

University of Toronto Students' Union

Local 98, Canadian Federation of Students

Board of Directors Package #1

Friday, April 27, 2012

**2165 Bahen
St. George Campus
5 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"/> | Ackbarali | Fazia | Woodsworth College |
| <input type="checkbox"/> | Arif | Nabil | University of Toronto Mississauga |
| <input type="checkbox"/> | Baig | Noor | Vice-President Equity |
| <input type="checkbox"/> | Bello | Ali Mustafa | New College |
| <input type="checkbox"/> | Brown | Cullen | St. Michael's College |
| <input type="checkbox"/> | Chester | Laurel | New College |
| <input type="checkbox"/> | Choksi | Madiha | St. Michael's College |
| <input type="checkbox"/> | Cudjoe | Abigail | Vice-President External |
| <input type="checkbox"/> | Delwar | Mo | Faculty of Engineering |
| <input type="checkbox"/> | Ding | Jonathan | Faculty of Medicine |
| <input type="checkbox"/> | Easterbrook | Gregory | Faculty of Kinesiology & Physical Education |
| <input type="checkbox"/> | Emadi | Yasmeen | Woodsworth College |
| <input type="checkbox"/> | Farah | Farhia | University College |
| <input type="checkbox"/> | Galipoli | Alessia | Faculty of Nursing |
| <input type="checkbox"/> | Gamponia | Stephanie | Faculty of Music |
| <input type="checkbox"/> | Gobert | Shak | Victoria College |
| <input type="checkbox"/> | Guo | Grace | UTMSU Representative |
| <input type="checkbox"/> | Hassan | Dania | University of Toronto Mississauga |
| <input type="checkbox"/> | Havili | Hassan | University of Toronto Mississauga |
| <input type="checkbox"/> | He | Chen | University of Toronto Mississauga |
| <input type="checkbox"/> | Khan | Khalid | New College |
| <input type="checkbox"/> | Kurusamy | Gowthaman | Victoria College |
| <input type="checkbox"/> | Levy | Mark | University of Toronto Mississauga |
| <input type="checkbox"/> | Lomax | Virginia | University College |
| <input type="checkbox"/> | Lunianga | Kevin | Arts & Science At-Large |
| <input type="checkbox"/> | Mathur | Sanchit | Faculty of Engineering |
| <input type="checkbox"/> | Mezengwe | Brine | Transitional Year Program |
| <input type="checkbox"/> | Mitchell | Calvin | Trinity College |
| <input type="checkbox"/> | Pardhan | Fatema | Woodsworth College |
| <input type="checkbox"/> | Pecoshie-Schweird | Kassandra | University of Toronto Mississauga |
| <input type="checkbox"/> | Phan | Helen | Professional Faculty At-Large |
| <input type="checkbox"/> | Qu | Kathleen | St. Michael's College |
| <input type="checkbox"/> | Roxas | Mark | Ontario Institute for Studies in Education |
| <input type="checkbox"/> | Saafan | Ro'a | University of Toronto Mississauga |
| <input type="checkbox"/> | Sajjad | Munib | Vice-President University Affairs |
| <input type="checkbox"/> | Scott | Corey | Vice-President Internal and Services |
| <input type="checkbox"/> | Seto | Sean | Faculty of Pharmacy |
| <input type="checkbox"/> | Shepherd | Shaun | President |
| <input type="checkbox"/> | So | Agnes (Wing Yan) | Innis College |
| <input type="checkbox"/> | Staibano | Anthony | Faculty of Dentistry |
| <input type="checkbox"/> | Ulaganathan | Nimalan | Arts & Science At-Large |

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

Last updated 2012-04-23

Board of Directors, University of Toronto Students' Union

| LAST NAME | FIRST NAME | CONSTITUENCY or POSITION |
|-----------------------------------|---------------|-------------------------------|
| <input type="checkbox"/> Unnithan | Vijay | Professional Faculty At-Large |
| <input type="checkbox"/> Zhang | Will (Wenhao) | Faculty of Engineering |

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

Last updated 2012-04-23

AGENDA

Board of Directors Meeting #1 of the University of Toronto Students' Union
Friday, April 27, 2012 • 5 pm • Bahen 2165

1. CALL TO ORDER

2. APPROVAL OF THE CHAIR

MOTION Moved: Seconded:

Be it resolved that Ashkon Hashemi be approved as Chair for the 2012-2013 UTSU Board of Directors.

3. APPROVAL OF THE AGENDA

MOTION Moved: Seconded:

Be it resolved that the agenda for the April 27, 2012 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: Seconded:

Be it resolved that the UTSU Board of Directors appoint _____ as Vice-President Campus Life for the 2012-2013 UTSU term.

6. APPROVAL OF THE 2012-2013 PRELIMINARY BUDGET

MOTION Moved: Seconded:

Be it resolved that the UTSU Board of Directors approve the 2012-2013 Preliminary Budget as presented.

7. RATIFICATION OF 2012-2013 SIGNING AUTHORITIES

MOTION Moved: Seconded:

Be it resolved that the Board of Directors ratify the following changes to signing authorities on UTSU's bank accounts:

- Danielle Sandhu, 2011-2012 President (Remove)
- Shaun Shepherd, 2012-2013 President (add)
- Corey Scott, 2011-2013 Vice-President Internal and Services (remain)
- Amir Bashir, Executive Director (remain)

AGENDA

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8. BOARD OF DIRECTORS RETREAT
9. NEXT BOARD OF DIRECTORS' MEETING
10. ADJOURNMENT

MOTION

Moved:

Seconded:

Be it resolved that the April 27, 2012 meeting of the Board of Directors be adjourned.

Preliminary Budget 2012-2013

**University of Toronto Students' Union
Local 98, Canadian Federation of Students**

University of Toronto Students' Union 2012-2013 Preliminary Budget

| | 2012-2013 Preliminary Budget | 2012-2013 Operating Budget | 2012-2013 Revised Budget |
|--------------------------------------|------------------------------------|----------------------------------|--------------------------------|
| Revenue | | | |
| Student Levied Membership Fees | 1,330,000 | - | - |
| Sundry Income | 15,000 | - | - |
| Administrative Income | 315,000 | - | - |
| | <u>1,660,000</u> | - | - |
| Expenses | | | |
| Audit & Accounting Fees | 21,000 | - | - |
| Communications (1) | 22,500 | - | - |
| Book Bursary | 2,500 | - | - |
| Book Exchange (2) | 3,500 | - | - |
| Executive Members' Stipends (3) | 170,220 | - | - |
| Programming (4) | 59,500 | - | - |
| Org. Governance & Meetings (5) | 35,000 | - | - |
| Campaigns and Equity (6) | 76,000 | - | - |
| Equipment, Printing and Supplies (7) | 36,500 | - | - |
| Members' Health & Dental Plan (8) | 167,500 | - | - |
| Legal Fees | 60,000 | - | - |
| Repairs and Maintenance | 7,500 | - | - |
| Insurance | 45,000 | - | - |
| Telephone | 12,000 | - | - |
| Sundry | 5,000 | - | - |
| Salaries and Wages (9) | 165,000 | - | - |
| Member Services (10) | 216,000 | - | - |
| Clubs Funding (11) | 223,000 | - | - |
| Postage | 2,000 | - | - |
| Elections and Referenda (12) | 70,000 | - | - |
| Depreciation | 7,000 | - | - |
| Professional Development | 15,000 | - | - |
| Benefits | 40,000 | - | - |
| RSP Exp | 30,000 | - | - |
| CPP Exp | 60,000 | - | - |
| EI Exp | 27,000 | - | - |
| EHT | 11,000 | - | - |
| WSIB | 3,500 | - | - |
| Bank Charges | 6,000 | - | - |
| Associate Honouraria | 30,000 | - | - |
| Accomodations Fund | 5,000 | - | - |
| Contingency Reserve | 25,000 | - | - |
| Total | <u>1,659,220</u> | - | - |
| Total Revenue | 1,660,000 | - | - |
| Total Expenses | 1,659,220 | - | - |
| Surplus/(Deficit) | <u>780</u> | - | - |

| | 2012-2013 Preliminary Budget | 2012-2013 Operating Budget | 2012-2013 Revised Budget |
|------------------------------------|------------------------------------|----------------------------------|--------------------------------|
| Schedule 1 - Communications | | | |
| Website | 2,000 | - | - |
| List-Serve Email Communications | 1,000 | - | - |
| Membership Mailout | 10,000 | - | - |
| Promotions | 9,500 | - | - |
| Total | 22,500 | - | - |

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|-----------------------------------|--------------|----------|----------|
| Schedule 2 - Book Exchange | | | |
| Administrative Expenses | 1,500 | - | - |
| Advertising & Promotion | 2,000 | - | - |
| Total | 3,500 | - | - |

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|---|----------------|----------|----------|
| Schedule 3 - Executive Member Stipends | | | |
| President | 28,370 | - | - |
| Vice President External | 28,370 | - | - |
| Vice President Equity | 28,370 | - | - |
| Vice President Internal & Services | 28,370 | - | - |
| Vice President Campus Life | 28,370 | - | - |
| Vice President University Affairs | 28,370 | - | - |
| Total | 170,220 | - | - |

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|------------------------------------|---------------|----------|----------|
| Schedule 4 - Programming | | | |
| Orientation Sponsorship Revenue | (90,000) | - | - |
| Orientation Levy | (40,500) | - | - |
| Clubs Fair Revenue | (20,000) | - | - |
| Orientation & Week of Welcome Week | 210,000 | - | - |
| Total | 59,500 | - | - |

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| Schedule 5 - Org. Governance & Meetings | | | |
| UTSU Meetings | 7,000 | - | - |
| General Meetings | 3,000 | - | - |
| Conferences & Other Meetings | 15,000 | - | - |
| Board Retreat | 10,000 | - | - |
| Total | 35,000 | - | - |

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|--|---------------|----------|----------|
| Schedule 6 - Campaigns and Equity | | | |
| Academic & Student Rights Commission | 5,500 | - | - |
| Campus Life Commission | 20,000 | - | - |
| Community Action Commission | 7,000 | - | - |
| Social Justice & Equity Commission | 6,500 | - | - |
| Sustainability Commission | 2,000 | - | - |
| Policy & Student Rights Coordinator | 35,000 | - | - |
| Total | 76,000 | - | - |

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|--|---------------|----------|----------|
| Schedule 7 - Equipment, Printing and Supplies | | | |
| Equipment and Supplies | 22,000 | - | - |
| Photocopier (Lease and Printing) | 14,500 | - | - |
| Total | 36,500 | - | - |

| | 2012-2013 Preliminary Budget | 2012-2013 Operating Budget | 2012-2013 Revised Budget |
|---|------------------------------------|----------------------------------|--------------------------------|
| Schedule 8 - Members' Health & Dental Plan | | | |
| Advertising | 8,000 | - | - |
| Supplies | 2,500 | - | - |
| Opt-Outs | 10,000 | - | - |
| Bank Charges & Interest | 7,000 | - | - |
| Health & Dental Plan Staff | 140,000 | - | - |
| Total | 167,500 | - | - |

| | | | |
|---------------------------------------|----------------|----------|----------|
| Schedule 9- Salaries and Wages | | | |
| Wages and Salaries - UTSU Office | 165,000 | - | - |
| Total | 165,000 | - | - |

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|--------------------------------------|----------------|----------|----------|
| Schedule 10 - Member Services | | | |
| Tax Clinic | 1,000 | - | - |
| TTC Metropasses | 700,000 | - | - |
| TTC Tokens | 20,000 | - | - |
| AMC Tickets | 35,000 | - | - |
| Cineplex Tickets | 75,000 | - | - |
| Yuk Yuk Tickets | 4,000 | - | - |
| Wonderland Tickets | 24,000 | - | - |
| Copy/Print Service | 1,000 | - | - |
| Good Food Box | 7,500 | - | - |
| Miscellaneous Merchandise | 3,500 | - | - |
| Member Services Revenue | (870,000) | - | - |
| Advertising & Promotions | 1,000 | - | - |
| Members Handbook and Planner | 36,500 | - | - |
| Food Bank | 2,500 | - | - |
| Member Services Staff | 175,000 | - | - |
| Total | 216,000 | - | - |

| | | | |
|------------------------------------|----------------|----------|----------|
| Schedule 11 - Clubs Funding | | | |
| Long Term Funding | 140,000 | - | - |
| Start Up Funding | 12,000 | - | - |
| Short Term Funding | 10,000 | - | - |
| Summer Funding | 3,000 | - | - |
| Academic Endeavour Grants | 3,000 | - | - |
| Clubs Directory | 10,000 | - | - |
| Unity Ball | 10,000 | - | - |
| Clubs Printing | 3,000 | - | - |
| Clubs and Events Coordinator | 32,000 | - | - |
| Total | 223,000 | - | - |

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|--|---------------|----------|----------|
| Schedule 12 - Elections & Referenda | | | |
| Operations | 55,000 | - | - |
| Candidate Reimbursements | 15,000 | - | - |
| Total | 70,000 | - | - |