



CANADA

LETTERS PATENT

INCORPORATING

STUDENTS' ADMINISTRATIVE COUNCIL
OF THE UNIVERSITY OF TORONTO

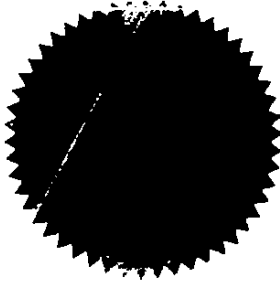
Dated 27th April, 1977.

DEPARTMENT OF CONSUMER AND
CORPORATE AFFAIRS

REGISTRATION DIVISION

OTTAWA, June 3, 1977.

I hereby certify the within to be a true and faithful
copy of the record of the original Letters Patent as entered
on Film 417, Document 177.



L. McEwan

Deputy Registrar General of Canada



Consumer and
Corporate Affairs

Canada
Corporations Act

Consummation of
Corporations

Loi canadienne
sur les corporations

C A N A D A

LETTERS PATENT

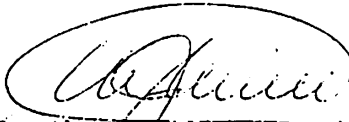
Whereas an application has been filed to
incorporate a corporation under the name

STUDENTS' ADMINISTRATIVE COUNCIL
OF THE UNIVERSITY OF TORONTO

Therefore the Minister of Consumer and
Corporate Affairs, by virtue of the powers
vested in him by the Canada Corporations Act,
constitutes the applicants and such persons
as may hereafter become members in the
corporation hereby created, a body corporate
and politic in accordance with the provisions
of the said Act. A copy of the said applica-
tion is attached hereto and forms part hereof.


Date of Letters Patent - April 27, 1977.

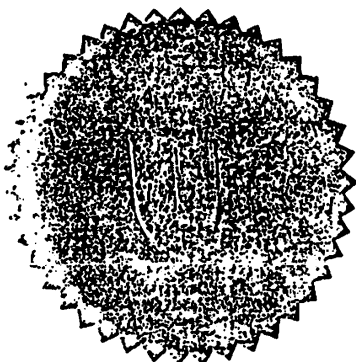
GIVEN under the seal of office of the Minister
of Consumer and Corporate Affairs.


for the Minister of Consumer
and Corporate Affairs

RECORDED 29th April, 1977

Film 417 Document 177


Deputy Registrar General of Canada



The said applicants will be the first directors of the Corporation.

III

The objects of the Corporation are:

1. To safeguard the individual rights of the student, regardless of race, colour, creed, sex, nationality, anoestry, place of origin, or political beliefs;
2. To foster the intellectual growth and moral awareness of the student in order to benefit him or her, the University of Toronto Student Community, and society;
3. To provide facilities for the services and activities in which the interests of the University of Toronto Student Community are involved;
4. To endeavour to bring about a fundamental redistribution of power so as to permit substantially greater participation by students in making those decisions which affect their lives;
5. To engage in research and discussion of broad educational philosophy and principles affecting the University of Toronto Student Community;
6. To provide means of communication within the University of Toronto Student Community, among the campuses of the University of Toronto, with other members of the university community, with other universities, and with the general public;
7. To engage, in discussion with municipal, provincial, and national governments on issues that affect the University of Toronto Student Community;
8. To encourage social action programs involving volunteer student resources;
9. To press for such action as may be necessary to make higher education accessible to all classes of Canadian society.

IV

The operations of the Corporation may be carried on throughout Canada and elsewhere.

V

The place within Canada where the head office of the Corporation is to be situated is:

in the Municipality of Metropolitan Toronto, in the Province of Ontario.

VI

It is specially provided that in the event of dissolution or winding-up of the Corporation all its remaining assets after payment of its liabilities shall be distributed to an organization or organizations having cognate or similar objects, or to the Governing Council of the University of Toronto, in trust, for such or organization or organizations.

VII

The by-laws of the Corporation shall be those filed with the application for letters patent until repealed, amended, altered or added to.


VIII

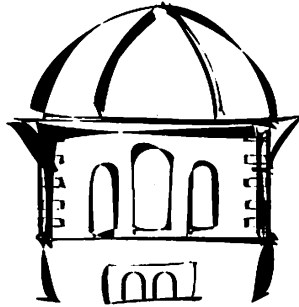
The Corporation is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the Corporation are to be used in promoting its objects.

DATED at the City of Toronto, in the Province of Ontario, this 20th day of April, 1977.


Shirley Deanne French


Peter James Henderson


Douglas William Gerhart



UNIVERSITY OF TORONTO

STUDENTS' ADMINISTRATIVE COUNCIL

Your Students' Union
Local 98, Canadian Federation of Students

Constitution and Bylaws

As Amended: Annual General Meeting – 2005-11-18

12 Hart House Circle
Toronto, ON, M5S 3J9

University of Toronto Students' Administrative Council
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University of Toronto Students' Administrative Council
Mission Statement

Mission Statement

As stated in the Letters Patent the Mission Statement of the Union is:

1. To safeguard the individual rights of the student, regardless of race, colour, creed, sex, nationality, place of origin, or political beliefs;*
2. To foster the intellectual growth and moral awareness of the student in order to benefit him or her, the University of Toronto Student Community, and society;
3. To provide facilities of the services and activities in which the interests of the University of Toronto Student Community are involved;
4. To endeavour to bring about a fundamental redistribution of power so as to permit substantially greater participation by students in making those decisions which affect their lives;
5. To engage in research and discussion of the broad educational philosophy and principles affecting the University of Toronto Student Community;
6. To provide means of communication within the University of Toronto Student Community, among the campuses of the University of Toronto, with other members of the university community, with other universities, and with the general public;
7. To engage in discussion with municipal, provincial, and national governments on issues that affect the University of Toronto Student Community;
8. To encourage social action programs involving volunteer student resources;
9. To press for such action as may be necessary to make higher education accessible to all classes of Canadian society.

* In addition to those qualities listed in the first section, the Union shall defend the individual rights of students regardless of gender, gender identity, sexual orientation, marital status, citizenship, class ancestry, personal or political beliefs, and mental or physical abilities.

University of Toronto Students' Administrative Council
Constitution

CONSTITUTION

1. Name

The name of the corporation is the University of Toronto Students' Administrative Council, and hereafter in this Constitution and these Bylaws shall be referred to as the Union.

2. Purposes of the Union

The purposes of the Union are stated in the Letter's Patent and shall include the following:

- a. to organise students on democratic, co-operative basis for advancing students' interest, and advancing the interests of the students' community;
- b. to provide a common framework within which students can communicate, exchange information, and share experience, skills and ideas;
- c. to bring students together to discuss and co-operatively achieve necessary educational, administrative and legislative change wherever decision-making affects students;
- d. to facilitate co-operation among students in organizing services which supplement the learning experience, provide for human needs, and develop a sense of community with our peers and with other members of society;
- e. to articulate the desire of students to fulfill the duties and be accorded the rights of citizens in Ontario, in Canada, and in the international community;
- f. to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated;
- g. to work towards building an environment free of systemic societal oppression;
- h. to do all other things that are incidental or conducive to these purposes.

University of Toronto Students' Administrative Council

Bylaw I—Interpretation

Adopted 2005-11-18

INTERPRETATION

The following definitions shall apply to the University of Toronto Students' Administrative Council's Bylaws, Policy Booklet, Elections Code Procedure, Charter for Referenda and other governing documents of the Union.

1. Definition of "Act"
"Act" shall mean the Canada Corporations Act.
2. Definition of "Ad hoc Committee"
"Ad-hoc Committee" shall mean shall mean an ad hoc bodies struck by the Board to discuss one specific purpose and shall be active for a limited period of time.
3. Definition of "Associate"
"Associate" shall refer to an individual who is an assistant to an Executive Committee member.
4. Definition of "Board"
"Board" shall mean the Board of Directors of the Union.
5. Definition of "Board of Directors"
"Board of Directors" shall mean the body with the final legal and fiduciary responsibility for the affairs of the Union.
6. Definition of "Campus Newspaper"
"Campus Newspaper" shall mean *The Newspaper* or *The Varsity*, or another comparable newspaper distributed on the University campuses and having comparable circulation.
7. Definition of "Commission(s)"
"Commission(s)" shall mean an advocacy branch of the Union that consists of a group of volunteers who undertake specific projects under the supervision a member of the Executive Committee.
8. Definition of "Committee"
"Committee" shall mean those bodies struck by the Board, Commission and/or Component for a continuous period of time.
9. Definition of "Component"
"Component" shall refer to the UTM Component and Bylaw XIII.
10. Definition of "Constituency"
"Constituency" shall mean each Professional faculty and College at the University of Toronto.
11. Definition of "Director"
"Director" shall mean a member of the Board of Directors of the Union.

University of Toronto Students' Administrative Council

Bylaw I—Interpretation

Adopted 2005-11-18

12. Definition of "Executive"
"Executive" shall mean a member elected or appointed to serve a position on the Executive Committee.
13. Definition of "Fall, Winter, and Summer Sessions"
"Fall, Winter, and Summer Sessions" shall mean the dates provided by the Office of the University of Toronto Registrar defining the period for each Fall, Winter, and Summer session.
14. Definition of "Full-time undergraduate"
"Full-time undergraduate" shall mean any student registered for a full-time undergraduate study at the University of Toronto in a program leading to a degree, diploma, or certificate of the University, and taking no less than 3.0 full-time equivalent credits.
15. Definition of "Letters Patent"
"Letters Patent" shall mean the incorporation documents of the Union dated April 21, 1977.
16. Definition of "Member"
"Member" shall mean a person who satisfies the requirements in Bylaw II.
17. Definition of "Minister"
"Minister" shall mean an individual assisting an Executive by carrying out specified functions.
18. Definition of "Ministry"
"Ministry" shall mean an established, permanent working group presided over by a Minister.
19. Definition of "Standing Committee"
"Standing Committee" shall mean those bodies struck by the Board for a continuous period of time.
20. Definition of "Sub-committee"
"Sub-committee" shall mean a subset of a committee/commission/component struck to address a specific purpose.
21. Definition of "Robert's Rules of Order"
"Robert's Rules of Order" shall refer to the rules contained in the current edition of *Robert's Rules of Order Newly Revised* edition.
22. Definition of "Union"
"Union" shall mean the University of Toronto Students' Administrative Council.
23. Definition of "UTM"
"UTM" shall mean the University of Toronto at Mississauga.

University of Toronto Students' Administrative Council

Bylaw I—Interpretation

Adopted 2005-11-18

24. Definition of "Working Group"

"Working Group" shall mean a group of people working together temporarily until some goal is achieved. The Board, Committees, Commissions and Components have the right to strike working group as deemed necessary.

Head Office

The Head Office of the Union shall be the Union offices located at 12 Hart House Circle at the University of Toronto, Toronto, Canada.

Union Office at UTM

The Mississauga Office of the Union shall be the Union Offices located at 3359 Mississauga Road at the UTM Student Centre.

Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Union.

University of Toronto Students' Administrative Council

Bylaw II—Membership

Adopted 2005-11-18

MEMBERSHIP

1. Members

The members of the Union shall be:

- a. All individuals who have registered full-time in a program leading to a degree, diploma, or certificate, are taking the equivalent of a full-time course load at the University of Toronto for the current session, and who have paid membership fees to the Union.
- b. Registered students of the Toronto School of Theology.
- c. Membership is only valid for the session paid.
- d. Members of the Executive Committee during their respective terms in office, including the General Manager of the Union.

2. Termination

- a. Membership to the Union is terminated when a member withdraws, is suspended or expelled from the University of Toronto.
- b. Membership of the Executive Committee is terminated upon resignation, impeachment or dismissal for any reason, unless the member qualifies for a membership as a full-time undergraduate.

3. Membership Fee

The membership fee shall consist of \$15.52 per session for the 2006-07 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

- a. Except as hereinafter provided membership fees may also be set in the following ways:
 - i. By the members of the Union voting in a referendum

4. Membership Rights

Only members may:

- a. Vote in elections, referenda and general meetings of the Union;
- b. Sign petitions of the Union;
- c. Nominate a candidate for election to positions on the Board of Directors subject to provisions in the Bylaws;
- d. Sit on any Commission and/or Component of the Union subject to ratification by the Board of Directors; and,
- e. Seek election to the Board of Director, subject to provisions in the Bylaw.

University of Toronto Students' Administrative Council

Bylaw III—Meetings
Adopted 2005-11-18

MEETINGS

1. Types of General Meetings

There shall be two types of general meetings:

- a. Annual General Meetings; and
- b. General Meetings

1.1. Annual General Meetings

The Annual General meeting of the Union shall be held in the Fall session of each of year as set by a majority vote of a Board meeting. The meeting shall discuss the requirements set out and described in the Act and shall include the following:

- a. receiving the financial statements and the auditor's report;
- b. appointing auditors for the ensuing year;
- c. amendments, if any, to the Bylaws unless previously approved; and,
- d. the Board shall also include other items on the Agenda as described under Procedural Policy of the Union.

1.2. General Meetings

General meetings may be called at any time by:

- a. A majority vote of a Board meeting; or
- b. Executive Committee; or
- c. A written request, stating the purpose of the meeting, signed by no less than 500 members of the Union, of whom no more than 125 members can be from any one constituency.

1.3. Notice

Notice shall be provided to members fourteen (14) days prior to the meeting in campus paper and website. Agenda and summary of financial position shall be published in conjunction with the notice. Financial statements and items pertaining to the Agenda will be available at the Union offices and website.

1.4. Quorum

- a. The quorum required for an Annual General meeting of the Union shall be no less than 75 members, of whom at least 50 members must be present in person.
- b. The quorum required for any General meeting shall be 350 members, of whom at least 150 members must be present in person.

1.4 Voting

At General Meetings, each member of the Union is entitled to one vote.

1.5 Proxy

Every member of the Union is entitled to designate another member to act as their proxy.

- a. The proxy must be in writing and conform to the requirements of the Act, Bylaws and Policy of the Union.
- b. No member shall carry more than 10 proxies

University of Toronto Students' Administrative Council

Bylaw III—Meetings

Adopted 2005-11-18

2. Meeting of the Board of Directors

There shall be three types of Board of Directors Meetings:

- a. Scheduled Meetings
- b. Emergency Meetings
- c. Joint Board Meetings

2.1 Scheduled meetings

- a. The Board of Directors shall meet no less than once per month during their term in office.
- b. At least one meeting per session shall be held at the University of Toronto Mississauga Campus
- c. The Executive Committee is responsible for presenting a schedule of meetings for approval at the beginning of each session
- d. Notice of meetings including date, time and place, shall be given no less than fourteen (14) days to the Board of Directors, and a reminder shall be given no less than two (2) business days prior to meeting.
- e. Quorum for meetings is no less than 15 Directors during the Summer session and no less than 20 Directors during the Fall and Winter Sessions.

2.2. Emergency Meetings

- a. Emergency meetings shall be called with seventy-two (72) hours notice by:
 - i. The Executive Committee or Chairperson
 - ii. A written request by a majority of the Directors
- b. Quorum for meetings is 10 Directors. Proxies may not count towards quorum.
- c. Approval for any action must be reported to the next scheduled Board meeting.

2.3. Joint Board Meetings

- a. There shall be a Joint Board meeting for the outgoing and incoming Board before May 1 of every year.
- b. Notice of meeting, including date, time and place, shall be given to outgoing and incoming Board of Directors no later than fourteen (14) days before the meeting and a reminder shall be given no less than two (2) business days prior to meeting.
- c. Quorum applies as scheduled meetings.

2.4 Proxy

No director may carry more than three (3) proxies.

3. Right to Vote

All Directors elected to the Board of Directors have the right to vote.

4. Proxy

Proxies are allowed.

5. Procedure at Meetings

University of Toronto Students' Administrative Council

Bylaw III—Meetings

Adopted 2005-11-18

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.

University of Toronto Students' Administrative Council

Bylaw IV—Policy of the Union

Adopted 2005-11-18

POLICY OF THE UNION

1. Establishment of Policy

Policy for the Union may be established from time to time by the Board in accordance to the following guidelines:

Procedural Policy

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 component protocol, meeting protocol, and censuring members. An example of such policy is the composition of the University Affairs Commission.

To adopt, amend, or rescind Procedural Policy, a majority of three-quarters (3/4) of the Board must vote in favour.

Operational Policy

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, health and dental plan opt-outs. An example of such policy is the "Eight-step budget framework", which outlines the process required to approve the operational budget of the Union.

To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) of the Board must vote in favour.

Issues Policy

Issues Policy consists of policy that the Union takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.

To adopt, amend, or rescind Issues Policy, simple majority of the Board must vote in favour.

2. Duration of Policy

All policy remains the policy of the Union until changes, or retracted by a vote of the same or higher authority as that which established the policy.

3. Policy Booklet

All policy of the Union shall be maintained in the Policy Booklet of the Union.

BOARD OF DIRECTORS

1. The composition of the Board of Directors shall be comprised of:

- a. The following Executive positions:
 - i. Chairperson
 - ii. Vice-President, Internal and Services
 - iii. Vice-President, University Affairs
 - iv. Vice-President, External
 - v. Vice-President, Equity
 - vi. Vice-President, Campus Life
 - vii. Vice-President, UTM
- b. Division I Directors: Colleges, Faculty of Arts and Science, and TYP
 - i. Innis College
 - ii. New College
 - iii. Woodsworth College
 - iv. University College
 - v. The University of Trinity College
 - vi. The University of St. Michael's College
 - vii. Victoria University of the University of Toronto
 - viii. Transitional Year Program
 - ix. At-large Arts and Science
- c. Division II Directors: Professional Faculties
 - i. Faculty of Applied Science and Engineering
 - ii. Faculty of Dentistry
 - iii. Faculty of Medicine
 - iv. Faculty of Music
 - v. Faculty of Nursing
 - vi. Faculty of Law
 - vii. Ontario Institute for Studies in Education of the University of Toronto
 - viii. Leslie L. Dan Faculty of Pharmacy
 - ix. Faculty of Physical Education and Health
 - x. Toronto School of Theology
 - xi. At-large Professional Faculty
- d. Division III Directors: UTM Component
- e. Non-voting members:
 - i. General Manager
 - ii. All unionized staff
 - iii. Speaker
 - iv. Elected full-time undergraduate student representatives of the University of Toronto Governing Council
 - v. Designated representatives of College and Faculty student societies as described in the Union's Policy.

2. Term of Office

- a. Terms of Office for Executive members, Division I, II, and III Directors, At-Large Arts and Science Directors and non-voting representatives shall be one (1) year commencing May 1 and expiring the following April 30.

University of Toronto Students' Administrative Council

Bylaw V—Board of Directors

Adopted 2005-11-18

3. Constituency Seats

The number of constituency seats is determined by the charts bellow. Enrolment figures must be obtained from the University's Registrar to determine the members registered and who have paid their membership fees.

a. Division I and II

Division I and II directors must be elected by the constituency they are running in and/or belong to. The number of directors elected in each constituency shall be allocated according to the following seat distribution, based on enrolment figures as of January 1 or September 1 of any given year, depending on which date is more recent for the election being run.

Number of students registered in Constituency	Number of Seats
25-1,999	1
2,000-3,999	2
4,000-8,999	3
9,000-15,999	4
16,000-24,999	5

b. Division III

Division III directors must be elected by the members of the Union at the Mississauga Campus. The number of directors elected in each constituency shall be allocated according to the following seat distribution, based on enrolment figures as of January 1 or September 1 of any given year, depending on which date is more recent for the election being run.

Number of students registered in Constituency	Number of Seats
25-499	1
500-999	2
1,000-1,999	3
2,000-2,999	4
3,000-4,999	5
5,000-8,999	6
9,000-14,999	7
15,000-22,999	8

c. Faculty of Arts and Science Directors

- i. There shall be two (2) Directors elected at-large by the members of the Union in the Faculty of Arts and Science on the St. George Campus.
- ii. No more than one (1) Directors elected as Faculty of Arts and Science constituency shall reside at the same College.

University of Toronto Students' Administrative Council

Bylaw V—Board of Directors

Adopted 2005-11-18

- d. Professional Faculties Directors
 - i. There shall be two (2) Directors elected at-large by the members of the Union in all of the following Professional Faculties:
 - 1. Faculty of Applied Science and Engineering;
 - 2. Faculty of Dentistry;
 - 3. Faculty of Medicine;
 - 4. Faculty of Music;
 - 5. Faculty of Nursing;
 - 6. Leslie L. Dan Faculty of Pharmacy;
 - 7. Faculty of Physical Education and Health;
 - 8. OISE/UT;
 - 9. Faculty of Law;
 - ii. No more than one (1) Director elected as Professional Faculties constituency shall reside at the same Faculty.

University of Toronto Students' Administrative Council

Bylaw VI—Election of Board of Directors

Adopted 2005-11-18

ELECTIONS OF BOARD OF DIRECTORS

1. Elections and Referenda Committee

The Union shall maintain an Elections and Referenda Committee, which shall be responsible for the administration of all elections to fill Board of Directors positions.

- a. the Elections and Referenda Committee shall be comprised of:
 - i. Chairperson
 - ii. Vice-President, Internal and Services
 - iii. Vice-President, University Affairs
 - iv. One Director from Division I
 - v. One Director from Division II
 - vi. One Director from Division III
 - vii. One additional Director from the Board
- b. the Elections and Referenda Committee shall ensure that all elections occur in the manner prescribed by the Bylaw and the policies of the Union.
- c. the Elections and Referenda Committee shall determine the eligibility of all nominated candidates
- d. the Elections and Referenda Committee may disqualify a candidate or rule any election invalid for any violation of the Bylaws
- e. the Elections and Referenda Committee shall submit a report on the conduct and results of all elections to the Board for ratification.

2. Schedule of Elections

- a. The Union shall hold:
 - i. a general election in the Spring Session, between February 1 and March 31 of each year, for the positions of Executive and Directors.
 - ii. a general election in the Fall Session, between September 20 and October 30 of each year, for the positions of Directors representing constituencies having an academic program for one year, and for any vacancies in the Board or Executive occurring before September 1 of any year.
 - iii. no by-election between December 1 and September 10 of any year.
- b. The schedule of elections shall include:
 - i. notice of the date of the elections and nomination procedure shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of the nomination period.
 - ii. no less than sixteen (16) hours of polling over a period of not less than two (2) days.
- c. The schedule for elections for the Board of Directors shall be set as follows by the Board of Directors, with the recommendation from the Elections and Referenda Committee.

University of Toronto Students' Administrative Council

Bylaw VI—Election of Board of Directors

Adopted 2005-11-18

3. Nomination

- a. Division I, II, or III Director Candidates in an election for a Constituency shall be nominated by no less than ten (10) members of the Constituency group and submitted to the Elections and Referenda Committee.
- b. Candidates in an elections for and Executive position shall be nominated by no less than one-hundred (100) members and submitted to the Elections and Referenda Committee
 - i. with the exception of the Vice-President, UTM who shall be nominated by no less than fifty (50) member of the University of Toronto at Mississauga members, and submitted to the Elections and Referenda Committee.

4. Voting

- a. Members of the Union may cast one ballot for each position available in an election, in their respective constituency
- b. Only the Vice-President, UTM may be elected by members of the Union at the University of Toronto at Mississauga.
- c. Each nominee may appoint a Scrutineer to oversee the counting of ballots when a paper ballot is used.

5. Appointed Executive

There shall be one appointed Executive by the Board of Directors, based on the recommendation of the Executive Search Committee:

- a. Vice-President, Campus Life

6. Election Procedure Code

In addition to this Bylaw, there shall be an Election Procedure Code governing the elections of the Board of Directors, which must be approved by the Board of Directors, based on the recommendation of the Elections and Referenda Committee. The Election Procedure Code may not have sections externalized; rather the Board may only send the document back to the Committee for review and revisions.

University of Toronto Students' Administrative Council

Bylaw VII—Duties and Responsibilities of the Board

Adopted 2005-11-18

DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board of Directors is the highest decision making body of the Union that governs the daily advocacy and services. It consists of Directors elected by the membership to govern the affairs of a Union. Decisions made at the Board are final, unless rescinded, and oversee the services and advocacy activities of the Union.

The Board has the right to externalize any motions brought forth by a committee, commission and component. It shall also reserve the right to ratify or reject all actions of the Committees, Commissions and Component, except any staff or personnel issues, Elections and Referenda, and Appeals Committee, and is limited to ratifying or rejecting funds allocated or expended by the Elections and Referenda Committee.

1. Board Responsibility for Union Finances and Property

The Board shall receive, budget and administer all moneys, properties, and securities of whatever nature may be placed in the custody of, or that may become the property of the Union.

2. Board Responsibility for Union Budget

The Board shall prepare an annual budget for the Union.

3. Maintenance of Union Policy Manual

The Board shall maintain an up-to-date policy manual for the Union.

4. Division I, II, and III Director Responsibility

Constituency Directors are responsible for:

- a. Attend meetings of the Board and Commissions, Committees and Component where they hold membership;
- b. Shall report activities of the Union to their Constituencies and their College or Faculty Council;
- c. Join one (1) committee;
- d. Join two (2) commissions; Division II are responsible for joining one (1) commission and III Directors must join the UTM component;
- e. Maintaining regular office hours or actively joining a project or campaign of the Union;
- f. Act with diligence, fiduciary responsibility, honesty and good faith in the best interest of the Union; and,
- g. Recruiting students from their constituency to participate in Union projects, events, services, and campaigns.

5. Rights of the Board of Directors

- a. The Board of Directors can, with exception to staff and office policies, vary, add to, reassign, or limit the powers and duties of the executives or individual members of the Executive Committee by a 2/3 majority vote of members present at the meeting of the board.

RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

1. Members of the Executive Committee shall be:

Voting:

- o Chairperson
- o Vice-President, Internal and Services
- o Vice-President, University Affairs
- o Vice-President, External
- o Vice-President, Equity
- o Vice-President, Campus Life
- o Vice-President, University of Toronto at Mississauga (UTM)

Non-voting:

- o General Manager
- o Speaker

2. Responsibility of the Executive Committee

The powers of the Executive Committee include the power to:

- a. Authorize the reimbursement of the reasonable expenses incurred by Directors and officers of the Union in carrying out their duties, including their attendance at meetings of the Board of Directors and the Executive Committee;
- b. Employ staff as it deems necessary and determine and review their terms of employment ;
- c. In conjunction with the Vice-President, Internal and 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.
- d. Prepare agendas for meetings of the Board and schedule meetings of the Board pending Board approval.

3. Responsibility of Executive Members

a. Chairperson

- i. Serve as the official representative and spokesperson of the Union;
- ii. Serve as the Chief Executive Officer of the Union, as defined in the Act;
- iii. Be an ex-officio member with a vote on all Components, Commissions and Committees of the Corporation with the exception of the Executive Review Committee;

b. Vice-President, Internal and Services

- i. Act as the Interim-Chair in the absence of the Chairperson.
- ii. Serve as Human Resources Manager of the Union;
- iii. Serve as Chief Financial Officer of the Union;
- iv. Serve as Chief Operating Officer of the Union;
- v. Serve as official Secretary of the Union

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Bylaw VIII—Responsibilities of Executive Committee Members

Adopted 2005-11-18

- c. **Vice-President, University Affairs**
 - i. Chair the University Affairs Commission
 - ii. Act as the Interim Chairperson in the absence of the Chairperson and Vice-Chairperson Internal and Services
 - iii. Act as chief liaison between all of the College, Faculty, Academic Councils and the central administration;

- d. **Vice-President, External**
 - i. Chair the External Commission
 - ii. Shall be the chief liaison to all student unions external to the University of Toronto.
 - iii. Liaise with other external representatives from Post-Secondary Students' Unions and national student organizations on issues of common concern
 - iv. Be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario.

- e. **Vice-President, Equity**
 - i. Chair the Equity Commission
 - ii. Work to ameliorate the status of women, minorities and other marginalized groups at the university
 - iii. Liaise with all the university equity offices/officers and equity groups funded by SAC levies.

- f. **Vice-President, Campus Life**
 - i. Chair the Campus Life Commission;
 - ii. Be responsible for the oversight of orientation and the Orientation Coordinators;
 - iii. Chair Blue Crew
 - iv. Organize one club days and one clubs resource session each semester.

- g. **Vice-President, UTM**
 - i. Chair the UTM Component
 - ii. Shall oversee the initiatives, projects and campaigns of the component
 - iii. Be the immediate supervisor of the SAC at UTM office with the assistance of the Executive Committee

University of Toronto Students' Administrative Council

Bylaw IX—Finances

Adopted 2005-11-18

FINANCES

1. Fiscal Year

The Fiscal Year of the Union is from May 1 to April 30.

2. Budget

There shall be three budgets prepared (Preliminary, Operating, and Revised), all which must follow the *Budgeting Planning Framework* set in the Operational Policy Manual.

3. Borrowing

The Board shall be empowered to:

- a. Borrow money on the credit of the Union;
- b. Limit or increase the amount borrowed; and,
- c. Issue or sell debentures or other securities of the Union and set the sums and prices thereof.

4. Funding Model for Component

The funding model for Mississauga activities shall be as follows, the Component shall be allocated a budget proportional to membership fees collected by the Union, based on registered members at UTM. The final budget amount account for costs associated with maintaining the Component.

5. Discretionary Spending

Discretionary Spending shall be determined by the Procedural Policy of the Union.

University of Toronto Students' Administrative Council

Bylaw X—Removal from Office

Adopted 2005-11-18

REMOVAL FROM OFFICE

1. Abandonment of Office

A Division I, II, or III Director of the Union, as determined by a two-thirds majority vote of the Board, shall be deemed to have delivered their resignation, if the Director, subsequent to September 1 of any year:

- a. fails to attend three consecutive meetings or any four meetings of the Board, including the Annual General Meeting;
- b. fails to attend three consecutive meetings or any four meetings of a Commission/Component or Committee which such Directors has been appointed; or
- c. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks.

2. Ineligibility

A Division I, II, or III Director of the Union shall cease to be eligible to remain in such office if the Director:

- a. fails to become a member of the Union, for the academic year in which they hold office by the first day of the Fall session;
- b. ceases to be a member of the Union;
- c. at any time becomes of unsound mind or is found by any court of competent jurisdiction to be mentally incompetent; or,
- d. submits a written resignation, from such office, to the Board.

3. Impeachment Proceedings

A Division I, II, or III Director may be removed from office upon the following procedure, in order stated:

- a. A petition signed by no less than fifteen per cent (15%) of the membership in the Constituency that elected the Director calling for a referendum on the question of the Director's removal;
- b. A referenda conducted by the Board in the Constituency represented by the Director; such a referenda shall follow upon a two-thirds majority (2/3) of the Board vote on the resolution.

4. Vacancies

- a. Division I, II, or III Directors vacancies that occur after December 1 shall be replaced by an interim election at the Board. The vacancy shall be open to any member of the Union who is a member of the constituency that the vacancy occurred in.
- b. Executive vacancies require a by-election to be called no later than 30 days, provided that the vacancy occurs during the month of May, June, July or August, the by-election shall be held in conjunction with the Fall Session general elections. Until the vacancy is filled, the Executive Committee shall designate a member of the Executive Committee, with priority given to the Chairperson, to fill the vacant office subject to Board approval. If the vacancy occurs after October 10 the executive position

University of Toronto Students' Administrative Council

Bylaw X—Removal from Office

Adopted 2005-11-18

shall be replaced by an election at the Board; such vacancy shall be open to any member of the Union.

5. Removal of Executives

Members of the Executive shall be removed from office upon the occurrence of either of the following:

- a. No less than 5% members of the Union may requisition the Board to hold a referendum on the eligibility of an Executive Committee member. No more than five-hundred (500) members shall be from any one Constituency and shall be counted for the purpose of determining the total number of members.
 - i. For the removal of the Vice-President UTM, no less than five per cent (5%) of the membership at the University of Toronto at Mississauga shall requisition the Board to hold a referendum on the eligibility of the Executive Committee member; or
- b. No less than a three-fourths (3/4) majority vote on the Board of Directors may requisition to hold a referendum inquiring the membership the removal of the Executive from office.

University of Toronto Students' Administrative Council

Bylaw XI—Commissions, Committees and Component

Adopted 2005-11-18

COMMISSIONS, COMMITTEES AND COMPONENT

1. Commissions, Committees and Component of the Union

The Commissions, Committees and Component of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Commission, Committees and Component shall file an annual report to the Board at the Joint Board meeting. The Component model shall be described below and in Bylaw XIII.

2. Commissions of the Union

There shall be commissions open to the membership to provide a means to get involved in the services, advocacy and lobbying of the Union. The Commissions of the Union are:

a. **Campus Life**

The Campus Life Commission shall focus its resources and be responsible for advocating on student life issues at the University; conduct projects and events to enhance student life at the University; manage and oversee Blue Crew; and plan and carry out Orientation events.

b. **External**

The External Commission shall focus its resources and be responsible for advocating and promoting campaigns related to education issues, issues related to national and provincial student unions, federal, provincial, and municipal governments, and external organizations to the University of Toronto.

c. **Equity**

The Equity Commission shall focus its resources and be responsible for advocating and promoting campaigns related to ensuring the University develop as an equitable space; ameliorate the status of women and minorities at the University; and implement projects and campaigns relating to racism, homophobia and other forms of discrimination affecting the membership.

d. **University Affairs**

The University Affairs Commission shall focus its resources and be responsible for advocacy on academic, cultural, educational, environmental issues and university governance issues at the University of Toronto.

3. Commission and Component Membership

Members of the Union shall become ratified members at a meeting of the Commission and/or Component and shall obtain voting rights at the subsequent meeting of the Commission, pending approval of the Board.

4. Commission and Component Procedures

a. Commission membership expires April 30th of every year

b. The Commissions shall have the right to implement their own procedures which must obtain Board approval.

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Bylaw XI—Commissions, Committees and Component

Adopted 2005-11-18

- c. All commissions shall meet when and where it chooses on the St. George or Mississauga campuses and the Component shall meet at UTM, provided that they meet at least once in September, October, November, January, February and March.
- d. Notice of meeting shall be given no less than seventy-two hours (72) before the start of the meeting
- e. Every member has one vote and cannot proxy
- f. Non-Director members may be removed from commissions by a majority vote at the Board
- g. Non-Director members cease to be members of the Commission/Component when they fail to attend three (3) consecutive meetings in a row
- h. Quorum is four (4) members of the commission/component
- i. Commissions have the right to strike working groups, ministries and sub-committees to assist with the work of the commission/component
- j. All resolutions of the Commissions/Component have to be ratified by the Board.

5. Committees of the Union

All Committees shall adhere to the Union's Operational Policy Manual. The Committees of the Unions shall be as follows:

- a. Budget
 - i. To assist with budget preparation in accordance with the procedure governing budget preparations.
 - ii. Oversee Orientation budget
- b. Clubs
 - i. There shall be two committees, one for the St. George campus and one for the Mississauga campus. Membership is defined in the Union's policy.
 - ii. To administer the Clubs' Special Projects budget
 - iii. To recognise, withdraw recognition, assist or otherwise deal with Union clubs
 - iv. Make recommendations to the Board on all matters relating to clubs', including proposals for new clubs
 - v. Review Clubs' Policy and recommend changes to the Board
- c. Elections and Referenda
 - i. To oversee the elections and referenda
 - ii. Review the rules governing elections and referenda and recommend any changes to the Board
 - iii. Schedule election dates, subject to Board approval
 - iv. Hire election officials, the Chief Returning Officer, the Deputy Returning Officer(s), and polling clerks.
- d. Professional Faculty
 - i. Address issues related to the Professional Faculties and report to the Board proposed campaigns and projects
 - ii. Recommend to the Board specific actions to enhance delivery of services to the Professional Faculties.

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Bylaw XI—Commissions, Committees and Component

Adopted 2005-11-18

- e. Policy and Procedures
 - i. To ensure that existing policies, procedures and bylaws;
 - ii. To propose amendments to policies, procedures and bylaws;
 - iii. To ensure that any unwritten policy or procedure commonly utilized by the Union, be proposed in the form of a written policy. These policies or procedures shall be presented to the Board for approval.
 - iv. To ensure that the policy and procedure manual is updated and complete
 - v. All policies and procedures must be submitted to the Committee for review before Board approval.
- f. Organisational Development and Services
 - i. Review and administer all services of the Union
 - ii. Propose short and long-term planning for services of the Union
 - iii. Negotiate and recommend to the Board a Health and Dental Plan provider
 - iv. A sub-committee of the UTM Component will act as an advisory body to services provided at the Mississauga Campus.
- g. Executive Review Committee
 - i. Investigate charges of misconduct or derelict of duty of an Executive Committee member and recommend disciplinary action to the Board.
- h. Executive Committee
 - i. 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.
 - ii. 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.

6. Committee Membership

Members of the Board shall be elected at a Board meeting by the Directors to serve at the Committees.

7. Committee Procedures

- a. Committees shall meet when and where it chooses on the St. George or Mississauga campuses provided that they meet at least once in September, October, November, January and February.
- b. Notice of meeting shall be given no less than forty-eight hours (48) before the start of the meeting
- c. Quorum is four (4) members and proxies count for quorum
- d. Members are not allowed to carry no more than two (2) proxies.
- e. Committees shall be struck at the Board meeting following the Joint-board meeting and shall be re-struck in November.

8. Ad Hoc Committees

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Bylaw XI—Commissions, Committees and Component

Adopted 2005-11-18

The Board reserves the right to strike ad hoc committees as it deems necessary. Ad hoc committees are committees established by the Board to fulfill a specific mandate in a finite period of time.

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Bylaw XII—Referenda

Adopted 2005-11-18

REFERENDA

A referendum of the members of the Union for the purposes of determining any question shall be conducted in accordance with Bylaw XII and the Charter for Referenda.

1. Procedure

- a. Procedures for holding referenda shall be determined by the Charter for Referenda
- b. Notice of referenda shall be no less than fourteen (14) days of the referenda voting period
- c. Referenda questions must be approved by the Board by three-quarters (3/4) of the Directors
- d. Referenda shall be conducted in a secret ballot
- e. If the referenda refer to an external organization, the Union shall work with respect to both the Union and external organization's by-laws and rules.

University of Toronto Students' Administrative Council

Bylaw XIII—Mississauga Component

Adopted 2005-11-18

UTM Component

1. UTM Component

The organization shall be known as the UTM Component hereinafter referred to as the Component or SAC at UTM.

2. Objectives

In addition to the purposed of the Union, the Component shall:

- a. advocate the interest of Mississauga students
- b. To provide a forum for discussion of issues of concern to Mississauga students;
- c. To represent Mississauga students interests and concerns within the Union;
- d. To work closely with the Union's commissions to implement projects, campaigns and events at the Mississauga campus
- e. Shall strike all applicable sub-committees and ministries to conduct the business of the component.

3. Component Composition

The membership of the component shall be members ratified into the component and also include the following:

- a. The Executive Committee
- b. The Associate Vice-Presidents
- c. The component assistant
- d. Division III Directors
- e. The Ministers and sub-committee chairs of the Component
- f. The designate of each student society residing at the Mississauga campus as defined by the University of Toronto, provided they are members of the union
- g. The designate of the UTM Athletics Council, UTM Residence Council, Erindale College Students' Union, Erindale Part-time Undergraduate Students, and Association of Graduate Students, shall be ex-officio non-voting members of the component.

4. Component Assistant

The component reserves the right to have an assistant. Duties and responsibility are defined in the Union's Operational Policy.

5. Cabinet

The component shall have a cabinet. Duties and responsibility are defined in the Union's Operational Policy.

University of Toronto Students' Administrative Council

Bylaw XIV—Personnel

Adopted 2005-11-18

PERSONNEL

1. Staff Hiring

The Executive Committee has the right to employ unionized and contractual staff as it deems necessary for the best interest of the Union. The Executive Committee shall review their terms of employment as outlined in the Collective Bargaining Agreement between the Union and the Canadian Union of Public Employees Local 1281.

2. General Manager

- a. The Executive Committee shall appoint a chief business operator to be known as the General Manager. The General Manager's duties are in the contract between the Union and the General Manager, and include:
 - i. be immediately responsible to the Vice-President Internal and Services, and Chairperson;
 - ii. act as Chief Administrator of the Union
 - iii. act as manager of both unionized and non-unionized personnel;
 - iv. act as a liaison between the staff and Executive Committee;
 - v. receive and administer all funds accruing to the Union and ensure maintenance of appropriate accounting records;
 - vi. be an ex-officio member without a vote of the Union's Commissions, Component and Committees.

- b. Terms of Employment
Notwithstanding the above, the General Manager's responsibilities and terms of employment shall be outlined in greater detail in the General Manager's contract. The contract shall be approved by the Executive Committee by a majority vote and shall be re-negotiated from time to time, by a committee struck by the Executive members, one of which must be the Vice-President Internal and Services.

3. Orientation Coordinators

The Executive Committee shall hire Orientation Coordinators in accordance with the Policy of the Union.

4. Associate Vice-President

Associate Vice-President shall act as an assistant to the Vice-President and shall be hired by the Executive Committee. The number of designated associates to a Vice-President and responsibilities of each is described in the Policy of the Union.

University of Toronto Students' Administrative Council

Bylaw XV—Amendments

Adopted 2005-11-18

Amendments

1. Making an Amendment

An Amendment to the Union's Bylaws shall be ratified as follows:

- a. The Union Bylaws shall be reviewed by the Policy and Procedure Committee, and if amended, must be presented to the Board of Directors for approval;
- b. The Board of Directors must vote three-quarters ($\frac{3}{4}$) in favour for any amendment to be ratified and presented to the members for final approval;
- c. Members must vote two-thirds ($\frac{2}{3}$) in favour to ratify an amendment.