

University of Toronto Students' Union

Local 98, Canadian Federation of Students

Board of Directors Package #1

**For the meeting of
Saturday, April 30, 2011**

**Croft Chapter House,
University College,
St. George Campus
2:00 pm**

RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item....	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read....	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

NCA Credo for Ethical Communication

Approved by the NCA Legislative Council in 1999

Questions of right and wrong arise whenever people communicate. Ethical communication is fundamental to responsible thinking, decision making, and the development of relationships and communities within and across contexts, cultures, channels, and media. Moreover, ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and others. We believe that unethical communication threatens the quality of all communication and consequently the well-being of individuals and the society in which we live. Therefore we, the members of the National Communication Association, endorse and are committed to practicing the following principles of ethical communication:

- We advocate truthfulness, accuracy, honesty, and reason as essential to the integrity of communication.
- We endorse freedom of expression, diversity of perspective, and tolerance of dissent to achieve the informed and responsible decision making fundamental to a civil society.
- We strive to understand and respect other communicators before evaluating and responding to their messages.
- We promote access to communication resources and opportunities as necessary to fulfill human potential and contribute to the well-being of families, communities, and society.
- We promote communication climates of caring and mutual understanding that respect the unique needs and characteristics of individual communicators.
- We condemn communication that degrades individuals and humanity through distortion, intimidation, coercion, and violence, and through the expression of intolerance and hatred.
- We are committed to the courageous expression of personal convictions in pursuit of fairness and justice.
- We advocate sharing information, opinions, and feelings when facing significant choices while also respecting privacy and confidentiality.
- We accept responsibility for the short- and long-term consequences for our own communication and expect the same of others.

This portion of www.natcom.org is managed by Jennifer Peltak. If you have suggestions or additions, please contact her directly. NCA: 1765 N Street, NW, Washington, D.C. 20036; 202-464-4622; 202-464-4600 (fax)

Source: <http://www.natcom.org/policies/External/EthicalComm.htm> (1/19/2005 8:24:42 PM)

Board of Directors, University of Toronto Students' Union

LAST NAME	FIRST NAME	CONSTITUENCY or POSITION	
<input type="checkbox"/>	Abrahams	Stephanie	St. Michael's College
<input type="checkbox"/>	Ahmad	Jarrar	University College
<input type="checkbox"/>	Azfar	Akid	Faculty of Engineering
<input type="checkbox"/>	Chouhan	Kishan	Faculty of Music
<input type="checkbox"/>	Chowdhury	Farhana	Faculty of Pharmacy
<input type="checkbox"/>	Cudjoe	Abigail	University College
<input type="checkbox"/>	Dawood	Bishoy	Toronto School of Theology
<input type="checkbox"/>	Degenstein	Carly	Victoria College
<input type="checkbox"/>	Dhawan	Shreena	New College
<input type="checkbox"/>	Elamin	Lena	Vice-President Equity
<input type="checkbox"/>	Ferrar	Lissettei	St. Michael's College
<input type="checkbox"/>	Foster	Jon	Woodsworth College
<input type="checkbox"/>	Harvey	Rebecca	Woodsworth College
<input type="checkbox"/>	Ho	Clara	Vice-President University Affairs
<input type="checkbox"/>	Husain	Gina	University of Toronto Mississauga
<input type="checkbox"/>	Hwang	Susan	Woodsworth College
<input type="checkbox"/>	Janandharan	Ramya	Arts & Science At-large
<input type="checkbox"/>	Jong	Prescilla	St. Michael's College
<input type="checkbox"/>	Kandasamy	Thuwanika	New College
<input type="checkbox"/>	Khan	Saba	University of Toronto Mississauga
<input type="checkbox"/>	Kyu-Kim	Min	Victoria College
<input type="checkbox"/>	Madhavji	Ali	University of Toronto Mississauga
<input type="checkbox"/>	Mathur	Abhishek	Faculty of Engineering
<input type="checkbox"/>	Ngo	Mags	Transition Year Program
<input type="checkbox"/>	Radebe	Dimpho	Faculty of Engineering
<input type="checkbox"/>	Rokhsefat	Sana	Arts & Sciecne At-large
<input type="checkbox"/>	Sandhu	Danielle	President
<input type="checkbox"/>	Scott	Corey	Vice-President Internal and Services
<input type="checkbox"/>	Scott	Michael	Trinity College
<input type="checkbox"/>	Shepherd	Shaun	Vice-President External
<input type="checkbox"/>	Shilensky	Dan	Professional Faculty At-large
<input type="checkbox"/>	Siddiqui	Midhat	Professional Faculty At-large
<input type="checkbox"/>	Uppal	Keshav	University of Toronto Mississauga
<input type="checkbox"/>	Valcius	Leonicka	New College
<input type="checkbox"/>	Valelly	Jonathan	Innis College
<input type="checkbox"/>	Xu	Anne	University of Toronto Mississauga
<input type="checkbox"/>	Youssef	Yasmine	University of Toronto Mississauga
<input type="checkbox"/>	Zhou	Mohan	Univerisity of Toronto Mississauga

NB: Vacant seats and non-voting members are not listed.

Last updated 2011-04-26

Agenda

Board of Directors Meeting #1 of the University of Toronto Students' Union
Saturday, April 30, 2011 • Croft Chapter House, UC, St. George Campus

#1. CALL TO ORDER

#2. APPROVAL OF THE CHAIR

MOTION Moved: Sandhu Seconded: Scott

Be it resolved that Ashkon Hashemi be approved as Chair for the 2011-2012 U.T.S.U. Board of Directors.

#3. APPROVAL OF THE AGENDA

MOTION Moved: Sandhu Seconded: Scott

Be it resolved that the agenda for the April 30, 2011 U.T.S.U. Board of Directors meeting be approved as presented.

#4. INTRODUCTION AND OPENING REMARKS

#5. VICE-PRESIDENT CAMPUS LIFE SELECTION

MOTION Moved: Sandhu Seconded: Scott

Be it resolved that the U.T.S.U. Board of Directors appoint _____ as Vice-President Campus Life for the 2011-2012 U.T.S.U. term.

#6. APPROVAL OF THE PRELIMINARY BUDGET 2011-2012 (pp. 7)

MOTION Moved: Sandhu Seconded: Scott

Be it resolved that the U.T.S.U. approve the 2011-2012 Preliminary Budget as presented.

UNIVERSITY OF TORONTO STUDENTS' UNION
Local 98, Canadian Federation of Students

PRELIMINARY BUDGET, 2011-2012

Fiscal year ending April 30, 2011

REVISED REVENUE

	Revised Budget Mar. 15/11	Preliminary Budget April 30,2011
MEMBERSHIP FEES		
Summer Term <i>May-Aug 2010</i>	88,700	88,000
Less transfer to UTMSU	(22,800)	(23,000)
Fall and Winter Terms <i>Sep-Dec 2010 + Jan-Apr 2011</i>	1,400,000	1,360,000
Less transfer to UTMSU	<u>(300,000)</u>	<u>(280,000)</u>
Sub-total	1,165,900	1,145,000
SERVICES		
Book Exchange [1]	3,500	2,000
Clubs Directory Sponsorship	5,000	5,000
Convocation	1,000	0
Handbook Sponsorship	31,250	33,000
Health and Dental Plan Administration [2]	390,000	390,000
Less transfer to UTMSU	(25,000)	(25,000)
Membership Mailing Sponsorship	9,000	12,000
TTC Support	4,700	0
TTC Revenue[3]	6,000	10,000
Food Bank Support	<u>11,000</u>	<u>11,000</u>
Sub-total	436,450	438000
ORIENTATION		
Designated Levy	47,000	43,000
Less transfer to UTMSU	(9,000)	(7,500)
Kit Sales	28,500	30,000
Club Fair Fees	9,200	12,000
Sponsorship	<u>123,200</u>	<u>119,000</u>
Sub-total	198,900	196,500
OTHER		
Designated Levy - Daycare	47,000	45,000
Less transfer to UTMSU	(11,000)	(10,500)
Designated Levy - WUSC	58,000	55,000
Less transfer to UTMSU	(16,000)	(14,000)
Interest Income	32,000	34,000
Miscellaneous [4]	<u>10,000</u>	<u>12,000</u>
Sub-total	120,000	121,500
TOTAL OPERATING REVENUES	<u>1,921,250</u>	<u>1,901,000</u>

NOTES:

- Figure is net of funds returned to book sellers.
- Exact figure cannot be determined until the end of the policy year.
 Also note that plan fees (collected from members) for premiums and broker fees are not included.
- Net revenue from 1% of all TTC sales
- Includes net revenue from front desk sales of discounted tickets and other sales, excluding TTC sales.

UNIVERSITY OF TORONTO STUDENTS' UNION

Local 98, Canadian Federation of Students

PRELIMINARY BUDGET, 2011-2012

Fiscal year ending April 30, 2011

REVISED EXPENSES

	Revised Budget Mar. 15/11	Preliminary budget April 30,2011
SERVICES AND PROGRAMS		
Book Exchange [1]	8,500	5,000
Bursaries - Book	2,550	2500
Bursaries - Dollar for Daycare Bursaries	36,000	34,500
Convocation Rental Service	1,000	0
Discount Card Programs	500	500
Food Banks	15,000	15,000
Front Desk Service	25,000	0
Handbooks	66,500	67,050
Health and Dental Plans [2]	17,000	19,000
Income Tax Clinics	1,000	1,000
Membership Mailing	21,900	23,000
Post-It-Up	9,000	9,000
Student Refugee (WUSC)	42,000	40,000
Teaching Awards	1,200	1000
TTC Metropass [3]	11,000	3,500
Sub-total	258,150	221,050
CLUBS AND PROJECT SUBSIDIES		
Clubs Directory	10,000	10,000
Clubs Committee	180,000	180,000
Sub-total	180,000	190,000
ORIENTATION		
Orientation Kits	66,000	70,500
Programming / Entertainment	102,000	95,000
Operations and Supplies	31,000	31,000
Sub-total	199,000	196,500
CAMPAIGNS, PROJECTS AND EVENTS [4]		
Campus Life Commission	11,750	7000
Social Justice and Equity Commission	7,500	7000
Executive Committee / Strategic Priorities	9,000	7000
Advertising Strategy	9,000	11,000
Service Promotion & Development	2,000	4,000
Community Action Commission	7,500	7000
Academic and Student Rights Commission	7,500	7000
Sustainability Commission	3,000	3000
Sub-total	57,250	53000
ELECTIONS & REFERENDA		
Candidate & Campaign Reimbursements	6,500	15,000
Operations: Advertising, Supplies, Wages	34,000	45,000
Sub-total	40,500	60,000

UNIVERSITY OF TORONTO STUDENTS' UNION

Local 98, Canadian Federation of Students

PRELIMINARY BUDGET, 2011-2012

Fiscal year ending April 30, 2011

REVISED EXPENSES

	Revised Budget Mar. 15/11	Preliminary budget April 30,2011
ADMINISTRATION AND OFFICE		
Audit & Accounting Fees	16,000	18,000
Bank, Interest and Transaction Charges	7,000	7,000
Computer Software and Supplies	1,000	2,000
Computer Support Services	15,000	15,000
Equipment Leases and Rentals	6,000	10,000
Insurance	45,500	46,000
Legal	50,000	40,000
Office Supplies and Miscellaneous	26,000	27,000
Repairs and Maintenance	13,000	11,000
Telephone	3,500	4,000
Transportation	7,000	7,000
Website, Internet and Cable Services	3,000	3,000
Capital Fund - Equipment and Furniture	4,000	6,000
Sub-total	197,000	196,000
MEETINGS		
Conferences and Meetings	19,000	15,000
UTSU Meeting Expenses	10,000	10,000
Sub-total	29,000	25,000
HUMAN RESOURCES		
Salaries and Wages [5]	800,000	800,000
Employer Contributions (CPP and EI)	below	below
Canada Pension Plan	33,000	33,000
Employment Insurance	19,000	19,000
Employer's Health Tax	13,000	13,000
WSIB Premiums	3,500	3,500
Empoyee Development and Other Benefits	60,000	60,000
Accommodations Fund [6]	5,000	5,000
Sub-total	933,500	933,500
CONTINGENCY / RESERVE	25,000	25,000
TOTAL OPERATING EXPENSES	1,919,400	1,900,050
SURPLUS (DEFICIT)	1,850	950

NOTES:

- 1 Figure is net of funds returned to book sellers.
- 2 Cost of refunds (i.e., opt-outs) and payments to broker (i.e., premiums + fees) are not included.
- 3 The cost of TTC Metropasses sold is not included. Each Metropass is sold at cost.
- 4 The values represented are net values.
- 5 Includes: Executives (6), Associates (12), Internal Coordinator, Communications Coordinator, Services Coordinator, Health Plan Coordinator, Clubs and Events Coordinator, Operations Coordinator Executive Director, Executive Assistant (1), Finance Coordinator, Policy and Student Rights Coordinator Orientation Coordinators (2), Gardener and any short term employees
- 6 As part of legal settlement, included in budget to provide accomodations for persons with disabilities.

