

UNIVERSITY
OF
TORONTO

STUDENTS'
UNION

**University of Toronto
Students' Union**

Policy Manual

As amended November 3rd, 2016

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As amended November 3rd, 2016



University of Toronto Students' Union

Operational Policy

From the UTSU Bylaws:

Operational Policy consists of policy that outlines the framework of managing the operations of the Union. This policy explains the operations of the Union, which includes, but is not limited to, budget approval framework, office conduct, photocopy limits, and health and dental plan opt-out. An example of such policy is the "Eight-step budget framework", which outlines the process required to approve the operational budget of the Union.

Annual General Meeting

Last updated: February 20, 2015

Proxy

Each voting member of the Union has the right to appoint any other member of the Union, by means of a proxy, to attend and act as that member's representative at the Annual General Meeting, to the extent and with the power conferred by the proxy.

The proxy must be in writing, signed using an official proxy form.

A voting member may serve as proxy for no more than ten other members at an Annual General Meeting.

Proxy Verification

The privacy officers of the Union are responsible for upholding the privacy policy and proxy verification.

Press

Members of the campus press are permitted to attend the Annual General Meeting whether or not they are members.

Members of the press intending to report on the meeting must register for the minutes.

Board of Director Meetings

Last updated: February 20, 2015

Preamble

The Board of Directors meets on a monthly basis to discuss Union business governing its daily advocacy and services. Decisions of the Board are final, unless rescinded, and oversee the services and advocacy activities of the Union.

There are basic rules of procedure regarding the conduct and business discussed at Board meetings. The following meeting requirements and protocol must be followed in regard to the submission of agenda items, meeting documents and other materials.

Meeting Package

The Union's Board of Director members must receive the meeting package no less than four (4) days prior to the Board meeting. Packages must be delivered through electronic mail.

Every meeting package must include the following items, but are not limited to:

- An agenda of the meeting
- Executive reports
- The minutes of all Commission and Standing Committee meetings that have been called since the last Board Meeting
- Minutes from the previous Board meeting
- A list of all Board members
- Board of Director Reports

Resolutions

For any resolution to be placed on the agenda and discussed at a meeting of the Board of Directors, the resolution must be sent to the Speaker of the Board of Directors, the Executive Director, President and Vice-President Internal and Services at least five (5) business days prior to the Board meeting which the resolution is to be considered.

Emergency resolutions that do not meet the deadline and are of importance must be presented to the Board of Directors and adopted to the agenda by a unanimous vote.

Right To Speak

The following individuals are granted automatic speaking rights:

- a. All members of the Board of Directors
- b. The auditor or designate of the auditor of the Union
- c. Any other person granted speaking privileges by a majority vote of the Board

Operational Policy – Board of Director Meetings

As amended November 3rd, 2016

Externalizations

Resolutions approved in the minutes of Commissions, Standing Committees or ad-hoc Committees, distributed to Directors may, upon request of any one member of the Board, be made an external resolution requiring the approval of the Board, except for the following items:

- Resolutions of the Executive Committee relating to staff of the Union
- Resolutions regarding discretionary spending

Default Speaking Time

The default speaking time for all Board meetings shall be set at the beginning of each meeting to three (3) minutes per individual speech. Any Board member may move to change the default speaking time at the meeting thereafter. However, the mover of a motion shall have up to five (5) minutes speaking time to motivate.

Speaker Of The Board Of Directors

Last updated: February 20, 2015

Responsibility

The Board of Directors will have a Speaker who will help to facilitate and conduct the meetings and business of the Board of Directors. In the absence of the Speaker, the President will assume the duties and responsibilities, or their designate. This person will be remunerated at the discretion of the Board of Directors.

The Speaker of the Board of Directors shall:

- Be the primary facilitator at meetings of the Union's Board of Director in accordance with the Union's By-Laws, policies, and Robert's Rules of Order
- Be the final authority regarding the interpretation of procedure and questions of constitutionality during meetings of the Union's Board of Directors
- At the request of the President, facilitate meetings of the Executive Committee

Operational Policy – Speaker Of The Board Of Directors

As amended November 3rd, 2016

Gender Parity Speaking List

Last updated: December 03, 2009

Preamble

It is important to recognize the need for equity and to ensure all genders have the opportunity to participate and have active voice at all Union meetings.

Policy

The Union will maintain a gender parity speaking list at all meetings.

Operational Policy – Gender Parity Speaking List

As amended November 3rd, 2016

Board Of Director Code Of Ethics

Last updated: April 30, 2016

Preamble

It is the Union's desire that members of the Board of Directors conduct themselves with integrity that is beyond reproach and in a manner that:

- Avoids any conflicts of interest;
- Protects confidential information, in accordance with the Personal Information Protection and Electronic Document Act;
- Complies with all applicable governmental laws, regulations, and rules; and
- Adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.

Conflicts Of Interest

Conflicts of interest can occur when a director jeopardizes their position of trust by having a private interest in the outcome of a decision. The Union can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Union evolve. Additionally, §141 of the Canada Not-for-profit Corporations Act outlines minimum requirements for dealing with conflicts of interest that all directors and Officers of the Union must follow.

To avoid involvement in a conflict of interest, members of the Board of Directors shall not:

- Engage in any business of transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties including:
 - a. Having a material or personal interest in any business organization that has dealings with the Union; and
 - b. Having immediate relations who have a material interest in a business organization that has dealings with the Union
- Demand, accept or offer, or agree to accept from a person or company having dealings with the Union, a commission, reward, advantage or benefit of any kind, directly or indirectly; or
- Engage in any business undertaking that interferes with the performance of their duties as board directors of the Union.

Directors shall disclose any business, commercial, financial or other interest where such interest might be construed as being in actual or potential conflict with their official duties. Directors who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this policy.

Operational Policy – Board Of Director Code Of Ethics

As amended November 3rd, 2016

Disclosure of Material Conflicts of Interest

Directors shall disclose any business, commercial, financial or other material interest where such interest might be construed as being in actual or potential conflict with their official duties. This shall include dealings between the Union and any other separate organization where the director is a director or officer of the other organization. Directors who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this policy.

How to Disclose Conflicts of Interest

All directors of the Union shall disclose conflicts of interest by:

1. Sending notice in writing to the Speaker and President (or for the President, the Vice-President Internal and Services), to be included in the minutes of the next Board meeting; or
2. Requesting to have the conflict of interest entered into the minutes of the meeting where the decision where the Director has an interest is being made.

Disclosures of conflicts of interest shall include the nature and extent of any interest that the Director has in the decision. Disclosures must also be made if a director has a conflict of interest regarding a contract or transaction that does not require approval from the Board or a committee.

When to Disclose Conflicts of Interest

Disclosures must be made as soon as possible, including:

- At the meeting where the conflicted decision is first considered;
- At the first meeting after a director becomes interested in a past decision, regardless of whether the final decision has already been made or executed;
- At the director's first board meeting, if they have had an interest in past decisions of the board.

Restrictions on Voting

Directors shall not vote on any decision on which they disclose a conflict of interest, unless it relates to:

- The director's compensation, whether from the Union or a subsidiary thereof;
- Indemnity insurance or payment of legal costs for the director;
- Contracts or Transactions with subsidiaries of the Union.

Operational Policy – Board Of Director Code Of Ethics

As amended November 3rd, 2016

Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, board directors of the Union shall not:

- Disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;
- Use any confidential information acquired by virtue of their position at the Union for their personal or financial benefit or for that of their friends or relatives; nor
- Permit any unauthorized person to inspect or have access to any confidential documents or other information.

Compliance With Laws

Board directors, in the course of their position with the Union, shall comply with all applicable government laws, rules and regulations, including and without limitation:

- Union Constitution, Bylaws, Policy, Elections Procedure Code and Charter for Referenda
- Canada Not-for-Profit Corporations Act;
- Personal Information Protection and Electronic Document Act;
- Collective Agreements and all employment related laws and policies.

Commitment To The Code Of Ethics

Members of the Board of Directors shall be provided with an orientation to the Code of Ethics upon the commencement of their position. Directors of the Union shall be required to sign a declaration of commitment to the Union's Code of Ethics in order to be ratified.

Operational Policy – Board Of Director Code Of Ethics

As amended November 3rd, 2016

Code of Conduct

Last updated: November 28, 2015

Code of Conduct

The University of Toronto Students' Union shall expect that as a minimum standard of behaviour, each Board Director, Officer and individuals contracted with the Union shall:

1. Conduct themselves in a reasonable and responsible manner at all times;
2. Conduct themselves in a manner of mutual respect and understanding for all members of the University community;
3. Not engage in any activity or behaviour likely to bring the UTSU or the University into disrepute;
4. Conduct themselves in the spirit of the UTSU's Anti-Harassment and other Policies of the Union;
5. Conduct themselves in a manner that does not discriminate, and by refraining and actively opposing any form of discriminatory behaviour;
6. Treat all Union and University property with respect and shall not interfere with other peoples' the enjoyment of Union facilities or events;
7. Comply with the reasonable requests of UTSU and University staff;
8. Adhere to the UTSU's and University's Health & Safety policies and to any specific requirements that apply to areas where they work. A copy of the Health & Safety manual is available for consideration at the UTSU office. It is the members responsibility to be familiar with the policy at any event and at all times;

The University of Toronto Students' Union shall expect that as a minimum standard of behaviour, each Board Director, Officer and individuals contracted with the Union shall:

9. Fulfil the responsibilities of their office as outlined in the Bylaws;
10. Act honestly and in good faith with a view to the best interests of the corporation;
11. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
12. Compliance with the CNCA and its Regulations as well as the corporation's Articles and Bylaws and any unanimous Member agreement; and
13. Disclose any personal interest they may have in a material contract with the Corporation within 4 weeks of their ratification;

Operational Policy – Code of Conduct

As amended November 3rd, 2016

General Equity Directors Hiring

Last updated: November 28, 2015

Preamble

The General Equity Directors are members of the Board of Directors and are responsible for upholding equity values, advising the Board on equity issues and actively working on equity initiatives throughout their term. A total of seven (7) directors will be hired. The General Equity Directors are responsible for sitting on the Social Justice and Equity Commission and chairing at least one of the sub-commissions. The Hiring Committee must interview no fewer than two (2) candidates from the University of Toronto Mississauga.

Hiring Timeframe:

The following is a timeframe that must be followed as part of the process:

- January/February: job posting circulated (no less than 20 days)
- February: hiring committee struck
- February/March: interview process
- April: Ratification at Annual Ratification Meeting

Hiring Committee

The Hiring Committee for the General Equity Directors must be struck with the incoming Executive and Board of Directors. The Hiring Committee composition is as follows:

- Vice President Equity
- Three (3) Directors from Division I or II
- One (1) Director from Division III

Operational Policy – General Equity Directors Hiring

As amended November 3rd, 2016

Sister Students' Union

Last updated: February 20, 2015

Preamble

An elected official of the following student societies and students' unions shall be permitted to observe and speak at all *ex camera* meetings of the Board of Directors.

Representatives

1. Architecture and Visual Studies Students' Union (AVSSU)
2. Arts and Science Students' Union (ASSU)
3. Dental Students' Society (DSS)
4. Engineering Society (EngSoc)
5. Medical Society (MedSoc)
6. Faculty of Music Undergraduate Association (FMUA)
7. Nursing Undergraduate Society (NUS)
8. Undergraduate Pharmacy Society (UPS)
9. University of Toronto at Mississauga Students' Union (UTMSU)
10. Innis College Student Society (ICSC)
11. New College Student Council (NCSC)
12. University College Literary and Athletic Society (UCLit)
13. Students' Law Society (SLS)
14. Trinity College Meeting (TCM)
15. Woodsworth College Students' Association (WCSA)
16. St. Michael's College Students' Union (SMCSU)
17. Victoria University Students' Administrative Council (VUSAC)
18. Student Teachers' Union (OISE)
19. Transitional Year Program Student Council (TYPSC)
20. Association of Part-Time Undergraduate Students (APUS)
21. Graduate Students' Union (GSU)
22. Scarborough Campus Students' Union (SCSU)

Operational Policy – Sister Students' Union

As amended November 3rd, 2016

Committees of the Board of Directors

Last updated: September 19, 2016

Terms Of Membership

There shall be two terms of membership for Union Committees – the Summer session and the Fall/Winter session. The Board must hold elections for Committee membership at the May or June Meeting, and at the Board meeting in November or once the Fall elections results are ratified.

The Board of Directors will conduct its own elections according to procedures set out in Robert's Rules of Order.

Selection Of Chair

Each Committee is responsible for selecting its own Committee Chair from the Executive members, unless a Chair is already specified.

Union Committees

Union Committees are responsible for performing their mandate and carrying out responsibilities delegated by the Union's Board of Directors. The Union's standing committees are:

- Bursary & Grants Committee
- Budget Committee
- Elections & Referenda Committee
- Executive Review Committee
- Policy & Procedures Committee
- Professional Faculties Committee
- Student Accessibility Committee
- St. George Clubs Committee
- Organizational, Development & Services Committee

Bursaries & Grants Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Bursaries & Grants Committee is responsible for overseeing the Bursaries and Grants program including but not limited to: process, reviewing applications and making allocations, and assisting in promoting the service to the campus.

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

The committee is responsible for publicizing and maintaining a database that contains Organizations and Institutions offering grants in the Greater Toronto Area to undergraduate students. This database must be made available to all members as an electronic resource and must be updated at least twice per year.

Membership

The Membership of the Bursaries & Grants Committee is as follows:

- President
- Vice-President Internal & Services
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) additional Director from Divisions I, II
- One (1) G.E.D. seat

The Vice-President Internal is responsible for ensuring that applications are available to members online and/or through the UTSU office. The Vice-President Internal shall receive and prepare applications for presentation to the Committee. The Committee shall then reject or approve each application with a funding allocation in keeping with the policy on Bursaries and Grants.

Budget Committee

Mandate

In addition to the mandate in the Union's Bylaws & policies, the Budget Committee is responsible for preparing and recommending the preliminary, operating and revised budgets for approval to the Board of Directors, on the advice and recommendation of the Vice-President Internal & Services and the mandate developed by the Planning and Budget Framework. The Committee will have oversight of the planning and budget activities, including, but not limited to, the short-term and long-term financial planning of the Union.

Membership

Membership of the Budget Committee may not include the Associate Vice-Presidents or Executives of the Union, with the exception of the President and Vice-President Internal & Services Members of the Committee are as follows:

- President
- Vice-President Internal & Services
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- Two (2) Additional Directors from either Division I, II and/or III

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

- One (1) G.E.D. seat

Timeline

The Budget Committee must be struck by the incoming Board of Directors at the Joint Board Meeting in April, or at an Emergency Board Meeting no later than 15 May.

Elections & Referenda Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Elections and Referenda Committee will oversee the Union's elections and referenda in accordance to its own policy and procedures. The Committee will make recommendations to the Board of Directors on revisions to the Elections Procedure Code and the Charter for Referenda.

It is also responsible for recommending to the Board of Directors election and referenda dates.

Membership

As stated in the Union's By-Laws, Members of the Committee are:

- Three (3) Executive Committee members selected by the Executive Committee
- One (1) Director from Division I
- One (1) Director from Division II
- One (1) additional Director from the Board

Executive Review Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Executive Review Committee will meet from time to time or convene to hear complaints brought forward by the Board of Directors regarding the performance and/or behaviour of an Executive.

When a complaint is brought forward, the Committee should investigate and make recommendation on the appropriate course of actions.

Membership

Membership of the Executive Review Committee is restricted to the Associate Vice-Presidents or Executives of the Union. Members of the Committee are as follows:

- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- Two (2) additional Directors from Division I, II and/or III
- One (1) G.E.D. seat

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

Organizational Development And Services Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Organization Development and Services Committee is responsible for the management, operations, and oversight of the services of the Union both at the St. George and UTM campuses. The committee will recommend the services budget to the Budget Committee, operational policy for the services to the Policy & Procedures Committee, and oversee the short and long term planning of the Services of the Union.

Membership

The membership of the Organizational Development & Services Committee is as follows:

- President
- Vice-President Internal & Services
- One (1) additional Executive selected by the Executive Committee
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- One (1) Additional Director from Division I, II and/or III
- One (1) G.E.D. seat

Policy & Procedures Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Policy & Procedures Committee will meet from time to time or convene to discuss policy of Union and present a recommendation to the Board of Directors.

Membership

Members of the Committee are as follows:

- President
- Vice-President Internal and Services
- Vice-President Professional Faculties
- UTMSU President *or designate*
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- One (1) G.E.D. seat

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

Professional Faculties Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Professional Faculties Committee will meet from time to time and convene to discuss issues affecting professional faculty members. The Committee is responsible for discussing how to better deliver services and campaigns to the professional faculties.

Membership

Membership of the Professional Faculties Committee is as follows:

- President
- Vice-President Professional Faculties
- All Directors from Division II

Student Accessibility Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the Student Accessibility Committee will meet from time to time and convene to discuss accessibility issues and projects on campus.

Membership

Members of the Committee are as follows:

- President
- UTMSU President *or designate*
- Vice-President Equity
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- Two (2) G.E.D. seats

Student Refugee Committee

Membership

Members of the Committee are as follows:

- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) Director from Division III
- Two (2) G.E.D. seats

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

St. George Clubs Committee

Mandate

In addition to the mandate in the Union's Bylaws and policies, the St. George Clubs Committee is responsible for overseeing recognition of Union clubs, reviewing and making allocations to clubs funding requests and special projects requests and, and assisting in promoting the clubs to the campus. The Committee is also responsible for revising the Union's clubs' policy.

Membership

The Membership of the St. George Clubs Committee is as follows:

- President
- Vice-President Campus Life
- Vice-President Internal & Services
- Two (2) Directors from Division I
- One (1) Director from Division II
- One (1) additional Director from Divisions I, II
- Three (3) additional community members from Union recognized campus clubs
- One (1) G.E.D. seat

Community members are selected using the following method. At the beginning of the term, the Vice-President Campus Life is responsible for advertising the three (3) community memberships available. The Vice-President Campus Life makes a reasonable effort to contact campus clubs and conduct a call out for nominations. The Vice-President Campus reviews the applications submitted, suggests Committee members to the Clubs Committee, which recommends them to the Board of Directors for ratification.

Operational Policy – Committees of the Board of Directors

As amended November 3rd, 2016

Budget Policy

Last updated: April 30, 2016

The process by which the students' union creates its Operating Budget each year is as follows:

Stage 1

At the Joint Board Meeting in April, the incoming Board of Directors shall approve a Spending Authorization Resolution (SAR), which shall authorize the UTSU to continue spending until the approval of the Preliminary Budget at the June Board Meeting. The SAR shall have been prepared in advance by the incoming Vice-President Internal, with the advice of the outgoing Vice-President Internal. It shall provide a broad summary of all expenses that the UTSU expects to incur before the approval of the Preliminary Budget, along with a list of all accounts.

The Budget Committee must be struck by the incoming Board at the Joint Board Meetings, or at an Emergency Board Meeting held no later than 15 May.

Stage 2

The Budget Committee shall present the Preliminary Budget to the Board at the June Meeting, which must be held no later than 15 June. When preparing the Preliminary Budget, the Budget Committee shall rely on 1) the priorities of the Executive Committee and 2) the Reconciled Budget presented to the Board at the March Meeting. The Preliminary Budget shall be presented jointly with the Statement of Executive Priorities, in which the members of the Executive Committee shall summarize their intentions for the year.

The Preliminary Budget must include the full Orientation Budget, which, having been approved by the Budget Committee, may not be amended by the Board. The Orientation Budget may only be amended by the Budget Committee, and must be presented to the Budget Committee no later than 15 May.

Stage 3

Working with the funds allocated to them in the Preliminary Budget, each spending unit—including every Commission, Committee, and member of the Executive Committee—shall propose a budget to the Budget Committee by no later than 15 July. If a spending unit desires more funds than were allocated to it in the Preliminary Budget, it may seek them from the Budget Committee at this stage.

Stage 4

The Budget Committee shall present the Operating Budget to the Board at the August Meeting. When preparing the Operating Budget, the Budget Committee shall rely on 1) the Preliminary Budget and 2) the budgets proposed by the various spending units.

Operational Policy – Budget Policy

As amended November 3rd, 2016

Stage 5

At the Joint Board Meeting, the Vice-President Internal shall present a Reconciled Budget to the Board of Directors. The Reconciled Budget shall display the Operating Budget, amended to include all over-spending authorized by the Budget Committee, alongside the most recent profit and loss statement. The Vice-President Internal shall represent the best available record of how the UTSU has spent and received for each account over the course of the previous year.

All Stages – Ongoing Reporting

The Vice-President Internal shall present a profit and loss statement to the Board at every meeting, except for the Joint Board Meeting. The statement shall indicate the total amount spent and received for each account, both as a dollar amount and a percentage of the amount allocated in the Preliminary Budget or in the Operating Budget, whichever is more recent. Where applicable, the statement shall indicate that over-spending has been approved by the Budget Committee. It shall also indicate the amount approved as a dollar amount.

Executive Review Committee Operations

Last updated: June 14, 2016

Jurisdiction

The Executive Review Committee (“the Committee”) shall have jurisdiction over any complaint submitted against an elected member of the Executive Committee, provided that the complaint alleges a violation of the Bylaws and/or of the Policies. However, if the complaint alleges a violation of the Code of Conduct, it shall be under the jurisdiction of Grievance Officer, not of the Committee.

Conduct

The Committee shall, at all times, conduct itself in accordance with the principles of natural justice.

The minutes of the Committee shall not disclose the identity of any complainant, nor shall they disclose the identity of any individual against whom a complaint has been submitted. While the Committee may enter *camera* whenever appropriate, all *in camera* sessions shall be minuted. Subsequent to approval by the Committee, all *in camera* minutes shall be kept in the possession of the Speaker of the Board of Directors.

Complaints

Any member of the UTSU may submit a complaint against any elected member of the Executive Committee. The complaint must specify the Bylaw and/or Policy that the Executive has violated and describe in detail the substance of the violation. All complaints must be submitted to the official Committee email address.

Process

Upon receiving a complaint that meets the above criteria, the Chair of the Committee shall, within seventy-two (72) hours, inform the complainant that their complaint has been received. They shall, at the same time, inform the accused that a complaint has been submitted against them. If the Committee receives a complaint that does not meet the above criteria, the Chair shall, seventy-two (72) hours of receiving the complaint, refer the complainant to this policy. The Chair shall not, at this time, inform the accused that a complaint has been submitted against them.

Operational Policy – Executive Review Committee Operations

As amended November 3rd, 2016

Within four (4) days of informing the accused that a complaint has been submitted against them, the Committee shall meet and decide how to investigate the complaint. The investigation may last no longer than twenty (20) days. The Committee may request testimony and documentary evidence. While members of the Executive Committee shall be obligated to co-operate with Committee investigations, all other individuals may decline to participate. If an Executive does not comply with the obligation for participation, then pay may be withheld at the discretion of the XRC. The Committee may not conclude an investigation before questioning both the complainant and the accused, unless the complainant declines to be questioned.

Rights of Parties

Both the complainant and the accused shall, at all times, have the right to be represented by an individual of their choosing.

Report

The Committee shall, at the conclusion of each investigation, produce a report to the Board of Directors. The report shall, without disclosing or otherwise revealing the identity of the complainant or the identity of any individual who participated in the investigation, enumerate the violations of the Bylaws and/or Policies of which the accused is guilty. Alternatively, if the investigation has exonerated the accused, the report shall simply state the Committee investigated allegations of misconduct against an unnamed member of the Executive Committee.

Discipline

The Committee may, at the conclusion of an investigation, include in its report a recommendation that the Board of Directors take disciplinary action against one or more members of the Executive Committee. Disciplinary action may take the form of:

- A paid suspension of no more than thirty (30) days;
- An unpaid suspension of no more than fifteen (15) days;
- The withholding of up to eight (8) weeks' pay;
- Impeachment, subject to Bylaw X(5)

The Board must accept or reject the recommendation of the Committee without amendment. The Board may not compel the Committee or members thereof to provide more information than what is disclosed in the report, nor may the Committee or members thereof breach the confidentiality of the investigative process, even *in camera*. All disciplinary actions shall take effect upon ratification by the Board.

A recommendation of impeachment by the Committee is not itself a motion to impeach.

Operational Policy – Executive Review Committee Operations

As amended November 3rd, 2016

Time Sensitive Spending

Last updated: April 30, 2008

In time-sensitive situations the Executive Committee may approve spending without Board approval.

This spending may not exceed \$4000 per session.

Only the Executive Committee, at a committee meeting, may approve time sensitive spending.

Executive Committee

Last updated: April 30, 2006

Meetings

Meetings of the Executive Committee will be facilitated and chaired by the President. The Executive Committee shall endeavour to meet, on a regular basis, every week at a regularly scheduled time. The Executive Committee must, at a minimum, convene every two weeks to carry out the business of the union.

Powers And Responsibilities

As outlined in the Bylaws, the Executive Committee has the following powers and responsibilities:

- Authorize the reimbursement of the reasonable expenses incurred by Directors and officers of the Union in carrying out their duties, including attendance at meetings of the Board of Directors and the Executive Committee;
- Employ staff as deemed necessary and determine and review their terms of employment;
- In conjunction with the Vice-President Internal & Services, expend funds of the Corporation in accordance with the budget as approved by the Board and establish procedures for the administration of the Union's funds;
- Prepare agendas for meetings of the Board and schedule meeting of the Board, pending Board approval;
- The Executive Committee shall carry out all decisions of the Board and shall have the powers and duties as are prescribed in the Bylaws or as delegated by the Board of Directors;
- Between meetings of the Board and its Commissions, Component and Committees, the governance and management of the Union are vested in the members of the Executive Committee, subject to direction from, accountability to, review by, and approval of the Board.

In addition to those powers and responsibilities enumerated in the Bylaws, the Executive Committee will also be charged with:

- The responsibility for all legal items that may arise as a result of actions of the Board of Directors and the Executive Officers. The Executive Committee may retain legal counsel, as it deems necessary to carry out the business of the Union. The Executive Committee has the right to settle or litigate any item, upon approval of the Board of Directors.

Operational Policy – Executive Committee

As amended November 3rd, 2016

Executive Member Responsibilities

Last updated: April 30, 2016

Preamble

In addition to the mandate in the Union's Bylaws and policy, the Union Executive is responsible for representing and advocating on behalf of the Union's over 40,000 members at the St. George and Mississauga campuses. The Executive must strive to be available to the membership at the St. George and Mississauga campuses and represent their interests to the best of their abilities.

The Executive must attend all meetings of the Executive Committee, the Board of Directors and other meetings that fall under their portfolio.

Each Executive is required to assist in the writing and presentation of the monthly Executive Report. They are also required to write a final report at the end of their term, and present it at the Joint-Board Meeting. They must also carry out resolutions passed at the Board meeting and ensure that the expectations of the Board are met.

Each Executive shall be required to work a minimum of 40 hours per week. The exception is the Vice-President Professional Faculties, who shall be required to work a minimum of ten (10) hours per week. In order to be deemed to have met this requirement, an Executive must fulfill certain essential responsibilities, such as attending necessary meetings and ensuring the regular operation of any Committees and Commissions for which they are responsible. Should an Executive fail to work the required number of hours in a given week, the Board of Directors shall have the authority to deduct pay as appropriate.

No Executive may be enrolled as a full-time student. The exception is the Vice-President Professional Faculties, who may be a full-time student.

Individual Executive Responsibilities

President

In addition to the mandate in the Bylaws, the President is responsible for:

- Chairing the Executive Committee
- Chairing the Board of Directors
- Serving as the media liaison for the Union
- Overseeing the planning and implementation of Orientation in conjunction with the Vice-President, Campus Life
- Assisting in all organizational priorities of the Union as approved by the Board of Directors

Operational Policy – Executive Member Responsibilities

As amended November 3rd, 2016

Vice-President Internal & Services

In addition to the mandate in the Bylaws, the Vice-President Internal & Services is responsible for:

- Chairing the Budget Committee
- Chairing the Organizational, Development and Services Committee
- Chairing the Bursary Committee
- Chairing the Policy and Procedures Committee
- Overseeing and preparing the Union's budget following the Budget Policy
- Hosting a Budget Consultation session with, and accepting Budget Submissions from Club, Service Group, and Student Society leaders.
- Implementing and overseeing all Union services
- Overseeing audit preparations and presenting financial statements to the Board of Directors and to members at the Annual General Meeting
- Assisting in the financial planning and implementation of the Union's Orientation

Vice-President University Affairs

In addition to the mandate in the Bylaws, the Vice-President University Affairs is responsible for

- Chairing the Academic and Student Rights Commission
- Coordinating meetings among campus students' unions
- Acting as the primary liaison with Governing Council and seeking a relationship with the student governors
- Overseeing and acting as a resource for the Sustainability Commission

Vice-President External

In addition to the mandate in the Bylaws, the Vice-President External is responsible for:

- Chairing the Community Action Commission
- Coordinating and implementing strategies for lobbying the municipal, provincial, and federal governments on issues of importance to the membership, including but not limited to post-secondary education
- Coordinating and implementing eXpression Against Oppression week in conjunction with Vice-President Equity

Operational Policy – Executive Member Responsibilities

As amended November 3rd, 2016

Vice-President Equity

In addition to the mandate in the Bylaws, the Vice-President Equity is responsible for:

- Chairing Student Accessibility Committee
- Chairing the Social Justice and Equity Commission
- Implementing and promoting anti-oppression initiatives
- Leading the Union's initiative with respect to, but not limited to, International Women's Day, PRIDE, International Day to End Racism, and Black History Month
- Coordinating and implementing eXpression Against Oppression week in conjunction with Vice-President External
- Coordinating the welcome, set-up, and continued support of the UTSU WUSC student
- Promoting environmental initiatives on campus and coordinate Environment week

Vice-President Campus Life

In addition to the mandate in the Bylaws, the Vice-President Campus Life is responsible for:

- Chairing the Clubs Committee, St. George Campus
- Chairing the Campus Life Commission
- Maintaining and revising the clubs handbook and clubs directory
- Acting as the primary contact and providing assistance and support to all clubs recognized by the Union.
- Ensuring that all UTSU Clubs and Service Groups receive a copy of the UTSU Operating Budget, once approved by the Board.
- Overseeing the planning and implementation of Orientation in conjunction with the President
- Coordinating Unity Through Diversity
- Overseeing and coordinating the organizational priorities of the Union at UTM in conjunction with the Executive Committee.

Vice-President Professional Faculties

- Chairing the Professional Faculties Committee
- Advises the Union on matters pertaining to Professional Faculty students
- Works with the Professional Faculties to improve the academic, social, and campus lives of all Professional Faculty students

Operational Policy – Executive Member Responsibilities

As amended November 3rd, 2016

University Committee Representation

Last updated: April 18, 2006

Preamble

The Executive is responsible for representing the Union on different University committees and boards. Representatives are responsible for reporting back to the Commission/Component they Chair, the Executive Committee and the Union's Board of Directors.

University Committees And Boards

Advisory Committee On The University Of Toronto Library System

The Vice-President University Affairs or their designate will sit on the Library Advisory Board.

Council Of Athletics And Recreations (CAR)

The Vice-President University Affairs or their designate will sit on the Council of Athletics and Recreation.

Council On Student Services (COSS)

The President, Vice-President University Affairs and two other members from the Executive committee, appointed by the Executive committee, will represent the Union on the Council of Student Services.

Committee To Allocate Student Activity Space (CASAS)

The Vice-President Campus life and a designate appointed by the Executive Committee will sit on the Committee to Allocate Student Activity Space.

Environmental Protection Advisory Committee

The Vice-President University Affairs or their designate will sit on the Environmental Protection Advisory Committee.

Greenhouse Gas Advisory Committee

The Vice-President University Affairs or their designate will sit on the Green House Gas Advisory Committee.

Hart House Board Of Stewards

The Vice President University Affairs or their designate will sit on the Hart House Board of Stewards

Ontarians With Disabilities Act Committee

The Vice-President Equity or their designate will sit on the Ontarians with Disabilities Act Committee.

Operational Policy – University Committee Representation

As amended November 3rd, 2016

Quality Of Services For Students

The Vice-President University Affairs or designate will sit on the Quality of Services for Students Committee.

Status Of Women Office

The Vice-President Equity or their designate will sit on the Status of Women Office Committee.

UTM Food Services Committee

The Vice-President UTM or their designate will sit on the UTM Food Services Committee

UTM Student Centre Management Board (SCMB)

The President or designate will sit on the campus Student Centre Management Board.

Remuneration

Last updated: April 30, 2016

Executive And Associate Remuneration

Members of the Executive shall receive an annual salary of \$25,000 per year, in 2005-2006 dollars. The exception shall be the Vice-President Professional Faculties, who shall receive an annual salary of \$10,000, in 2016-2017 dollars. At the beginning of every fiscal year on 1 May, each salary shall be adjusted by CPI-Toronto, as defined by Statistics Canada.

Associate Presidents and Associate Vice-Presidents shall receive an hourly wage of \$12.50, in 2016-17 dollars. At the beginning of each fiscal year on 1 May, this wage shall be adjusted by CPI-Toronto, as defined by Statistics Canada.

Per Diem Policy

Members of UTSU who attend meetings or conferences on behalf of the union shall be entitled to receive a per diem to help offset their daily expenses.

At meetings or conferences at which majority of meals are provided, members are entitled to a per diem of \$15/day. At meetings or conferences at which the majority of meals are not provided, members are entitled to a per diem of \$30/day.

Time Off and Record of Time Worked

Members of the Executive shall be entitled to ten (10) days of paid vacation and twelve (12) days of paid sick leave per year. Each day used must be logged with the President, or, in the case of the President, with the VP Internal. The President, or, in the case of the President, the VP Internal shall be required to withhold pay for each additional week not worked. "Week of work" shall be defined with reference to hours worked as well as to essential responsibilities fulfilled, as mandated by the Executive Member Responsibilities Policy. Hours worked for each week must be logged in the same manner as vacation and sick days.

Requests for additional days of paid sick leave may be presented to the Executive Review Committee. The Committee must consider all such requests in camera, and its decisions may not be overturned by the Board of Directors.

For each course in which they are enrolled, members of the Executive shall be entitled to one (1) day of paid academic leave per semester, in addition to all days in December and/or April on which they have examinations. Each day used must be logged with the President, or, in the case of the President, with the VP Internal.

Operational Policy – Remuneration

As amended November 3rd, 2016

Members of the Executive may go on unpaid leave for any length of time by giving notice to the President, or, in the case of the President, to the VP Internal. No member of the Executive may be penalized for going on unpaid leave, except by the Board of Directors under Bylaw VII(7) – *Rights of the Board of Directors* or Bylaw X(5) – *Removal of Executives*.

Mobile Phone Allowance

Last updated: October 28, 2010

Preamble

It is important and expected that Executives of the Union are available throughout their term. With technology enhancements, it has become clear that mobile phones are essential in order to remain accessible to members and the Executive and staff of the Union. Executives, then, are required to be in possession of a mobile device and utilize it for work purposes when out of the office. Subsequently, it is logical that the Union subsidizes a portion of Executive mobile phone expenses on a monthly basis.

Policy

The Union will subsidize mobile device expenses for each Executive of the Union on a monthly basis up to a maximum of \$70 per month unless otherwise determined by the Board of Director.

Operational Policy – Mobile Phone Allowance

As amended November 3rd, 2016

Staff Hiring

Last updated: June 14, 2016

Preamble

The Executive Committee reserves the right to employ staff, as it deems necessary. It also holds the responsibility to determine and review staff terms of employment as outlined in the most current edition of the Collective Bargaining Agreement between the Union and the Canadian Union of Public Employees Local 1281.

The Board of Directors has no authority over the matters of personnel and human resources, unless otherwise stated in a policy hiring.

The UTSU believes in the principle of employment equity, and as such shall conduct its human resource practices without discrimination on the basis of race, religion, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status or family status.

Hiring Committees

The Executive Committee must establish a hiring committee according to the following composition and guidelines:

Unionized

For unionized staff, hiring committees must follow the composition and guidelines of the Collective Bargaining Agreement.

Contract Staff

For a contractual staff or non-unionized hiring, the Executive Committee will strike the hiring committee and set its composition.

Recusal of Committee Members

If any member of the hiring committee becomes unable to act for any reason, they shall cease to be a member of the committee.

1. Given the Chairperson's recusal, the remaining members of the committee shall select a chair amongst themselves
2. Given the Clerk's recusal, the committee shall find a replacement.
3. Provided that three members (including an acting Chairperson but excluding the Clerk) remain, the committee shall continue with the hiring
4. Alternatively, the Executive Committee may terminate the hiring and remit the hiring to be restarted by a reconstituted Committee.

Operational Policy – Staff Hiring

As amended November 3rd, 2016

Chair Of Hiring Committees

The Vice-President Internal & Services or their designate (determined when the hiring committee is struck) is responsible for chairing all hiring committees. It is the responsibility of the Chair to:

- Notify CUPE, Local 1281, Shop Steward of the vacancy and timeline for hiring
- Ensure that all committee members are familiar with this policy and all other relevant bylaws and policies of the **UTSU**.
- Oversee all steps in the hiring policy
- Research and create relevant interview questions for the position in consultation with the Committee
- Schedule all meetings of the committee.
- Set deadlines for the hiring process.
- Oversee the Clerk

Responsibilities of the Clerk

The Clerk shall

- Facilitate the advertisement, release, and receipt of all applications.
- Assign and schedule interviews with applicants as appropriate
- Prepare two copies of all applications:
 1. A copy with the applicant's name and personal information redacted to be released to the hiring committee for the purposes of screening.
 2. A non-redacted copy for release to the hiring committee after screening has occurred.

Responsibilities of the Committee

Members of the Committee shall

- Sign a confidentiality agreement.
- Respect the integrity of all candidates.
- Comply with all Bylaws, Policies, agreements and all Municipal, Provincial and Federal Laws.

Conflict of Interest in Hiring

Definition

Conflict of interest is defined as the inability of hiring committee members to reach an impartial decision regarding an applicant due to extenuating personal factors that extend beyond interactions within the Association, or as otherwise defined in the Bylaws.

Operational Policy – Staff Hiring

As amended November 3rd, 2016

Withdrawal from the Hiring Committee

In the event of conflict of interest between applicants and members of the hiring committee, committee members may voluntarily withdraw themselves from the committee when such a conflict is apparent.

The other committee members may, by a two-thirds vote, force an individual to withdraw from the committee when such a conflict is apparent.

- If this course of action is taken the Chair must submit a report to the Executive Committee

Hiring Policy

The UTSU hiring cycle shall consist of the following

1. Position Analysis
2. Position Description and Job Postings
3. Advertisement and Release of Job Posting
4. Receipt of applications, evaluation and screening of applicants
5. Interviews
6. Deliberation
7. Ratification

Position Analysis

A position analysis for all full time, part time, contract and honorarium staff positions shall be conducted by the V.P. Internal. The V.P. Internal shall consult and seek the input of the Executives and other staff members as necessary and the V.P. Internal shall notify CUPE, Local 1281, Shop Steward of the vacancy and timeline for hiring

Position Description and Job Postings

Based on the Position Analysis conducted, the V.P. Internal shall create a job description and job posting. Using the Position Analysis, the V.P. Internal shall create a Rubric to evaluate applications with categories that reflect the Position Description and Job Posting. Each category shall be assigned a maximum weight and the summed total of maximum scores for each category shall be 50. The rubric shall be kept confidential until the screening

Advertisement and Release of Job Posting

Statement of Equity

The Clerk and Chair shall ensure that the following statement appears on all postings and advertisements:

“The UTSU is committed to the principle of employment equity and encourages applications from members of diverse communities.”

Advertising/Application periods

All vacancies shall be advertised for at least two (2) weeks.

Extension of application period

Operational Policy – Staff Hiring

As amended November 3rd, 2016

If there is a lack of qualified candidates applying for a vacancy, the hiring committee shall determine an appropriate extension period for the application. An extension may occur before or after the application deadline has passed. The committee must notify the candidate of this decision.

Lack of qualified applicants – reposting the vacancy

If after the interview process is completed and a suitable candidate is not found, the hiring committee can decide to repost the vacancy thereby extended the application period. The committee must notify the candidate of this decision

Receipt of applications, evaluation and screening of applicants

All applications shall be received by the Clerk and shall be held in trust by the Clerk in a secure location.

After the application deadline has passed and upon the Committee's decision to proceed to the Screening step in the hiring cycle the following shall occur in order:

1. The V.P. Internal shall release the Rubric to the members of the Committee.
2. The Clerk shall release the redacted applications to the members of the Committee
3. Each member of the committee shall, without interference, evaluate the redacted applications using the rubric and shall record and report their totals for each candidate to the Clerk.

Post-Screening Results:

Upon receiving the totals from each committee member, the Clerk shall calculate the average and the standard deviation of all scores awarded by each Committee Member, take the above information and normalize the scores awarded by each committee member to each applicant and calculate the averages for each applicant based on the normalized scores. The Clerk will then report these findings to the Committee

The Committee shall use the normalized averages to rank the candidates. The Committee shall determine how many of the highest ranked candidates shall receive interviews.

Interviews

Candidates are assigned an interview appointment at the discretion of the Clerk of the Hiring Committee. At least three members of the Committee must be present in order for an interview to be conducted.

Interviews shall be conducted in an accessible space with an accessible and separate waiting area. The Chair shall comply with all reasonable accommodation requests by applicants. Interview sessions are held in confidence.

The Chair shall research and create relevant interview questions for the position in

Operational Policy – Staff Hiring

As amended November 3rd, 2016

consultation with the Committee. Questions shall comprise of **Standard, Situational, and Behavioral** questions

- **Standard questions** are general questions that allow the candidate to speak of their past experience and applicable skills that relate to the position. These questions usually discuss the candidate's employment history, related experience, and management style. These questions allow the candidates to ask questions about the position.
- **Situational questions** places the candidate in hypothetical situations and inquiries about their course of action in such a situation. Situational questions are asked to see how candidates would behave in future scenarios given limited and specific information.
- **Behaviorally-based questions** asks specific questions probing the candidates past behaviors and compares these behaviors to the expectations of the job in question. The foundation of behaviorally-based questions relies on the notion that past behavior is the best predictor of future behavior.

When conducting the interview, members of the Committee shall receive copies of the interview questions in advance of the interviews. These questions shall be treated as strictly confidential documents.

Candidates will be greeted as they arrive and will be seated in a designated and comfortable waiting area prior to their interview. Candidates shall be brought to the interview room by the Chair.

During each interview, members of the Committee shall rank a candidates response to each question on a 10 point scale (1 lowest, 10 highest). Each member of the committee shall, without the interference, evaluate the redacted applications using the rubric and shall record and report their totals for each candidate to the Clerk.

Upon receiving the totals from each committee member, the Clerk shall calculate the average and the standard deviation of all scores awarded by each Committee Member, take the above information and normalize the scores awarded by each committee member to each applicant and calculate the averages for each applicant based on the normalized scores. The Clerk will then report these findings to the Committee

The Committee shall use the normalized averages to rank the candidates.

Deliberation

The Hiring Committee shall meet immediately after the scores are received. Interview scores are used as a guideline to lead a discussion in selecting for a preferred candidate. The committee shall strive for consensus. After the discussion the Hiring Committee is then able to select the preferred candidate(s).

If a consensus cannot be reached the committee adhere to the following procedures:

Operational Policy – Staff Hiring

As amended November 3rd, 2016

1. Have a second round of interviews with a new set of questions that are created by the Chair of the hiring committee
2. If a decision is not reached by having a second round of interviews a majority vote can be taken to select the successful candidate

Ratification

The Chair of the Committee should conduct immediate reference checks of all successful candidates prior to submitting candidate names to the Executive Committee for ratification.

The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the Executive Committee for approval. The Executive Committee has the right to accept or decline the advice from the Hiring Committee, and select an alternate candidate.

Associate to The Executive

Last updated: April 30, 2016

Preamble

The University of Toronto Students' Union (UTSU) bylaws stipulate that each Executive Committee member shall be entitled to hire up to two Associates to help fulfill their respective portfolio requirements. The bylaws do not, however, provide guidelines for the reporting, remuneration or responsibilities of Associates.

To ensure accountability and transparency with respect to UTSU Associates, the following Policy has been recommended for adoption as the Union's Policy on Associates to the Executive.

Number Of Associates

Each Executive member can be accorded up to two (2) Associates at any given time during their term in office. These Associates may be hired for the full Executive term, or for a shorter period within that term.

Hiring/Termination Of Associates

The Executive Committee is responsible for the hiring of Associates. The Board of Directors shall ratify all hiring decisions. An Associate may be terminated by Executive Director. The termination shall then be reported to the Board at its next meeting.

No member of the Board of Directors may be hired as an Associate.

Remuneration

Associates will be entitled to an hourly wage paid on a bi-weekly basis.

Reporting And Supervision

Associates shall report to and be supervised by the Executive Director. Should the Executive Director be absent, Associates shall report to and be supervised by a designated member of the Executive Committee.

Hours

Associates will be required to work a minimum of ten (10) hours per week.

Responsibilities

The responsibilities of the Associates will vary from time-to-time depending on the priorities of the Executive Committee. While each Associate may be assigned to a specific Executive Committee member portfolio, they will also be required to fulfill various responsibilities as assigned by the Executive Director. Tasks will include, but are not limited to the implementation of the Union's services, campaigns and events.

Associates will be required to provide time sheets to the Executive Director

Operational Policy – Associate to The Executive

As amended November 3rd, 2016

Elections & Referenda Official Staff Hiring

Last Updated: April 18, 2006

Note: this has been superseded by hiring policies outlined in the Election Procedures Code.

Preamble

Election Officials are essential for carrying out the Election and Referenda process. The Chief Returning Officer and the Deputy Returning Officer are important for overseeing the election and referenda process and ensuring that the election and referenda are held in a transparent manner with free and fair elections.

The Union shall hire a Chief Returning Officer to carry out the election process and other duties delegated. The Union must also hire no less than one (1) Deputy Returning Officer. The Union also has the right to hire Election and Referenda support staff (e.g. polling clerks) for the purposes of carrying out the election process.

Election Officials work under the supervision of the Chair of the Elections & Referenda Committee and the Elections & Referenda Committee.

Hiring Timeframe For Chief And Deputy Returning Officers

The hiring of the Chief and Deputy Returning Officers process begins prior to the beginning of the election nomination period. The following is a timeframe, on a month basis, that must be followed as part of the process:

Fall elections

- July/August: Job posting circulated for election officials
- August: Interview process and hiring of Chief Returning Officer

Spring elections

- November/December: Job posting circulated for election officials
- December/January: Interview process and hiring of Chief Returning Officer

The Elections and Referenda Committee shall select a Deputy Returning Officer (DRO) through a preferential hiring process or through a circulated job posting. The selection must be ratified at the Election and Referenda Committee meeting.

Hiring Of Election Support Staff

The Elections & Referenda Committee conducts the hiring of the election support staff. The Committee should inquire about the possibility of Union staff (unionized and non-unionized staff) and circulate a job posting to fill the vacant staff positions.

Operational Policy – Elections & Referenda Official Staff Hiring

As amended November 3rd, 2016

Hiring Committee

The necessity for non-partisanship makes the hiring of election and referenda officials of the Union unique in character. The decision to hire election and referenda officials falls under the purview of the Elections & Referenda Committee.

The Elections & Referenda Committee select the election and referenda officials who must be ratified by the Board of Directors through the adoption of the Committee minutes.

Election Official Responsibilities

The Chair of the Election and Referenda Committee and the Election and Referenda Committee delegates all responsibilities. Responsibilities are also outlined in the Election Procedure Code governing the election process.

Orientation Coordinators

Last updated: February 20, 2015

Preamble

Orientation is the first opportunity that the Students' Union has to make an impression on incoming and returning students. It marks the beginning of a new academic year and offers the ability to welcome new and returning members to the university by offering them a showcase of campus life and increasing student spirit. The Orientation Coordinators of the Union have the responsibility of planning and hosting the Union's annual Orientation Day as well as carrying out the responsibilities stated in this policy.

The Union shall hire Orientation Coordinators to carry out Orientation as well as other delegated duties.

Orientation Coordinators work under the supervision of the Vice-President Campus Life, President and Vice-President Internal & Services, respectively.

Hiring Timeframe

- November-January: Both positions are advertised for no less than 20 days.
- January-February: The Hiring Committee is struck.
- February-March: Applicants for both positions are interviewed by the Hiring Committee.
- March: Both Orientation Coordinators are ratified by the Board of Directors.

Hiring Committee

The composition of the Hiring Committee shall be as follows:

- The President, the Vice-President Internal, the Vice-President Equity, and the Vice-President Campus Life.
- The previous Orientation Coordinators, should they choose to participate.
- The Executive Director (non-voting)
- Notwithstanding the above, no applicant for the position of Orientation Coordinator may sit on the Hiring Committee.

The Orientation Coordinators shall take office as soon as possible.

Operational Policy – Orientation Coordinators

As amended November 3rd, 2016

Orientation Coordinators Responsibilities

Union Orientation Coordinators should formulate a set of base principles and goals based on the previous year's experience and on their own concerns, which are consistent with tenets of the University of Toronto's core policies relating to equity, accessibility and diversity, and include a commitment to fiscal responsibility. The Union should position itself as an effective and independent student partner in Orientation activities as suggested in the Stepping UP Academic Planning Framework, and should work constructively with other University partners to ensure Orientation programming is being planned in the best interests of the Union's constituents. The Union should work to ensure that the University of Toronto central administration plays a major role as an equal partner in providing campus-wide Orientation programming, as outlined in the Student Affairs Report of the Task Force on Orientation and Transition, Final Report (2003). The Union should follow the basic tenets of the Stepping UP Academic Planning Framework pertaining to Orientation planning, cognizant that these principles are useful as a foundation for cooperative interactions between the Union and the University of Toronto administration.

Responsibilities include:

- Organizing and planning Orientation
- Coordinating the Orientation kit, Clubs Day, Street Festival, Parade, Concert, After Party, Alternative After Party and Homecoming
- Overseeing the financial aspects of orientation, including fundraising
- Filing a final report to the Board of Directors

Orientation coordinators must set up a timeline and project management to help implement the planning of Orientation.

Orientation Coordinators must report to the President and Vice-President Campus Life on a daily basis. They must also work with the Vice-President Internal & Services in regards to the finances of Orientation.

Operational Policy – Orientation Coordinators

As amended November 3rd, 2016

Anti-Harassment

Last updated: September 29, 2014

Preamble

Further to the Occupational Health & Safety Act R.S.O. 1990 as amended (OHSA), the University of Toronto Students' Union (UTSU) recognizes the priority of safety, and herewith enacts this Anti-Harassment Policy.

In accordance with the OHSA and the UTSU Mission Statement, the Union is committed to the protection of its employees from harassment and discrimination.

1. No Discrimination

The University of Toronto Students' Union shall exercise no discrimination, interference, restriction, harassment, or coercion exercised or practiced with respect to any employee or applicant for employment by reason of age; race; creed; colour; place of origin; ethnic origin; citizenship; ancestry; native language; political or religious affiliations and/or membership; beliefs or activities; gender or sex; sexual preference or orientation; marital status; family status; parental status; number of dependents; place of residence; having a disability which does not prevent the performance of the duties of a position; Union membership or activity; nor by reason of the exercise of any of the rights contained in the Employment Standards Act or any existing Collective Agreement or contract.

2. No Harassment

The Union shall not exercise or practice any form of harassment with respect to any Employee or any applicant seeking to become an Employee, by reason of any of the grounds set forth in Section 1.

Harassment shall be defined as any vexatious comment or conduct that is known or should reasonably be known to be unwelcome, such as:

- a. unwelcome remarks, jokes, innuendos, or taunts about a person;
- b. insulting gestures or practical jokes of a nature which cause awkwardness or embarrassment;
- c. offensive comments and/or actions which demean, humiliate or threaten an individual or group;
- d. displaying or distributing pornographic, pin-up pictures, graffiti or other offensive pictures or written material;
- e. leering (suggestive staring);
- f. refusing to talk to, or work with, a person by reason of any of the prohibited grounds;
- g. demands for sexual favours or unwanted sexual overtures;
- h. unnecessary physical contact, such as touching, patting or pinching;

Operational Policy – Anti-Harassment

As amended November 3rd, 2016

- i. sexual assault;
- j. physical assault;

Sexual harassment shall be defined as:

- a. unwanted attention of a sexually oriented nature; or
- b. implied or expressed promise of reward for complying with a sexually oriented request; or
- c. implied or expressed threat of reprisal, actual reprisal or the denial of opportunity for the refusal to comply with a sexually oriented request; or
- d. sexually oriented remarks or behaviour which may reasonably be perceived to create a negative working environment;
- e. insulting gesture or practical jokes of a nature which cause awkwardness or embarrassment.

Gender harassment shall be defined as:

- a. offensive comments and/or actions, and/or exclusion from that to which a person(s) would otherwise have a right or privilege, which demean and belittle an individual(s) and/or cause personal humiliation, on the basis of sexual orientation or gender.

Racial/Ethnic/Religious harassment shall be defined as:

- a. offensive comments and/or actions, and/or exclusion from that to which a person(s) would otherwise have a right or privilege, which demean and belittle an individual(s) and/or cause personal humiliation, on the basis of race, creed, religion, colour, place of origin, ethnic origin, citizenship and/or ancestry.

Harassment shall be defined as an offensive comment and/or action, which demeans an individual or causes personal humiliation of the types listed in this policy.

3. Denial Of Service

The Union recognizes the right of employees to refuse service to individuals that behave belligerently or abusively or that contravene the Union's policies related to harassment, discrimination, in accordance with the following procedures:

- a. Where the actions of any individual pose a threat to the safety and security of other individuals, employees should take reasonable steps to immediately notify the Executive Director and or their supervisor.
- b. An employee who refuses service to an individual must provide a written record of account of the incident to the Executive Director as soon as possible, and in all cases within no more than two working days following the incident. The record or account will include the date, time and location of the incident, a full disclosure of the circumstances that lead to a denial of service and a list of witnesses to the incident where possible.

Operational Policy – Anti-Harassment

As amended November 3rd, 2016

- c. A meeting with the employee will be held as soon as is reasonably possible following the incident, the purpose of such meeting is to discuss the circumstances which lead to a denial of service, to identify any strategies which could be used in future similar situations, and to initiate any resolutions. The Executive Director will inform all staff about the incident.

4. Harassment Complaints

An employee who alleges that they have been subject to discrimination or harassed may submit a complaint.

The employee may request that contact with the alleged harasser be discontinued during the period in which the complaint is being investigated. Upon such a request, the direct supervisor shall ensure such separation. Where separation occurs the Employee with the complaint shall suffer no penalty or interference in her working conditions. Should separation impact the work of another employee the separation shall not be considered for disciplinary action.

Within ten (10) working days of receipt of the complaint, the Executive Director or appropriate supervisor shall convene a meeting with the complainant. The Union must respond in writing to the employee within ten (10) working days of the meeting on a resolution to the grievance.

5. Investigation Of Harassment Complaint

If an employee feels they have been harassed and notifies the Union, the Executive Director or appropriate supervisor shall conduct an investigation regardless of whether a formal complaint has been filed. The investigation process shall take no longer than fourteen (14) working days unless otherwise agreed upon by the employee and the Executive Director or appropriate supervisor. The Executive Director, Vice-President Internal & Services and President shall then decide what action shall be taken. The employee shall be informed of the decision within five

(5) working days following the investigation. Where possible proceedings and results shall be kept in the strictest confidence.

6. Counselling During Investigation

The employee shall be offered counselling or leave (with pay) during the investigation.

Operational Policy – Anti-Harassment

As amended November 3rd, 2016

Health & Safety

Last updated: January 17, 2010

Preamble

Further to the Occupational Health & Safety Act R.S.O. 1990 as amended (OHSA), the University of Toronto Students' Union (UTSU) recognizes the priority of safety, and herewith enacts this Health & Safety Policy.

In accordance with the OHSA and the UTSU Mission Statement, the Union is committed to the protection of the health and safety of its employees, members and public visitors within the Union space. The Union will ensure that business is conducted in a manner that is consistent with reasonable standards of health and safety, in order to prevent or reduce accidents, injuries, or illnesses.

Principles

In ensuring workplace health and safety, the Union is guided by the following principles:

- All staff members have the right to work in healthy and safe environments.
- All staff members have the responsibility to maintain such environments.
- Cooperation between management, the union, and all staff members is needed.
- The prevention of accidents is an integral part of a healthy and safe work environment.

Responsibilities

The successful application and enforcement of this policy will be achieved by all parties exercising their responsibilities for health and safety as follows:

Acting through the Executive Director, management is responsible for:

- Ensuring adherence to the principles of this policy.
- Providing a safe and healthy working environment
- Ensuring establishment and maintenance of internal systems for effective health and safety program management, including adequate allocation of funds, resources and requesting appropriate maintenance from the University of Toronto.
- Ensuring that all reasonable measures are taken to assure compliance with all applicable health and safety legislation.
- Actively supporting the Health and Safety Representative in their duties.
- Ensuring all injured staff members are treated fairly.
- Ensure regular inspections are made and requisite actions taken to improve unsafe conditions.

Operational Policy – Health & Safety

As amended November 3rd, 2016

The Joint Health And Safety Committee is an advisory group of worker and management representatives. It shall:

- Meet regularly to review health and safety concerns, review progress, and make recommendations.
- Undertake health and safety inspections of the workplace at least every three months.
- Investigate work refusals.
- Investigate workplace injuries.

All employees are responsible for:

- Using reasonable care so as to protect their own health and safety, and the health and safety of others affected by their actions; and take an active part in practicing safe and healthy work habits.
- Immediately reporting any accident, injury or unsafe conditions to the appropriate supervisor.

It is in the best interest of all parties to consider health and safety in every activity. Every worker must protect his or her own health and safety by working in compliance with the law and with safe practices and procedures established by the company.

Privacy Policy

Last updated: April 30, 2016

Commitment To Privacy

The University of Toronto Students' Union is committed to maintaining the security, confidentiality and privacy of your personal information. Any personal information you provide through our website is managed according to the principles of our privacy policy, described below. The Policy has been developed in compliance with applicable privacy legislation.

Scope Of Policy

The Policy applies to all personal information about individuals collected by the University of Toronto Students' Union on its own behalf from time to time. The University of Toronto Students' Union is the sole owner of the information collected on our website.

What Is Personal Information?

"Personal information" is information about an identifiable individual but does not include business contact information such as the name, title, business address or telephone number of an employee of an organization. It also does not include information that cannot be associated with a specific individual, or information that is available in the public domain.

Collection, Use And Disclosure Of Personal Information

If you should choose to provide us with personal information as in an e-mail or by filling out a form and submitting it to us through our website, we will use that information to respond to your message and to help us get the information you have requested. We do not collect personal information for third-party commercial marketing or distribution to any private organizations. Messages sent via the Internet can be intercepted. If you are concerned about sending your personal information to us via the Internet, you can use another method such as fax or regular mail.

We collect technical information from your computer's web browser, including your Internet IP address, which does not identify you. We reserves the right to attempt to link this information to an individual in the event that it becomes necessary to investigate a security breach related to its website.

Except as set out above, we do not collect personal information about guests to our website, other than personal information which is voluntarily provided. In certain situations, you may be requested to provide personal information for specific purposes.

For example:

- In the event that you make an e-mail inquiry to us, you will be providing us with your e-mail address. We will use this information only to respond to your request. We may also retain a copy of your inquiry.

Operational Policy – Privacy Policy

As amended November 3rd, 2016

- If you wish to receive our e-newsletter, updates about our services or campaigns and media releases you will be asked to provide personal information in order for us to send them to you.
- You may fill out an online petition in which case personal information will be obtained in accordance with the petition. The purposes of the collection will be provided as part of the petition.

We value your privacy and will keep your personal information secure.

Generally speaking, we will not disclose your personal information to third parties. However, we may be required by law to disclose your personal information, for example to comply with valid legal processes such as a subpoena or court order. We may also need to disclose your personal information in order to protect its legal rights or property, or where failure to disclose your personal information may put the safety of another individual at risk.

If you have provided personal information and wish to have it removed from our system at any time, please contact our Privacy Officer.

The accuracy of the personal information in our possession depends on you. Please contact the University of Toronto Students' Union to inform us of any changes to your information or to confirm the accuracy of the information we retain.

Registration Forms And Purchases

If you register for a service or make a purchase, we may require that you provide certain personally identifiable information, including your name, postal address, email address, phone number, alternate contact information and credit card number. We may also require you to submit other information that is relevant. Only information that is needed to complete the processing of your purchase or service registration will be requested.

Events

Our web site contains registration forms for events from time to time. These forms are designed to register your place in the event and collect basic information that we need to organize the event and ensure that we meet the needs of participants.

Surveys And Feedback

We may occasionally provide you the opportunity to participate in surveys or feedback forms on our site. If you participate, we may request certain personally identifiable information from you. Participation in these surveys or feedback forms is completely voluntary, and you therefore have a choice whether or not to disclose personal information. Where personal information is provided that enters a system of records, it is collected in compliance with the privacy policies in place. Information collected is only kept for the length of time necessary to fulfill the purpose for which it was collected.

Operational Policy – Privacy Policy

As amended November 3rd, 2016

Privacy Principles

We will only collect personal information from you which is necessary for our legitimate purposes, that we will only use this information in ways which have been clearly communicated to you (or which should be obvious from the manner in which the information was requested) and that we will safeguard your personal information while it is in our possession and not retain it for longer than necessary.

Accountability

We are responsible for personal information under its control. The Executive Director is the designated Privacy Officer who is responsible for the University of Toronto Students' Union's compliance with the policy.

Consent

We will obtain your consent to collect, use or disclose personal information except where we are authorized or required by law to do so without consent. Consent may be provided orally, in writing, electronically, by negative option or otherwise. By providing personal information to us, you agree that we may collect, use and disclose such personal information as set out in the Policy and as otherwise permitted or required by law. You may withdraw consent at any time, subject to legal or contractual restrictions, and provided that you give us reasonable notice or withdrawal of your consent. On receipt of notice of withdrawal of consent, we will inform you of the likely consequences of your withdrawal of consent, which may include our inability to provide services for which that information is necessary.

When revoking your consent, please do so through the Privacy Officer.

Limiting Collection

We will limit our collection of personal information to that which is reasonable and necessary to provide our services or as authorized by law. The University of Toronto Students' Union will collect personal information only by fair and lawful means.

Limiting Use, Disclosure And Retention

Your personal information will only be used or disclosed for the purposes consented to by you, and/or as authorized by law.

Personal information will be retained only as long as it is necessary to fulfill the purposes for which it is collected. We will destroy, erase or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes. We will take due care when destroying personal information so as to prevent unauthorized access to the information.

Operational Policy – Privacy Policy

As amended November 3rd, 2016

In the event that we require the services of a third party (such as the University of Toronto) in order to deal with your personal information, we will ensure that the third party adheres to adequate privacy procedures and will keep your personal information confidential. We will not provide more information than is necessary to the third party and will require that the information is returned or destroyed once the purpose for which it was given is fulfilled. We do not trade or sell personal information.

Accuracy

We will make reasonable efforts to ensure that the personal information we collect, use or disclose is accurate and complete. In most cases, we rely on you to ensure that certain information is current, complete and accurate.

Safeguards

We recognize our legal obligations to protect the confidential nature of your personal information. We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of your personal information. Confidentiality and security are not assured when information is transmitted through e-mail or other electronic communication.

We will not be responsible for any loss or damage as a result of a breach of security and/or confidentiality when you transmit information to us by e-mail or other electronic means or when we transmit information by such means at your request.

Openness

We are open about its privacy policies and procedures used to protect your personal information. Requests for information beyond the information provided herein should be made directly to the Privacy Officer.

Individual Access

You have the right to access your personal information held by the University of Toronto Students' Union.

Upon written request and authentication of identity, we will provide you with a summary of your personal information in our possession, a description of the way in which that information is being used, and a list of the individuals and organizations to whom that information has been disclosed.

We will make the information available within 30 days or provide written notice where additional time is required to fulfill the request. In some situations, we may not be able to provide access to certain personal information.

This may be the case where, for example, disclosure would reveal personal information about another individual. We may also be legally prevented from providing access to certain personal information.

Operational Policy – Privacy Policy

As amended November 3rd, 2016

Challenging Compliance

Any inquiries, complaints, or questions regarding the Policy should be directed in writing to the Privacy Officer by email at executivedirector@utsu.ca.

Links To Other Sites

Our website may contain links to other sites. We are not responsible for the content and the privacy practices of other web sites and encourage you to examine each site's privacy policy and disclaimers. This will enable you to make your own decisions regarding the accuracy, reliability, and correctness of material and information found.

Health & Dental Plan

Last updated: April 18, 2006

Preamble

The University of Toronto Students' Union (UTSU) Health Plan was introduced by a student referendum in 1987. The result of this referendum made it mandatory for all future students to participate unless they have coverage under an alternative private/government plan in addition to their basic provincial plan. It is designed to cover expenses not paid by the basic provincial plans.

The UTSU Dental Plan was introduced in 1998 by another referendum; however, participation is not mandatory. The policies outlined below were created to provide students with a clear understanding of how the plans will be administered, and to guide future elected student leaders when making decisions affecting plan structure. These policies will be available through the Union website and offices. Any changes to these policies must be reviewed by the Health Plan Administrator in coordination with the Services Committee, and approved by the Board of Directors.

Eligibility

The UTSU Health and Dental Plans are offered to all full-time undergraduate students who have paid the Union incidental fees with their tuition fees. Your college or faculty defines full-time status. For members of the Faculty of Arts & Science, students taking at least three courses per session are considered full-time. Students are not required to complete an enrolment process as this is done automatically each year following the opt-out/enrolment period.

Eligibility Restrictions

- a. Students who register and remain a full-time undergraduate during the fall and winter sessions are automatically eligible for coverage from September 1 until August 31 that year.
- b. Students who register in classes in the winter session only and who were not enrolled during the previous fall session are automatically eligible for coverage from January 1 until August 31 of that year.
- c. Students who register in classes in the fall session only are eligible for coverage from September 1 until December 31 of that year.
- d. Students who initially register as a full-time undergraduate in the fall or winter sessions, but who become part-time by dropping courses before the deadline to receive a 100 per cent refund of the incidental fees are not eligible for coverage.
- e. Students who cancel their academic registration during the period in which fees are refunded 50 per cent will be removed from the plan henceforth. In the event that a student has opted out of the plans prior to cancelling their
- f. Registration, such students will be refunded only the amount of premium (50 per cent) collected by the University of Toronto on behalf of the Union

Operational Policy – Health & Dental Plan

As amended November 3rd, 2016

- g. Co-op students who are currently on a work term are considered by the University of Toronto to be full-time for academic purposes, but are not charged incidental fees. Therefore, they will not be automatically enrolled in the plans. Co-op students on a work term, however, will have the option of self-enrolling provided this is done prior to the opt-out/enrolment deadline. In order to self-enroll, affected students will also have to pay the Union society fees.
- h. Co-op students enrolled in a full-time course load will automatically be enrolled in the plans for the duration of that session.
- i. Students that are classified by the Ontario Student Assistance Program (OSAP) as having a disability for the purpose of receiving government financial assistance do not retain this classification as it relates to the incidental fees charged by the University of Toronto. In this regard, the university makes no distinction due to disability, but rather assesses each student based on the number of courses they are enrolled in. As a result, many students with disabilities will not have adequate extended health and dental coverage to meet their needs. Students with disabilities (as recognized by Accessibility Services) will therefore have the option of self-enrolling in the plans provided this is done prior to the opt-out deadline. In order to self-enroll, affected students will also have to pay the Union society fees.

Confidentiality

All student information provided to the Union by the University of Toronto will be used solely for its intended purpose and will be accessible only by the Health Plan Administrator and Executive Director.

Consent

The Union is not responsible to the parents/guardians of full-time undergraduate students attending the University of Toronto. While staff is happy to assist parents/guardians with general inquiries about the benefits, costs, deadlines, and claim forms, we are not obligated to answer specific questions about a specific student's claims history, opt-out record, policy identification codes, or student records.

Consent to provide information to parents/guardians may be granted under extenuating or health-related circumstances, however, such consent must be submitted in writing to the Health Plan Administrator who, in conjunction with representatives of the University of Toronto, will strive to reach a conclusion that is acceptable to all parties involved.

Opting Out

Any full-time undergraduate student who has extended health coverage may opt-out of the health plan during the pre-determined period designated by the Union.

Students must provide proof of alternative extended health coverage in order for their opt-out to be processed. Please note that OHIP and UHIP are not considered extended health plans, but rather mandatory and basic health plans.

Operational Policy – Health & Dental Plan

As amended November 3rd, 2016

Any full-time undergraduate student may opt-out of the dental plan during the pre-determined period designated by the Union. There is no requirement for students who wish to opt-out of the dental plan to have alternative dental coverage.

Deadlines

All students must opt-out of, or enroll into, the health and/or dental plans during the pre-determined periods specified by the Union. The Union will make every effort to publicize the deadlines. There are no exceptions to these deadlines except for medical or family emergencies, extenuating circumstances, or administrative errors. Students who believe they have a valid excuse for missing the opt-out/enrolment deadline must submit a letter explaining the circumstances with supporting documentation to the Health Plan Administrator.

All decisions regarding late opt-out applications will be made on a case-by-case basis. Only students who have paid the Union society fees and who have not attempted to file any claims will be considered.

The Executive Committee will make all decisions regarding late opt-out applications.

Re-Enrolment

Students who lose their alternative coverage because a parent/guardian or spouse lose their job, or because they no longer qualify for coverage due to age restrictions, will be allowed to join the health and dental plans within thirty (30) days of losing their alternative coverage.

Affected students must submit a letter from the previous insurer/employer/administrator of the plan stating when and why their insurance was terminated. The letter should also include student number and contact information.

Please note that re-enrolment into one of either the health or dental plan is not possible. Students requesting re-enrolment will be charged for both the health and dental plan; however, coverage will take effect on the day the alternative coverage was terminated.

General Information

The Union Health (and Dental) Plan Administrator, with the assistance of other Union staff, shall be responsible for ensuring an ample supply of claim forms, information booklets, and web updates are available and posted throughout the St. George and UTM campuses.

Membership lists provided by the University are frequently incomplete due to students changing their full-time/part-time status and academic appeals. If, as a result of an incomplete membership list, a student who should have been enrolled in the plan is not enrolled, the Union shall attempt to accommodate the student provided that the Union can confirm the appropriate fees were paid.

Operational Policy – Health & Dental Plan

As amended November 3rd, 2016

Bursaries and Grants Program

Last updated: September 19, 2016

Preamble

The UTSU recognizes that in addition to tuition fees, there are costs associated with post-secondary education such as increasing textbook costs and costs associated with academic and academic-related projects and events. Therefore, the UTSU shall provide assistance to members who show significant financial need to meet these requirements through needs-based Book Bursaries Individual Academic Endeavour (hereafter referred to as "IAE") grants, and Exam Deferral Bursaries.

The Bursary and Grants Committee will award Bursaries and Grants using the funds allocated to each unique Bursary and Grant in the Operating Budget.

Criteria

The Bursaries and Grants Committee will evaluate each Book Bursary application using the following criteria:

- i. Membership in the UTSU as defined by the UTSU Bylaws
- ii. A demonstration of financial need including (but not limited to):
 - a. Estimated expenses and earnings
 - b. Calculated Debt
 - c. Other sources of financial support and assistance
- iii. The submission of textbook receipts with the application
- iv. Other criteria as determined by the Bursaries & Grants Committee as they see fit

The Bursaries and Grants Committee will evaluate each IAE Grant application using the following criteria:

- i. Membership in the UTSU as defined by the UTSU By-Laws
- v. A demonstration of financial need including (but not limited to):
 - a. Estimated expenses and earnings
 - b. Calculated Debt
 - c. Other sources of financial support and assistance
- ii. The scope and nature of the endeavour
- iii. The number of individuals applying for the same endeavour
- iv. Other criteria as determined by the Bursaries and Grants Committee as they see fit

The Bursaries and Grants Committee will evaluate each Exam Deferral Bursary application using the following criteria:

Operational Policy – Bursaries and Grants Program

As amended November 3rd, 2016

- i. Membership in the UTSU as defined by the UTSU By-Laws
- ii. A demonstration of financial need including (but not limited to):
 - a. Estimated expenses and earnings
 - b. Calculated debt
 - c. Other sources of financial support and assistance
- iii. The scope and nature of the original Exam Deferral
- iv. The submission of Exam Deferral Receipt(s) with the application
- v. Other criteria as determined by the Bursaries and Grants Committee as they see fit

Applications And Deadlines

Applications for all Bursaries and Grants shall be made available year round on an ongoing basis.

Applications shall be made available electronically and in paper form via the UTSU Office by the Vice-President Internal and Services. The Vice-President Internal and Services, or their designate, shall be responsible for receiving and presenting all applications for consideration to the committee.

Allocation of Funds

The Budget Committee shall provide the Bursaries and Grants Committee with a yearly budget for each Bursary and Grant. The Bursaries and Grants Committee shall not award funds in excess of the amount allocated to each bursary or grant by the Budget Committee.

The total pool of funds available semesterly for each bursary and grant shall be determined using the Funding Distribution Table below. Five (5) percent of the total amount of funds allocated for each grant may be awarded by the Bursaries and Grants Committee in any semester as a contingency. Any funds not awarded during a semester may be awarded in the following semester.

FUNDING DISTRIBUTION TABLE

SUMMER	15%
FALL	40%
WINTER	40%
CONTINGENCY (NO)	5%

Operational Policy – Bursaries and Grants Program

As amended November 3rd, 2016

Anonymity

Applicants and recipients of the Bursaries and Grants will remain anonymous in minutes submitted to the Board of Directors for ratification. Minutes will indicate recipients by student number truncated to only include the last 5 digits.

The Bursaries and Grants Committee shall meet *in camera* when both discussing applications and awarding funding.

Union Clubs

Last updated: November 3, 2016

Preamble

The Union must maintain a policy and mechanism for the recognition of campus organizations. For the purpose of this policy, all such organizations, wishing to use "University of Toronto Students' Union" or "UTSU" in their names, and all groups wishing to access Union services and to participate in Union sponsored events, must first be recognized by the Union.

Union "members" are defined as University of Toronto Students' Union (UTSU) members as outlined in UTSU By-Laws, unless otherwise specified. Campus club(s), group(s), and campus organization(s) are used interchangeably and only refer to St. George campus-recognized clubs.

Rights And Responsibilities

The responsibility for the implementation of this policy is delegated to the Vice- President Campus Life, and/or their designate, as well as the St. George Clubs Committee (hereafter known as "Clubs Committee"). All administrative decisions to deny or withdraw recognition or funding will be reported regularly to the Clubs Committee for discussion and ratification. In the case of denial or withdrawal of recognition, a statement of reasons will be provided.

It is the responsibility of the Union to notify the previous year's clubs listserv and the Arts and Sciences Students' to reapply for recognition.

The Union will host at least one (1) Clubs Executive Training session in both the Fall and Winter terms and at least two (2) Club Executive Training sessions in the Summer term.

The Clubs Committee has the right to request an independent evaluation of a clubs budget or conduct an audit of a club if it wishes.

Union sponsorship recognition on all promotional and advertising materials regarding the event may be requested by the committee. Minimum fulfillment of the requirement will be the following: the display of the Union logo and the words "Sponsored in part by the UTSU, your Students' Union" and the display of a Union banner and/or promotional materials at the event. It is the responsibility of the campus club to obtain said promotional materials from the Union.

Funding, services, and other support for campus clubs are a vital aspect of the operations and budget of the UTSU. As such, campus clubs are expected and encouraged to participate in the democratic decision-making processes of the UTSU, including, but not limited to, the UTSU Commissions and the UTSU Annual General Meeting.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Recognition Guidelines

Union recognized clubs must apply for recognition annually to maintain clubs status. The UTSU recognition period begins on May 1 and ends on March 1 of any given year. Recognition requires clubs to submit a completed clubs recognition form, a copy of the club's current constitution and confirmation of having received Office of Student Life recognition.

Recognition of campus groups shall be assessed annually according to the following constitutional criteria:

1. The objectives and activities of groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social or cultural values of the University of Toronto community.
2. Recognized clubs must uphold the Canadian Human Rights Code. This includes policies that uphold discrimination against race, national or ethnic origin, colour, status, creed religion, sex, sexuality, gender identity, gender expression, age, class, mental or physical ability or political orientation. This is not an exhaustive list.
3. Campus clubs must obtain recognition by the Office of Student Life or the Arts and Sciences Students' Union prior to applying for UTSU recognition.
4. Recognized campus groups may not engage in activities that are commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising and sponsorship. However, a recognized campus group cannot:
 - Have as a major activity a function that makes it an on-campus part of a commercial organization.
 - Provide services and goods at a profit when that profit is used for purposes other than to benefit the organization.
 - Provide individual financial compensation to some or all of its officers/executives
5. In order to be recognized by the UTSU, a club must have at least thirty (30) members, at least half of whom must be UTSU members. Every club applying for recognition must submit a full membership list as part of said application. The list must include the student number of each member.
6. The Union requires a club's constitution to include:
 - An organizational name
 - An mandate/purpose
 - An organizational structure (including executive structure)
 - An definition of membership
 - An election procedure

Operational Policy – Union Clubs

As amended November 3rd, 2016

- An financial and administrative procedures
- 7. The Union will provide constitution templates to groups on the Union website.
- 8. Union members must fill at least 75 per cent of leadership positions of a campus club.
- 9. If a club acts in a manner that is inconsistent with its constitution, the Union may revoke its recognition. The club may apply for recognition status at the start of the next academic year. Clubs will be given at least one month's notice to make any necessary changes to avoid removal of recognition from the Union.
- 10. The Union will not recognize a club that replicates the function, principle, or name of another recognized club as determined by the Clubs Committee. A proposed club that bears similarities to another recognized club, but can provide proof of difference for the purpose of recognition, may appeal to the Clubs Committee as to why the proposed club should be recognized and be considered to receive funding.
- 11. Union recognized clubs should aim towards implementing the Union's Sustainability Policy during club events.
- 12. UTSU Service Groups automatically receive access to clubs services excluding clubs funding.

Engineering Clubs

The purpose of the Associate Membership Agreement between the UTSU and the Engineering Society is, in part, to correct for the duplication of services. Therefore, the UTSU shall only withhold from members of the Engineering Society services that are also provided by the Engineering Society to all members thereof.

Definition of "Engineering Clubs"

An Engineering Club is any campus group that meets both of the following two criteria:

- 1) More than half of the club's members are members of the Engineering Society.
- 2) The club's primary purpose is, in the opinion of the Clubs Committee, to serve the needs and/or interests of members of the Engineering Society. Ambiguities in clubs primary purpose (ie. Engineering focused vs. non-Engineering focused) should be handled in favour of the club so that it receives funding from UTSU.

Recognition and Funding

Engineering Clubs shall be eligible for recognition but not for funding. Every Engineering Club shall, upon receiving recognition, be informed that it is not eligible for funding and advised to seek funding from the Engineering Society.

Other Services

Engineering Clubs shall only receive services from the UTSU that are not provided by the Engineering Society. Services considered to be duplicated by both the UTSU and Engineering Society shall be determined by mutual agreement of both parties.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Clubs Funding Guidelines

Preamble

The UTSU disperses clubs funding to campus clubs to cover operational costs for hosting campus activities. The Clubs Committee determines clubs funding. The UTSU offers five types of clubs funding: Funding Level One, Funding Level Two, Funding Level Three, summer-term and reconsideration. Applications for funding will be reviewed by the Clubs Committee on a first-come, first-served basis. Clubs are encouraged to apply early to avoid disappointment. The budget for each Funding level will be reviewed prior to each funding deadline by the Clubs Committee. The Clubs Committee will have the sole discretion to redistribute funding between Funding Levels One, Two and Three.

Clubs Funding Requirements

The Union's Clubs Committee will assign funds to clubs in accordance with the established guidelines outlined below.

1. Any groups applying for funding must be a UTSU recognized club.
2. Groups receiving student levies are ineligible for clubs funding.
3. Initiatives that receive funding shall be done in such a way that they adhere to Section 4 of the UTSU Clubs Recognition policy, are not aimed at generating profit, and that they maintain a limited amount of corporate involvement.
4. A group has attended 100% of at least one Clubs Executive Training session.
5. Clubs funding is determined on a case-by-case basis. Relevant criteria include, but are not limited to:
 - Projected participation rate of Union members
 - The existence and/or significance of other funding sources
 - Diversity of activities and programs
 - Levels of outreach and promotion
 - Past funding and receipts received
 - Other criteria as determined by the Clubs Committee as they see fit
6. Each grant request shall include:
 - A completed application funding form.
 - An itemized budget and expense statement. The submitted budget must follow the UTSU budget template.
 - Descriptions of events including sample promotional material, if available, from current or previous years.
 - The current membership list of the group. This includes, but is not limited to, name, phone number, e-mail, student number, university status, program and/or faculty of each campus club member.

Operational Policy – Union Clubs

As amended November 3rd, 2016

- When a campus club can demonstrate the need for anonymity of its members, a campus club may request bypassing membership lists.
7. The Union will generally not subsidize the following expenditures:
 - Alcoholic items and/or beverages
 - Capital assets including, but is not limited to:
 - Electronic equipment
 - Furniture
 - Business cards
 - Customized club executive apparel
 - Honoraria, personal compensation and gifts for club executives
 8. Clubs must rely on non-Union funding sources for at least 50% of their total expenses for any funding application's operating budget.
 9. Failure to comply with the above guidelines in full will result in a group being ineligible for funding for a term determined by the Clubs Committee.
 10. Engineering clubs (as defined above) shall be ineligible for funding.

Funding Levels

Preamble

Funding Levels One, Two, and Three are intended for campus clubs that operate throughout the year, hosting multiple events with varying expenses and revenues. If this is the first year that a group is applying for UTSU clubs funding, or if they have not applied for clubs funding in the previous two (2) years, they must begin at Funding Level One.

Funding Level One

Criteria

To be eligible for Funding Level One a club must be recognized for the current year and must have attended a Clubs Executive Training prior to submitting a funding application.

Allocation

Funding Level One allocations shall not exceed \$1000.00.

Funding Distribution

Refer to Schedule A.

Restrictions

Funding Level One excludes:

- Funding Level Three allocations
- Funding Level Two allocations

Operational Policy – Union Clubs

As amended November 3rd, 2016

- Multiple Funding Level One allocations

Funding Level Two

Criteria

To be eligible for Funding Level Two a club must be recognized for the current year and must have attended a Clubs Executive Training prior to submitting a funding application. In addition, the group must have participated in at least one UTSU Commission.

Eligibility

- Additional 250 UTSU photocopy credits per term.
- 50% off the cost of a clubs banner through the UTSU Discounted banner Printing Service.

Allocation

Funding Level Two allocations shall not exceed \$5,000.00

Funding Distribution

Refer to Schedule A.

Restrictions

Funding Level Two excludes:

- Funding Level Three allocations
- Funding Level One allocations
- Multiple Funding Level Two allocations

Funding Level Three

Criteria

To be eligible for Funding Level Three a club must be recognized for the current year and must have attended a Clubs Executive Training prior to submitting a funding application. In addition the group must have participated in at least one UTSU Commission, and have participated at the UTSU Annual General Meeting.

Eligibility

- Additional 500 UTSU photocopy credits per term.
- One (1) free club banner through the UTSU Discounted Banner Printing Service.

Allocation

A Club that received in excess of \$5000 the previous fiscal year shall, unless voted on otherwise by the Clubs Committee, receive an allocation of \$5,000 in September upon approved recognition, and may receive an additional allocation of up to \$10,000 at the discretion of the St George Clubs Committee. Total Funding Level Three allocations may not exceed \$15,000.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Funding Distribution

Refer to Schedule A.

Restrictions

Funding Level Three excludes:

- Funding Level Two allocations
- Funding Level One allocations
- Multiple Funding Level Three allocations

Summer-Term Funding

Preamble

Summer-term clubs funding is intended for campus clubs that host events during the summer term. Funding is intended to provide an early reimbursement for clubs that are applying for funding levels one, two, or three later in the year.

Criteria

To be eligible for summer-term funding the club must be recognized for both the previous and current clubs recognition period and have attended the previous year's Club's Executive Training.

Allocation

Summer funding allocations shall not exceed more than \$250.

Funding Distribution

Refer to Schedule B.

Restrictions

Expenses must occur between May 1 and August 31 of any given year.

Reconsideration Funding

Preamble

Upon reviewing all applications received in good standing, the Clubs Committee may revisit applications for Funding Levels One, Two, or Three that have submitted receipts totaling their allocation. Funding is intended to provide additional funds to clubs that have shown responsible use of Union funds and a need for additional financial resources in the fiscal year. Reconsideration funding is limited and shall not effect the campus clubs application in the following year. Funding is considered limited and not guaranteed to exist year-to-year within the clubs budget.

Criteria

To be eligible for reconsideration funding, campus clubs must have produced receipts for the total funding allocated through previous UTSU clubs funding as well as produced additional receipts indicating financial need. Funding is allocated based on the remaining funds in the clubs budget.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Allocation

Reconsideration funding has no maximum allocation.

Funding Distribution

Refer to Schedule B.

Restrictions

Reconsideration funding cannot be used to increase a Summer-Term funding allocation.

Funding Application Deadlines

Applications for Summer Funding may be submitted no earlier than 1 May and no later than 15 July. However, the Executive Committee may choose to extend the application period beyond 15 July.

Applications for Level One, Level Two, and Level Three funding may be submitted no earlier than 15 September and no later than 31 January. While applications for Level Two and Level Three funding may be submitted in advance of completing the eligibility requirements, such as attending the Annual General Meeting, such applications will not be approved until the requirements have been completed.

Funding Distribution

Upon the approval of the Board of Directors, funding distribution will occur according to the following schedule and criteria:

Schedule A

\$1–\$500

70 per cent of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 30 per cent of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.

\$500–\$2000

50 per cent of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 50 per cent of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Over \$2000

40 per cent of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. The second installment shall be issued once receipts have been submitted for 40 per cent of the allocation.

The final and remaining 30 per cent of the installment will be received once all receipts are submitted. However, should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.

Submission of receipts to receive balance of funding as per Schedule A must be received at the UTSU office by May 15 in any given year.

No clubs funding cheques that remain uncashed after 6 months and become stale-dated shall be reissued.

Schedule B

Distribution of funds is contingent upon the campus club providing 100 per cent of the receipts for their funding allocation.

Unity Through Diversity

The Clubs Committee will also fund Unity Through Diversity, which will focus on campus engagement with different cultures and communities through collaborations that showcase our campus clubs.

Operational Policy – Union Clubs

As amended November 3rd, 2016

Clubs' Box Office

Last updated: February 20, 2015

Preamble

In order to provide a central hub for campus groups to sell tickets for their events, the student's union will assist in the facilitation of ticket sales through the UTSU front desk and mobile kiosk. Campus clubs will be able to participate in this service with contractual agreement and fulfillment of the following criteria:

Procedure

1. Campus groups must provide a signed contract and tickets to the Internal Coordinator at least three (3) weeks in advance of the event. Mutual contract must be signed between UTSU and clubs.
2. Campus groups will fill out the form at the front desk. This form shall be signed and handed in with the tickets to be sold. The form will contain:
 - The name of the campus group
 - Name of event
 - Name of signing officers
 - Date of event
 - Number of tickets for the UTSU to sell
 - Cost of tickets
 - End and start period of tickets sales
 - Pick up date for unsold tickets
 - Instructions in the case that tickets are sold out
3. The Union will start ticket sales within 48 hours of receiving tickets & signing the contract.
4. The Union will only sell tickets if there is at least a two (2) week period of sale.
5. The clubs will be held liable for ticket sales where the event is cancelled.
6. Once tickets sales begin, clubs will not be able to pick up tickets until stated date of pick up.
 - Tickets that are picked up at the end of the sale period must be signed off by one of the signing officers of the club.
 - Within five (5) days of the end of ticket sales, the Internal Coordinator will submit a cheque requisition in the amount of ticket sales (excluding taxes) to be picked up and signed off by the club.

Operational Policy – Clubs' Box Office

As amended November 3rd, 2016

7. Ticket Specification

- Must be professionally produced or printed on a high stock paper
- All tickets must be numbered
- The minimum cost for each ticket shall be \$10.00 base rate. All tickets must have a price plus applicable taxes.¹

8. The Union will not collect attendee information or recognize membership discount rates.

9. Campus groups are expected to provide digital and paper versions of advertising materials.

¹ Each ticket will be charged a tax. If the club wishes to sell the ticket at \$10.00 for example, they can price the ticket at \$8.85. Alternatively, if they price the ticket at \$10.00, the student will be charged \$11.30.

Operational Policy – Clubs' Box Office

As amended November 3rd, 2016

Equipment Rental Procedure

Last updated: March 28, 2013

Preamble

The University of Toronto Students' Union offers a number of equipment rental services to its membership. With an increasing amount of rental services, the UTSU must ensure equipment rental procedures are consistent, fair, and provide adequate tracking of rented equipment. Operational policy is necessary for effective communication and expectation between the Union and its campus groups.

Purpose

The Equipment Rental Procedure policy shall serve to standardize the Union's equipment rental services operating procedures. The policy shall address concerns related to, but not limited to, rental forms, fee payment, return policy, and any other concerns related to the operation of the Union's equipment rental services.

Definition

Rental equipment services are defined as any service operated by the Union which loans equipment for use. Current services include but are not limited to thermal heating containers, water barrels, coffee urns and the barbeque

Procedure

1. The Union shall:
 - a. create and maintain a standard rental form for equipment rentals; and
 - b. keep a tracking system for equipment rented and to whom it was loaned; and
 - c. grant the Organizational Development and Services Committee the sole right to adjust any fee amounts as required including, but not limited to: deposit, rental, repair and replacement fees.
 - d. only accept cash for fee payments including, but not limited to, deposit, rental, repair, and replacement fee payments.
 - e. keep a list of fee amounts, as decided by the Organization Development and Services Committee, including, but not limited to, deposit, rental, repair, and replacement fees.
2. Billing for damaged, lost, and/or missing equipment shall be determined by the Organizational Development and Services Committee.
 - a. deposits may be withheld until items are returned in a clean state.
 - b. fees associated with repair, damaged, lost, or missing items must be paid in full before further loans and/or clubs funding can be granted to the student and/or group.

Operational Policy – Equipment Rental Procedure

As amended November 3rd, 2016

3. The rental form shall:
 - a. include the language of item two (2); and
 - b. be signed by either a representative of the group or individual member using the service; and
 - c. include space for adding user contact information including, but not limited to, full name, daytime phone number, email address, and (if applicable) organization name; and
 - d. include information on all associated fees, including but not limited to deposit, rental, repair and replacement fees; and
 - e. note that fee payments must be made in cash; and
 - f. note the type of equipment rented, along with the quantity of equipment rented including any associated cords, accessories, and related peripheral items.
 - g. The rental form will be accompanied with a piece of identification (T-Card, drivers license, etc.)

Rented equipment is to be returned to the UTSU within five (5) business days of initial rental.

Operational Policy – Equipment Rental Procedure

As amended November 3rd, 2016

Sustainability

Last updated: November 13, 2007

Preamble

UTSU has the opportunity to become a leader in the area of sustainability at the University of Toronto by adopting an innovative, well-researched and achievable sustainability action plan. It is much needed. As of 2005, the University of Toronto's carbon emissions were 35 per cent above Kyoto Protocol targets. It is necessary for the Union to demonstrate its own sustainable practices and behavior.

This policy has been commissioned to reform the internal operations of the Union, covering everything under its direct jurisdiction. It is divided into sections that allow the objectives to be clear, easily understandable and facilitated by the widest effort possible. Furthermore many of these items represent cost savings for the Union, which will ultimately make our finances more sustainable. The Union's costs do not have to go up for its impact to go down.

Office Supplies & Equipment

The Union will:

1. Institute the following Paper Usage Policy:
 - a. Place "Good One Side" bins beside every photocopier and printer in the office to enable the reuse of partially consumed paper.
 - b. As much as possible, print all documents including external and administrative communications on both sides of the paper.
 - c. As much as possible, print all documents including external and administrative communications on paper with 100% post-consumer recycled content, Forest Stewardship Council (FSC) certification, or comparable alternative.
 - d. Where technology permits, set double-sided printing (duplexing) as the default for all computers, printers and photocopiers.
 - e. Seek expertise and implement further recommendations from the paper reduction project, ReSource, administered through the U of T Sustainability Office.
2. Establish preferred business relationships with socially responsible and environmentally sustainable companies, such as Greenshift or re-orient established business relationships.
3. As much as possible, ensure that appliances are Energy Star rated and that energy consumption of all equipment is a factor in purchasing.

Operational Policy – Sustainability

As amended November 3rd, 2016

4. Purchase materials and equipment with an emphasis on long-term material and energy reduction. Even though Facilities and Services is responsible for the building, the Union should demand – and sometimes purchase – its own materials such as:
 - a. High efficiency compact fluorescent light bulbs.
 - b. Efficient desktop lamps for task lighting (especially at night) in member offices.

Behavior Modifications

The Union will:

1. Share this code with all relevant persons currently at the union. During their mandatory training, incoming staff and elected members should also be introduced to this policy.
2. Seek advice from the Rewire behavior change program, administered through the U of T Sustainability Office, concerning facilitation of relevant behavior changes to be implemented at the union for the achievement of objectives described here.
3. Seek new ideas that could be amended into this policy by engaging with employees at the union.
4. Seek new ideas for the policy from Union members.

Energy Consumption

The Union will:

1. Require any and all future buildings inhabited by the Union or managed by the Union to meet LEED certification of some kind.
2. Initiate comprehensive energy-savings behavior changes in the current building.
 - a. Engage the building manager and other Facilities & Services staff in discussions as to how to reduce energy consumption.
 - b. Program all computers to conserve energy.
 - c. Turn off computer monitors when remoting.
 - d. In the summer, not using the AC unless temperature outside is over 25.
 - e. Turning off lights when not in use and using efficient task-lighting where possible.
 - f. Turning off or reconfiguring printers, photocopiers, and other appliances to more efficient power settings.

Operational Policy – Sustainability

As amended November 3rd, 2016

- g. Identifying and reducing phantom loads², by unplugging appliances when possible (e.g. paper shredders).

Food & Drink

The Union will:

1. Supply vegetarian or vegan food options at Union meetings and events when food is provided at such events.
2. Lobby food services on campus to exercise the following:
 - a. Food practices ranked in the following order of preference:
 - i. Local.
 - ii. Sustainable Agriculture.
 - iii. Fair Trade.
 - b. Minimal packaging.
 - c. Recycling and composting at their outlets.
3. Create an environmentally conscious “catering list” of food services and suppliers on campus and near campus that are leaders in sustainability. UTSU endorses these efforts and will give them preferred business when the Union makes purchases.
4. Support businesses that have environmentally sustainable practices.
5. Serve food with biodegradable containers and utensils as much as possible.

Transportation

The Union will:

1. Use public, mass and rapid transit as much as possible.
2. Use a bike trailer to facilitate moving materials on campus. BikeChain lends trailers.
3. When rental cars are absolutely necessary, rent hybrids or fuel-efficient cars and purchase “carbon credits” from an ethical carbon off-setter determined by the Sierra Youth Coalition.
4. Support active use of public transportation and heavily discounted or subsidized Metropasses/Tickets/UPasses.

² Phantom Loads: Electrical plugs which consume energy even when the appliance is not in use.

Operational Policy – Sustainability

As amended November 3rd, 2016

Water

The Union will:

1. Not purchase bottled water. As a replacement for hauling bottled water to events, the union can provide biodegradable cups and tap water. In addition, the union will provide composting for the disposal of these cups. This is a cost- saving initiative.
2. Encourage other campus groups, coalition partners etc. to restrict the use of bottled water at events. When sponsoring events remind partners of this policy.
3. Post warning lists regarding organic waste that is not flushable, such as feminine hygiene products.

Waste

The Union will:

1. Commission an independent SSO waste program with Waste Management Services at the university by having green bins in the office kitchenette. The university has not fully implemented a campus-wide SSO waste program, though many sectors of campus have provisioned one for themselves; UTSU supports the campaign for wider-implementation.
2. Remove garbage bins from individual members' offices – leaving only recycling containers. Larger trash bins will be placed near the secretarial desk in the main room. Garbage disposal will no longer be reflexive: the exercise and the inconvenient time delay will limit the amount of garbage disposed of. The economy of the main space is also beneficially improved.
3. Introduce a clear implementation plan with an implementation coordinator and provide adequate training for current and future employees at the Union.

Office Cleaning And Space

The Union will:

1. Introduce cost-effective and non-chemical cleaning products. by coordinating with Facilities & Services
2. Purchase and care for indoor plants in the UTSU office to enhance the air quality of the building.

Operational Policy – Sustainability

As amended November 3rd, 2016

Outdoor Environment Site

The Union will:

1. Adopt this policy for the food-for-all garden surrounding the outdoor space of the current building:
 - a. No pesticides can be used in or around the urban garden.
 - b. Local species and common Southern Ontario varieties of plants should be grown in the garden.
 - c. Work to grow seasonal plants throughout the year and if possible create small-scale green houses.

Capital Projects³

1. Automatic light sensors. The University of Toronto is a leader in the installment of automatic light sensor technology (example, the Robarts retrofit), which greatly cuts down buildings' energy consumption. The Union could install its own sensors.
2. Vermicomposter / Electric Composter. Many student unions' have purchased these composters to facilitate their own organic waste programs. A composter could interact with the program on biodegradable cups. Composters are cheap but require monitoring and maintenance.

Policy Review

The Sustainability Commission, Sustainability Commissioner(s) or concerned substitute will:

1. When necessary, compose a White Paper on what the union feels is an important aspect of the environmental movement on campus and share its institutional opinion with others.
2. Seek changes from other experts in the community by working with groups such as the Sustainability Office, UTERN, and the Sierra Youth Coalition.

³ While the union may not be in a position to afford these capital projects at this time, it does retain a special interest in potentially commissioning these projects in the UTSU building at some point.

Operational Policy – Sustainability

As amended November 3rd, 2016

Involvement On Campus

The Union will:

1. Lobby all levels of administration within the university to implement sustainability initiatives and projects.
2. Work with UTERN's Environmental Working Group to participate in projects and initiatives that advance the objectives and principles of this policy.
3. Encourage environmental sustainability on campus by working with various student clubs, groups, societies, and unions and campus organizations.

Promotion Of The “Sustainability Policy”

The Union will:

1. Share this code with other groups and receive similar documents created by them.
2. Create a guide for offices, meetings and events to be used internally.
3. Create a Sustainability Resource Guide for Clubs and Campus Groups.

Operational Policy – Sustainability

As amended November 3rd, 2016



University of Toronto Students' Union

Procedural Policy

From the UTSU Bylaws:

Procedural Policy consists of policy that outlines the procedural framework of the Union. This policy explains the procedures of the Union and the process to properly manage the Union. This includes, but is not limited to, commission and meeting protocol, and censuring members. An example of such policy is the composition of the Academic and Student Rights Commission.

Submission & Adoption Of Policy

Last updated: April 18, 2006

Any Commission, Committee, Component or Director may submit policy to the Policy & Procedures Committee.

The Policy & Procedures Committee will meet to consider proposed policy not more than four (4) weeks following its receipt.

The Policy & Procedures Committee will submit a recommendation of adoption or defeat of policy to the Board of Directors for final approval.

Commission Policy

Last Updated: April 30, 2016

Notice for Commission Meetings

Notice of meeting shall be given no less than seven (7) days prior to the start of the meeting. Notice must include, at the minimum, content on the UTSU website, on a UTSU Facebook page, an email sent to all Board members and Board Observers, and content in the UTSU Clubs email listserv.

Prior to the start of each semester, commission Chairs shall prepare a schedule for commission meetings for that semester.

Commission Project Applications

Timeline and Categories

The Chair of each Commission shall, by 15 July, divide their budget into the following three categories:

1. Funds allocated to projects proposed by the Chair and/or members of the Commission and approved at a meeting of the Commission
2. Funds allocated to projects proposed by UTSU members no later than the Friday of the third week of September and approved at a meeting of the Commission
3. Funds allocated to projects proposed by UTSU members no later than the Friday of the second week of January and approved at a meeting of the Commission

Notice and Form of Proposals

Notice of the aforementioned deadlines shall be given no less than fourteen (14) days in advance of each deadline. The notice shall specify the form of the application sought by the Commission and the date on which the Commission will consider proposals received. All proposals must include a budget and a description of any other resources sought from the Commission. No proposal shall become binding until approved by the Board of Directors.

Procedural Policy – Commission Policy

As amended November 3rd, 2016



University of Toronto Students' Union

Standing Resolutions

From the UTSU Bylaws:

The rules of procedure at meetings of the Union will be those described in the most recent edition of Robert's Rules of Order, supplemented or modified by rules of procedure, which may from time to time be established by standing resolutions.

Friendly Amendments

Last updated: September 20, 2015

Be it resolved that the following be adopted as a Standing Resolution under Bylaw III(5), to be followed at all meetings of the University of Toronto Students' Union, including general meetings, annual general meetings, meetings of Commissions, meetings of Committees, and meetings of the Board of Directors.

1. A friendly amendment shall be adopted without a vote of the body to which it is presented.
2. An amendment shall qualify as friendly if, in the course of the meeting during which it is moved, it receives the explicit, verbal assent of both the mover and the seconder of the original motion.

Standing Resolutions - Friendly Amendments

As amended November 3rd, 2016