These executive members must not be candidates in the election.

10.8 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

10.9 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.

10.10 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.

10.11 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 XI: Transition

11.1 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.

11.2 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.

11.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XII: Emergency Powers

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

12.2 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.

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

12.4 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 XIII: Food Handling on Campus

13.1 RegenesiS Scarborough will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XIV: Precedence of University Policies

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

Article XV: Legal Liability

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

Article XVI: Banking

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



Article XVII: Amendments

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

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

11.2.1 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;

11.2.2 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.

17.3 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).

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



9 Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Secretary 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 Secretary 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 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 presentation.
4. 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

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. 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.
3. 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.
4. 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 Secretary 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 Vice-President of Internal Affairs and these limitations must be enforced. Each general member should address the Secretary 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 Secretary announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Vice-President of Internal Affairs. No general member may interrupt the speaker who has the floor.
3. The Vice-President of Internal Affairs 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.



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.

11 VIII. Voting

1. 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
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.