



UNIVERSITY OF TORONTO
STUDENTS' UNION

Policy Manual

Last amended on 31 October 2020 by the Board of Directors

Current to 1 December 2020

Policies of the University of Toronto Students' Union

The University of Toronto Students' Union (UTSU) is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act (CNCA). The UTSU functions autonomously from the University of Toronto, and acts as the primary student government for over 38,000 undergraduate students at the University of Toronto's St. George Campus.

You can learn more about how the UTSU operates at utsu.ca/governance



Notes for Accessibility

Text Colour Codes

Text displayed in **red** is in effect and has been left in red to reflect a recent change

Text displayed in stricken-through **red** has been recently removed and is no longer in effect.

Text displayed in **purple** has not yet taken effect, but will take effect upon ratification at the next general meeting.

Text displayed in stricken-through **purple** still remains in effect, but will soon be removed pending the ratification of that removal at the next general meeting.

Text displayed in **blue** or **blue** represents edits to grammatical, spelling, or syntax errors that will be resolved at the next revision of the policy manual by the Board of Directors

Front Page

The front page of this document indicates the last time this document was officially amended by the Board of Directors by the passing of a resolution at a board meeting, denoted by the line "Last amended on [date]..."

The front page also indicates the last time that this document was updated and re-uploaded for publication for any reason, which may include non-substantive changes to formatting, spelling, grammar, or punctuation. These changes will usually be denoted in **blue text** when they have not yet been approved by the Board. This is denoted by the line "Current to [date]"

Types of Policies

The policies have been listed in alphabetical order.

All policies in the Policy Manual unless otherwise stated fall under the category of "Operational Policies" of the UTSU. Further clarification on the different classifications between policy types may be found in the Bylaws of the UTSU under Bylaw IV - Policies.

All policies are alphabetized. If a policy is something other than an operational policy, it is noted in the title. There is only one procedural policy in the manual. At the time of revision, there are no policies in the UTSU Policy Manual that have been passed under the classification of "Governance Policies" or "Issues Policies."

Table of Contents

Item	Page
Notes for Accessibility	2
Affiliated Student Societies Policy	5
Accessibility Fees Policy	7
Accessibility Policy	8
Administration Fee Revenue Policy	11
Annual General Meeting Policy	12
Anti-Harassment Policy	13
Board of Directors Code of Ethics	16
Budget Policy	19
Campus Initiatives Policy	22
Clubs Policy	24
Recognition	24
Funding Process	25
Funding Conditions and Possibility of Reconsideration	26
Funding Structure	27
Funding Guidelines	27
Summer Funding	28
Other Clubs Services	28
Code of Conduct	29
Collaboration Policy	30
Committees of the Board of Directors Policy	31
Campaigns and Outreach Committee	32
Clubs Committee	33
Elections and Referenda Committee	34
Equity and Accessibility Committee	34
Executive Review Committee	35
Finance Committee	35

Governance Committee	36
Services Committee	37
Student Aid Committee	37
Student Commons Appointments Committee	38
Equity Collectives Policy	40
Executive Responsibilities Policy	42
Executive Appointments to University Committees	45
Executive Review Committee Operations Policy	46
Executive Transition Policy	48
First Year Council Policy	50
Gender Parity Speaking List Policy	51
Health and Dental Plan Policy	52
Health and Safety Policy	55
Help Desk Operations Policy	57
Mandate of the Board of Directors Policy	59
Meetings of the Board of Directors Policy	60
Privacy Policy	63
Remuneration Policy	67
Resource Bank Policy	69
Speaker of the Board of Directors Policy	71
Staff Hiring Policy	72
Strategic Planning Policy	77
Student Aid Policy	78
Submission and Adoption of Policy (Procedural Policy)	82
Sustainability Policy	83

Affiliated Student Societies Policy

Amended	Ratified	Notes

Preamble

Elected officers from the following student societies shall be permitted to observe and speak at all *ex-camera* meetings of the Board of Directors.

Representatives

1. Association of Part-time Undergraduate Students (APUS)
2. Scarborough Campus Students' Union (SCSU)
3. Arts and Science Students' Union (ASSU)
4. Innis College Students' Union (ICSS)
5. New College Student Council (NCSC)
6. St. Michael's College Students' Union (SMCSU)
7. Trinity College Meeting (TCM)
8. University College Literary and Athletic Society (UC Lit)
9. Victoria University Students' Administrative Council (VUSAC)
10. Woodsworth College Students' Association (WCSA)
11. Engineering Society (EngSoc)
12. Architecture and Visual Studies Students' Union (AVSSU)
13. Dental Students' Society (DSS)
14. Students' Law Society (SLS)
15. Medical Society (MedSoc)
16. Faculty of Music Undergraduate Association (FMUA)

17. Nursing Undergraduate Society (NUS)
18. Undergraduate Pharmacy Society (UPS)
19. University of Toronto Mississauga Students' Union (UTMSU)
20. Rotman Commerce Students' Association (RCSA)
21. Coordinators of the UTSU Equity Collectives

Accessibility Fees Policy

Amended	Ratified	Notes

Preamble

1. The UTSU collects the non-refundable Accessibility Resource Fund (ARF) fee from all members at the St. George Campus. The fee is \$0.50 per session and cannot be increased with a referendum. It will expire at the end of the Spring 2022 session.
2. The UTSU collects the non-refundable Wheelchair Accessibility Fund (WAF) fee from all members. The fee is \$1.00 per session and cannot be increased without referendum. It is permanent.

Use of ARF Fee

1. The ARF levy may only be used to make UTSU events and services accessible to members with disabilities, either permanent or on an interactive basis. The fee may not be used to compensate employees of the UTSU.

Use of WAF Fee

1. The WAF Levy may only be used to make UTSU events and services permanently accessible to members with mobility-impairment disabilities. It may not be used to compensate employees of the UTSU.

Authorization

1. Use of the ARF levy may be approved by the Board of Directors as part of the standard budget process.
2. Use of the WAF levy must be expressly approved by the Board of Directors.

Consultation

1. The UTSU will, to the greatest extent possible, use the ARF levy and the WAF levy only after having consulted members with disabilities.

Accessibility Policy

Amended	Ratified	Notes

Preamble

The University of Toronto Students' Union has a responsibility to represent all of our members and make it possible for all students on campus, especially those with disabilities, to attend events and engage with student services to the greatest extent possible. The UTSU is committed to fulfilling their requirements under the Accessibility for Ontarians with Disabilities Act. This accessibility policy aims to codify the UTSU's commitment to making its activities, events, and campaigns accessible.

This policy applies to all activities, events, campaigns, and general initiatives carried about by the University of Toronto Students' Union.

Requesting Accommodation and Receiving Feedback

The UTSU is committed to ensuring equal access and participation for people with disabilities in a manner that allows them to maintain their dignity and independence.

The UTSU is committed to meeting the needs of people with disabilities in a timely manner and will do so by removing and preventing barriers and by meeting the requirements under Ontario's accessibility laws.

To request an accommodation at a UTSU activity, event, campaign, or general initiative, the request can be:

- Emailed;
- Written;
- Telephoned;
- Made in person.

If you attended a UTSU activity, event, campaign, or general initiative and wish to leave feedback, the feedback can be:

- Emailed;
- Written;
- Telephoned;
- Made in person.

Accommodation to be considered:

Aside from the forgoing, the UTSU commits its best efforts to ensure all activities, events, campaigns, and general initiatives are carried out with the following standards, where it can reasonably do so:

1. Buildings

- a. Public meetings of the organization be held in a physically accessible venue, which may include considerations such as
 - i. A visible entrance which can accommodate vehicles;
 - ii. A barrier-free path from the road and/or sidewalk to the building's entrance;
 - iii. An accessible entrance, or in absence thereof, a person designated by the UTSU to staff the doorway for those with access needs;
 - iv. Accessible washrooms;
 - v. An elevator, if a meeting is not held on the ground floor; and
 - vi. Ramps for mobility devices within the event space if there are barriers.

2. Audio and Visual

- a. Materials for events, initiatives and public communications of the organization in accessible formats of communication upon request, which may include, but is not limited to:
 - i. Written;
 - ii. Electronic;
 - iii. Captioning or audio description;
 - iv. Brail;
 - v. Large-print;
 - vi. Reading the written information aloud;
 - vii. Translated materials for speaker of another language; and
 - viii. High-contrast version of graphics and promotions
- b. Live public events offered in accessible formats, which may include, but is not limited to, the use of:
 - i. Microphones and speakers during meetings;
 - ii. Sign-language interpreters;
 - iii. Alternative audio recording and braille alternatives to written materials;
 - iv. Online screenings of meetings and events for remote attendance;
 - v. Live-captioning services; and
 - vi. Captioning and audio descriptions for any video screenings.

3. General

- a. All events, campaigns and activities by the UTSU, which includes meetings of the Board and its committees, shall consider and implement, without request, upon it being reasonable to do so:
 - i. Accessible venues (see section 1);
 - ii. Accessible audio and visual communications (see section 2);
 - iii. Dietary needs of all attendees;
 - iv. Microphones and speakers have been used whenever necessary;
 - v. Visual aids (ex: slides, posters, and handouts) are printed legibly with large-print alternatives available either online or by request;

- vi. Entrances and exits both to the meeting/event and the building are clearly marked with proper event-specific signage;
 - vii. In the event of inclement weather, any obstructions is cleared from walkways;
 - viii. Breaks are provided for meetings or events lasting longer than two hours;
 - ix. Event staff and attendees are made aware of accessibility features on event pages and at the beginning of the event;
 - x. Events should be financially accessible, with free or discounted tickets reserved for anyone with financial need;
 - xi. Event spaces should be in close proximity to chestfeeding spaces, reflection and prayer spaces, and all-gender washrooms.
- b. Organizers of major-marketed events run or sponsored by the UTSU will submit an accessibility plan to their primary contact within the UTSU which will outline their process to accept accommodation requests and include what considerations have been made to make their event more accessible.

Commitment to Training

1. All executive, directors, and all other non-unionised staff of the UTSU must complete the Ontario Human Rights Commission's AODA training within the first two weeks of their term or employment.
2. The Executive Committee, on an ongoing basis, will consult with Students for Barrier-free Access

Enforcement

1. The Vice-President, Equity and the Equity and Accessibility Committee will investigate any violations of the policy.

Administration Fee Revenue Policy

Amended	Ratified	Notes

Health Plan Fee

The UTSU collects a refundable Health Plan Fee from every member. The Board of Directors has the authority to increase the Health Plan Fee by up to 10% per year. The Health Plan is composed of the following:

1. The Health Plan Premium, which is remitted to the Health and Dental Plan insurer;
2. The Health Plan Brokerage Fee, which is remitted to the Health and Dental Plan broker; and
3. The Health Plan Administration Fee, which is retained by the UTSU in order to administer the Health and Dental Plan

Dental Plan Fee

The UTSU collects a refundable Dental Plan Fee from every member. The Board of Directors has the authority to increase the Dental Plan Fee by up to 10% per year. The Dental Plan Fee is composed of the following:

1. The Dental Plan Premium, which is remitted to the Health and Dental Plan insurer;
2. The Dental Plan Brokerage Fee, which is remitted to the Health and Dental Plan broker; and
3. The Dental Plan Administration Fee, which is retained by the UTSU in order to administer the Health and Dental Plan

Administration Fee Revenue - Health Plan and Dental Plan

“Health and Dental Plan Administration Fee Revenue” means all Health Plan Administration Fees and Dental Plan Administration Fees collected by the UTSU. In a given year, the Health and Dental Plan Administration Fee Revenue shall be distributed as follows:

1. A minimum of \$400.00 will be transferred to the Operating Budget
2. Subject to the above, no less than 50% shall be transferred to the Health and Dental Plan Reserve Fund.
3. The remainder shall be allocated to the cost of administering the Health and Dental Plan, with the express approval of the Finance Committee.

Annual General Meeting Policy

Amended	Ratified	Notes

Proxy

Each voting member of the UTSU has the right to appoint any other member of the UTSU, 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 UTSU 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 they are members.

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

Representatives of Campus Publications intending to report must register to attend.

Representatives of Campus publications shall be permitted to publish coverage of the Annual General Meeting in any medium so long as the following conditions are met:

- Disclosure is made of the possible methods of coverage at the beginning of the meeting; and
- Representatives refrain from any form of harassment as defined in the union's Anti-Harassment Policy.

Representatives of Campus Publications shall grant meeting attendees the opportunity to bar the reproduction of their likeness in photographic or videographic coverage.

Representatives of Campus Publications shall be permitted to attend the Annual General Meeting irrespective of their membership or not in the UTSU.

Anti-Harassment Policy

Amended	Ratified	Notes

Preamble

Further to the Occupational Health and 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 UTSU 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 UTSU 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:

1. Unwelcome remarks, jokes, innuendos, or taunts about a person;
2. Insulting gestures or practical jokes of a nature which causes awkwardness or embarrassment;
3. Offensive comments and/or actions which demean, humiliate, or threaten an individual or group;
4. Displaying or distributing pornographic, pin-up pictures, graffiti or other offensive pictures or written material;
5. Leering (suggestive staring);
6. Refusing to talk to, or work with, a person by reason of any of the prohibited grounds;
7. Demands for sexual favours or unwanted sexual overtures;
8. Unnecessary physical contact, such as touching, patting or pinching;
9. Sexual assault;

10. Physical assault;

Sexual harassment shall be defined as:

1. Unwanted attention of a sexually oriented nature; or
2. Implied or expressed promise of reward for complying with a sexually oriented request; or
3. Implied or expressed threat of reprisal, actual reprisal or denial of opportunity for the refusal to comply with a sexually oriented request; or
4. Sexually oriented remarks or behaviour which may reasonably be perceived to create a negative working environment;
5. Insulting gestures or practical jokes of a nature which causes awkwardness or embarrassment.

Gender harassment shall be defined as:

1. 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:

1. 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 UTSU recognizes the right of employees to refuse service to individuals who behave belligerently or abusively or who contravene the UTSU's policies related to harassment, discrimination, in accordance with the following procedures:

1. 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 General Manager and/or their supervisor.
2. An employee who refuses service to an individual must provide a written record or account of the incident to the General Manager 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.
3. A meeting with the employee will be held as soon as is reasonably possible following the incident, the purpose of such a 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 General Manager 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 General Manager or appropriate supervisor shall convene a meeting with the complainant. The UTSU 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 UTSU, the General Manager 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 General Manager or appropriate supervisor. The General Manager, VicePresident, Operations 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.

Board of Directors Code of Ethics

Amended	Ratified	Notes

Preamble

It is the UTSU'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 UTSU 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 UTSU 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 UTSU 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 UTSU; and
 - b. Having immediate relations who have a material interest in a business organization that has dealings with the UTSU
- Demand, accept or offer, or agree to accept from a person or company having dealings with the UTSU, 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 directors of the UTSU.

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.

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 UTSU 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 UTSU shall disclose conflicts of interest by:

1. Sending notice in writing to the Speaker and President (or for the President, the Vice-President, Operations), 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 UTSU or a subsidiary thereof;
- Indemnity insurance or payment of legal costs for the director;
- Contracts or Transactions with subsidiaries of the UTSU.

Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, directors of the UTSU 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 UTSU;
- Use any confidential information acquired by virtue of their position at the UTSU for their personal or financial benefit or for that of their friends or relatives; nor
- Permit any unauthorized person to inspect to or to any confidential documents or other information.

Compliance with Laws

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

- UTSU Constitution, Bylaws, Policies, Elections Procedure Code and Charter for Referenda;
- Canada Not-for-Profit Corporations;
- 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 UTSU shall be required to sign a declaration of commitment to the UTSU's Code of Ethics in order to be ratified.

Budget Policy

Amended	Ratified	Notes
11 Sept 20	26 Sept 20	Incorporated Time-Sensitive Spending Policy into Budget Policy.
18 Sept 20	26 Sept 20	Sweeping amendments to replace SCI-era changes, clean up policy.

Preamble

This policy shall broadly govern the budgeting process and financial reporting of the UTSU. All stages of the budgeting process shall be followed in a timely manner by all relevant parties to this policy.

From time to time, exceptions may be made on an ad hoc basis to the budget timeline if the UTSU becomes subject to new limitations, regulatory or otherwise, such as the optionalization of certain fees.

Stage 1: Spending Authorization Resolution (SAR)

At the Joint Board Meeting (JBM) held in April of each year, 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 incoming and outgoing Vice-Presidents, Operations shall jointly prepare the SAR. The SAR 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 Finance Committee must be struck by the incoming Board of Directors at the Joint Board Meeting, or at an Emergency Board Meeting held no later than 15 May.

Stage 2: Preliminary Budget

The Vice-President Operations, in coordination with the General Manager and Bookkeeper of the UTSU, shall prepare the Preliminary Budget for approval by the Finance Committee. The Finance Committee shall then present the Preliminary Budget to the Board at the June Meeting.

When approving the Preliminary Budget, the Finance Committee shall rely on the priorities of the Executive Committee and the actuals for the previous year's chart of accounts, prepared by the outgoing Vice-President, Operations and General Manager.

The Preliminary Budget must be presented to the Finance Committee for approval at least ten (10) days prior to the June Board Meeting.

Stage 3: Spending Unit Allowances

At a meeting held prior to the September Board Meeting, the Finance Committee shall provide each spending unit, including committees, with their spending allowances according to the Preliminary

Budget. Each spending unit shall propose a budget to the Finance Committee. Spending units may request additional funds at this stage.

Stage 4: Operating Budget

The Vice-President Operations, in coordination with the General Manager and Bookkeeper of the UTSU, shall prepare the Operating Budget for approval by the Finance Committee. The Finance Committee shall then present the Operating Budget to the Board of Directors prior to the Annual General Meeting. When approving the Operating Budget, the Finance Committee shall rely on:

1. The Preliminary Budget;
2. The individual budgets proposed by the various spending units;
3. The profit and loss statement of the first quarter; and
4. An updated assessment of the UTSU's expected revenues and expenses for the rest of the year.

At this stage and those that follow, the Finance Committee shall notify affected spending units as soon as possible should their budget allowances need to be adjusted according to each budget revision.

Stage 5: Reconciled Operating Budget

The Vice-President, Operations shall present a Reconciled Budget to the Board of Directors no later than the November Board Meeting. The Reconciled Budget shall display the Operating Budget, with any and all amendments, alongside the most recent profit and loss statement. The Vice-President Operations shall ensure that they present an accurate and detailed record of the UTSU's revenues and expenses current and previous fiscal years.

Stage 6: Revised Budget

The Vice-President Operations, in coordination with the General Manager and Bookkeeper of the UTSU, shall prepare the Revised Budget for approval by the Finance Committee. The Finance Committee shall then present a Revised Budget to the Board no later than the January Board Meeting. This Revised Budget shall accurately represent all received and projected revenues and expenses of the UTSU, accommodating for the information received in the second quarter profit and loss statement.

Further changes to the Revised Budget for the remainder of the fiscal year may be made by resolution of the Finance Committee.

Ongoing Reporting

The Vice-President, Operations shall present a profit and loss statement to the Board at the end of each fiscal quarter. Each 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 most recently approved budget.

Where applicable, the statement shall indicate that over-spending has been approved by the Finance Committee. It shall also indicate the amount approved as a dollar amount.

Guaranteed Budget Lines

Each budget shall include the following items each year in a clear and accessible manner:

- The Student Life and/or Events Budgets, which must include the Orientation Budget
- The First Year Council Budget

- The Committee Initiatives Budget, which must include each committee with a budget

Record of Accounts

The Finance Committee shall produce and maintain a publicly accessible list of all primary and secondary accounts appearing in the Operating Budget. The list shall include brief descriptions of the categories of expense charged to each account. Any amendments to the list must be approved by the Finance Committee concurrently with the Operating Budget, or by a special resolution of the Committee at any point thereafter.

Time-Sensitive Spending

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 the time-sensitive spending.

Campus Initiatives Policy

Amended	Ratified	Notes
18 Sept 20	26 Sept 20	Replaces the Working Groups Policy (est. 2018, removed 11 Sept 20).

Preamble

The UTSU has a responsibility to reach out to and engage with its members, to run engaging events, and to support effective, relevant, and student-facing campaigns. In many circumstances, student organizations external to the UTSU are those who are best suited to engage, support, and connect with the University of Toronto's diverse community of varying groups, all with different needs.

Consequently, the UTSU has a responsibility to provide these organizations with the resources they need to make a difference on campus, whether that be through campaigns, events, programs, or other initiatives. This policy outlines a framework which these organizations and the UTSU can follow in order to accomplish collaborative goals.

Scope

This policy is intended to provide an avenue of support for all student groups external to the UTSU who are seeking to make a positive impact on campus. Priority should be given to groups whose access to existing resources and support are limited, and to groups who regularly engage with members of the University of Toronto community who the UTSU historically struggles to engage with.

This policy is only intended to provide limited-time support for specific initiatives and campaigns. It is not intended as a substitute for long-term or recurring funding. At its discretion, the Campaigns & Outreach Committee shall have the ability to determine an initiative's eligibility for support.

Application Process

Groups or individuals who seek UTSU support for initiatives, collectively referred to in this policy as "organizers", shall be governed by the following application process.

1. Organizers of campus initiatives must first contact the UTSU and request an application form. This can be done by speaking with front desk staff at the Community Hub by email, phone, or in person at the UTSU front desk.
2. Organizers must then complete and return this form to the UTSU using the designated email address provided in the application. Applications will then be processed by the UTSU.
3. The Campaigns & Outreach Committee will review eligible applications within fourteen (14) days of receipt. For applications that pass an initial review, organizers will be asked to attend a meeting of the Committee, where they will have the opportunity to speak about their initiative, and about how the UTSU can help.
4. The Campaigns & Outreach Committee will review and approve applications by way of individual resolution items on the committee agenda. The results of the application review

process will not take effect until achieving ratification by the Board of Directors. Applicants will then be notified about the result by the Chair of the Campaigns & Outreach Committee.

Support Process

On a case-by-case basis, organizers whose applications are successful will work with the Campaigns & Outreach Committee, or its designated representatives, depending on the scope of the initiative. The ways in which the UTSU is to provide support to the initiative can be coordinated on an ad hoc basis.

At its discretion, the Campaigns & Outreach Committee may allocate up to \$1,000, provide access to the UTSU Resource Bank, or coordinate other methods of support for an initiative.

Review Process

Initiatives which receive support from the UTSU under this policy shall be subject to a reasonable review and reporting process, which is provided below.

1. While an initiative is receiving financial or institutional support from the UTSU, the Campaigns & Outreach Committee is responsible for maintaining a regular channel of communication with the Organizers. The Committee must be informed of the initiative's progress at all times, and should maintain an awareness of who is involved, their roles, and their relation to the UTSU.
 - a. Should a breakdown in communication or the accounting process occur, the Committee reserves the right at all times to withdraw support from an initiative, including all funding that had been previously committed but not already expended.
2. All costs associated with the initiative must first be approved by the Committee, and must be recorded in a budget. This can be done formally or informally depending on the initiative, but the Committee remains responsible for all costs incurred by an initiative or its organizers.
 - a. Funding shall only be provided on an expense-by-expense basis. Except in exceptional circumstances, this should be done using a reimbursement-based requisition form.
3. When an initiative is completed or otherwise discontinued, the Campaigns & Outreach Committee shall prepare a brief report in coordination with the Organizers that outlines the results of the initiative, conclusions regarding its successes or failures, and recommendations.

Requirements and Limitations

Campus Initiatives supported by the UTSU must meet the following requirements, and are subject to the UTSU's Code of Conduct. Student groups who make use of this policy:

- Must be led by, and primarily or entirely composed of, UTSU members
- Must seek to make a positive contribution to the University of Toronto community
- Must operate completely on a not-for-profit basis, and return all unused UTSU resources
- Must not impede on the legitimate and lawful activities of University of Toronto students
- Must not interfere with or duplicate the mandate or activities of existing campus groups, and
- Must not discriminate on the basis of a protected ground in a protected social area, as defined in the *Ontario Human Rights Code, R.S.O. 1990, c. H.19*.

Applicable student groups who make use of this policy are expected to act in full accordance with the University of Toronto *Policy on Open, Accessible, and Democratic Autonomous Student Organizations*. Representative student societies and service groups may not make use of this policy.

Clubs Policy

Amended	Ratified	Notes

Preamble

The UTSU provides funding and other services to recognized clubs. A recognized club is a student group that has been granted recognition for the current recognition year. Recognized clubs are:

1. Entitled to apply for funding; and
2. Entitled to receive all other club services.

Recognition

Recognition Process

In order to be granted recognition, a student group must:

1. Submit a completed application for recognition, consisting of
 - a. A list of members; and
 - b. Confirmation of recognition by either the Division of Student Life or the Arts and Science Students' Union; and
2. Satisfy all of the criteria for recognition listed below

Recognition shall expire at the end of the recognition year in which it is granted. The recognition year shall begin on 1 May and end on 30 April. Applications for recognition shall be reviewed by the Vice-President, Student Life.

Recognition Criteria

The Vice-President, Student Life shall deny recognition to any student group that does not satisfy all of the following criteria:

1. Recognized clubs must seek to make a positive contribution to the academic and/or co-curricular lives of University of Toronto students.
2. Recognized clubs must not impede the legitimate, lawful activities of University of Toronto students.
3. Recognized clubs must not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and/or disability.
4. Recognized clubs must operate on a not-for-profit basis, such that all revenue is used to support the operations of the club.

5. Recognized clubs must operate in a manner consistent with the University of Toronto Policy on Open, Accessible, and Democratic Autonomous Student Organizations.
6. Recognized Clubs must be at least thirty (30) members who are members of the UTSU
7. At least fifty percent (50%) of a recognized club's leadership positions must be current members of the UTSU. Student societies and services groups are not eligible for recognition.

Members of the UTSU refers to any full-time undergraduate student enrolled at UofT St. George Campus. Leadership positions are also referred to as club executive team positions. Members of the UTSU refers to those listed in Bylaw II - Membership.

Any decision to deny or revoke recognition shall be subject to ratification by the Clubs Committee. The club or student group in question shall be invited to address the Clubs Committee prior to the ratification vote.

Funding Process

Funding Process

Funding shall be allocated by the Clubs Committee on the recommendation of the Vice-President, Student Life.

There shall be 4 funding application periods for clubs:

1. Summer Funding
2. Year-Long Funding - 15 October - 15 December
3. Fall Funding - 15 October - 22 November
4. Winter Funding - 15 February - 15 March

There will be an outline for two (2) different funding streams. For clubs who have not finalized proposed event plans for the full academic year (September 1st - April 30th), we require applications for semesterly funding options (Fall Funding/ Winter Funding). This allows clubs to obtain funding for the events they have confirmed while also allowing room for new and different initiatives for the following semester.

Stage 1 - Application

Only clubs which have been successfully recognized by the UTSU for the current year may apply for Clubs Funding. Applications must include a description of all planned programming, the cost of each item of planned programming, and all projected revenue and expenses.

Applications for Year Long funding submitted after 15 December shall not be considered.

Applications for Fall Semester Funding submitted after 22 November shall not be considered.

Applications for Winter Semester Funding submitted after 15 March shall not be considered.

Stage 2 - Review

The Clubs Committee shall review applications for funding as they are received, such that all funding decisions for Year Long Funding are made by 31 January.

The Clubs Committee shall review applications for funding as they are received, such that all funding decisions for Fall Funding are made by 31 January. The Clubs Committee shall review applications for funding as they are received, such that all funding decisions for Winter Funding are made by 31 March.

Stage 3 - First Instalment and Reconsideration

Funding Conditions and Possibility of Reconsideration

Conditional Funding - Year Long Funding

Clubs which applied for Year Long Funding, will be allocated a specific amount of clubs funding, verified by 31 December, in which they shall receive their first instalment of 50% of the full allocation by 31 January. The second Instalment shall only be granted given that the club presents all of its original receipts by 1 April. This is so that clubs show financial responsibility and accountability. Once receipts are received and approved, the club's second instalment will be dispersed by 30 April.

In the event of a discrepancy between funding requested and funding allocated, the club in question may request reconsideration by no later than 28 February. The Clubs Committee shall consider all such requests by 31 March.

Conditional Funding - Semestered Funding

Clubs which applied for Semestered Funding will be allocated their full amount for the Fall semester by 15 January given that the club submits all of their original recipes (in one PDF file) for Fall semester events by 31 December.

If a club fails to submit proof of expenses/receipts according to the 31 December deadline, the club will not be eligible to apply for Winter Semester funding.

Reconsideration

In the event of a discrepancy between funding requested and funding allocated for the Fall Semester Funding Application, the club in question may request reconsideration by no later than 10 January. The Clubs Committee shall consider all such requests by 24 January.

In the event of a discrepancy between funding requested and funding allocated for the Winter Semester Funding Application, the club in question may request reconsideration by no later than 8 April. The Clubs Committee shall consider all such requests by 15 April.

Year Long Funding

When the clubs are allocated their funds, 50% of the allocation will be dispersed immediately. The rest of the allocation will depend on the successful submission of proof of expenses/receipts of club expenses. All original receipts/club expenses must be submitted by 1 April. All expenses must follow clubs funding guidelines.

Semester Funding

Successful clubs funding applicants for semestered funding will receive their funding in full only if all club expenses are successfully submitted by the outlined deadlines.

Fall deadline: 31 December

Winter deadline: 1 April

Funding Structure

The clubs funding structure is as follows:

This is an internal practice that is followed by the Clubs Committee when determining allocation for clubs funding, it is as follows:

Tier 1

Clubs which fall under Tier 1 funding are eligible for up to \$1000 in clubs funding if their club expenses follow the funding guidelines and criteria outlined in the Clubs Policy.

Tier 2

Clubs which fall under Tier 2 funding are eligible for up to \$1001 - \$4000 in clubs funding if their club expenses follow the funding guidelines and criteria outlined in the Clubs Policy.

Tier 3

Clubs which fall under Tier 3 funding are eligible for up to \$4001 - \$9000 in clubs funding if their club expenses follow the funding guidelines and criteria outlined in the Clubs Policy.

All funding applications will be brought to the Clubs Committee and the funding shall be approved by the Clubs Committee, on the recommendation of the Vice-President, Student Life.

Funding Guidelines

The Clubs Committee shall allocate funding on the basis of merit, subject to the following considerations and restrictions:

1. No club may receive more than \$9000 in a given recognition period, including summer.
2. Clubs must rely on non-Union funding sources for at least 50% of their total expense for any funding application's operating budget.
3. In order to be eligible for funding, a club must have completed at least one (1) Club Executive Training Module within the current Recognition Period.
4. Preference shall be given to:
 - a. Clubs with proven records of financial responsibility and operational efficiency; and/or
 - b. Clubs with large memberships; and/or
 - c. Clubs whose programming serves many students; and/or
 - d. Clubs whose programming serves the needs of marginalized students; and/or
 - e. Clubs whose programming is unique; and/or
 - f. Clubs whose programming allows for collaboration with other clubs and campus groups.
5. When considering a club's projected expenses, the Clubs Committee shall exclude:
 - a. The cost of alcohol; and
 - b. The cost of individual compensation; and
 - c. The cost of customized club materials, including clothing and business cards; and
 - d. Capital expenses, including electronics and furniture; and
 - e. The cost of clubs transportation costs;
 - f. The cost of clubs executive/leadership retreats

6. Student societies and service groups may not receive UTSU funding. "Student Societies" are often called "student government," "student unions" or "student councils". They are supported by student fees, and students automatically become members based on where they are registered at the university.
7. Engineering clubs may not receive UTSU funding. "Engineering club" means a club:
 - a. In which more than 50% of members are members of the Engineering; and
 - b. Whose primary purpose is to serve the needs and/or interests of members of the Engineering Society

As of May 1st, 2020, all clubs which request funding for the next Recognition Period are required to provide a detailed Financial Summary which includes all club revenue and expenses.

Summer Funding

Summer funding shall be allocated by the Clubs Committee on the recommendation of the Vice-President, Student life. The Clubs Committee shall allocate summer funding on the basis of merit, subject to the consideration and restrictions listed above. Summer funding may not exceed \$400.

Stage 1 - Application

Clubs may apply for summer funding no earlier than 15 May and no later than 15 July. Applications must include a description of all planned summer programming, the cost of each item of planned summer programming, and all projected summer revenue. Applications submitted after 15 July shall not be considered.

Stage 3 - Review

The Clubs Committee shall review applications for summer funding as they are received, such that all funding decisions are made by 31 July.

Stage 3 - Issue

Summer funding shall be issued as soon as the total summer funding allocation is approved by the Clubs Committee.

Other Clubs Services

Recognized clubs shall:

1. Have access to the Resource Bank; and
2. Be permitted to sell tickets to club events through the Help Desk; and
3. Receive 1,500 print credits, which shall expire at the end of the recognition period in which they are received.

Code of Conduct

Amended	Ratified	Notes

The University of Toronto Students' Union shall expect that as a minimum standard of behaviour, each Director, Officer and individuals contracted with the UTSU 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 UTSU;
5. Conduct themselves in a manner that does not discriminate, and by refraining and actively opposing any form of discriminatory behaviour;
6. Treat all UTSU and University property with respect and shall not interfere with other peoples' the enjoyment of UTSU facilities or events;
7. Comply with the reasonable requests of UTSU and University staff;
8. Adhere to the UTSU's and University's Health and Safety policies and to any specific requirements that apply to areas where they work. A copy of the Health and Safety manual is available for consideration at the UTSU office. It is the member's 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 Director, Officer and individuals contracted with the UTSU shall:

9. Fulfill 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 with 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;

Collaboration Policy

Amended	Ratified	Notes

All events hosted by the UTSU and services provided by the UTSU shall, to the greatest extent possible, be sensitive to the needs of marginalized individuals. Whenever the UTSU hosts an event or provides a service that relates primarily to marginalized individuals, the UTSU shall make every reasonable effort to consult and seek the participation of student groups representing the individuals in question.

The UTSU shall also make every reasonable effort to consult student groups representing marginalized individuals before amending this policy.

Committees of the Board of Directors Policy

Amended	Ratified	Notes
11 Sept 20	26 Sept 20	Amended to include "Management of UTSU Initiatives" and an added line to the Campaigns & Outreach Committee's mandate.
26 Oct 20	31 Oct 20	Amended to add the Student Commons Appointments Committee. Replaces the Student Commons Appointment Committee Policy.

Preamble

The UTSU represents over 38,000 students at the University of St. George campus. In order to fully represent the many needs of the Members and the UTSU, Committees are necessary to discuss and approve changes and actions for the UTSU.

Terms of Membership

There shall be two terms of membership for Board 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 a Board meeting in November following the Annual General Meeting.

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

Selection of Chair and Vice-Chair

Each Committee shall, at its first meeting, select a chair from among its members, unless a chair is specified by the Policies. At the discretion of the committee, a Vice-Chair may be selected.

Calling of Meetings

The President may call a meeting of any Committee, with the exceptions of the Elections and Referenda Committee, and the Executive Review Committee and set the agenda for said meeting. In addition, meetings may be called by the Chair or Vice-Chair of the Committee. Proper notice must still be given under Bylaw XI (7)(b).

Board Committees

Board Committees are responsible for performing their mandate and carrying out responsibilities delegated by the Board of Directors. The Standing Committees of the Board of Directors are:

- Campaigns and Outreach Committee
- Clubs Committee
- Elections and Referenda Committee
- Equity and Accessibility Committee
- Executive Review Committee
- Finance Committee

- Governance Committee
- Services Committee
- Student Aid Committee
- Student Commons Appointments Committee

Open, Closed, and In-Camera Sessions

All committees shall meet in open session unless otherwise determined by the bylaws or policies or a vote by the committee. Open Session shall refer to a meeting that is open to the Membership, as defined by Bylaw II, and minutes shall be recorded. Closed Sessions shall refer to a meeting that is closed to the Membership, as defined by Bylaw II, and minutes shall be recorded. In-Camera Sessions shall be closed to the Membership, as defined by Bylaw II and restricted to Committee Members and no minutes shall be recorded.

Terms of Reference

Each committee shall be responsible for developing and maintaining terms of reference.

Campaigns and Outreach Committee

Mandate

The Campaigns and Outreach committee is responsible for overseeing the advocacy initiatives, outreach, and other direct methods of engagement for the UTSU. The Committee shall also be responsible for identifying and prioritizing issues of concern to students, and further ensuring that Members are informed of these issues and informed of the steps taken to address them.

The Committee shall act with, and involve, other community and campus groups in this work. The Committee shall also attempt to keep a clear two-way dialogue with Members and the community by providing support, information, and referrals to various resources produced by the University, service groups, and clubs to both Members and Directors. The Campaigns and Outreach Committee shall endeavour to offer a transparent and accessible view of the UTSU to its membership.

The Committee shall support local initiatives in accordance with the Campus Initiatives Policy.

Management of UTSU Initiatives

The Campaigns and Outreach Committee shall have jurisdiction over the major campaigns of the UTSU. Proposals for campaigns led shall include all relevant information, such as the purpose and a description of the campaign, the time period, the target audience, the outreach and marketing strategy, and a proposed budget, if necessary. Outreach initiatives proposed to or by the Campaigns and Outreach Committee shall also follow a similar proposal model to those of campaigns.

Upon the conclusion or discontinuing of a UTSU-led campaign or other initiative of the Committee, a report shall be prepared by the Committee. For all long-term campaigns and initiatives, the Committee shall regularly assess these projects, at least once per committee term. The Committee shall prepare an annual overview of the ongoing and recently-concluded campaigns of the UTSU at the end of each year, for presentation to the Board of Directors at the outgoing Joint Board Meeting (JBM).

Membership

The Membership of the Campaigns and Outreach Committee is as follows:

- President
- Vice President, Public and University Affairs
- Vice President, Student Life
- Vice President, Professional Faculties
- One (1) Director from Division I
- One (1) Director from Division II
- Three (3) Additional Directors from the Board
- General Manager, or staff designate (non-voting)

The Executives are responsible for identifying campaigns and outreach requirements including timeline, budget, staffing, venue location, resources, and booking and liaising with colleagues and staff to promote upcoming campaigns and outreach initiatives.

Meetings

The Campaigns and Outreach Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Clubs Committee

Mandate

The Clubs Committee is responsible for overseeing recognition of UTSU clubs, reviewing and making allocations to clubs funding requests and special projects requests, and assisting in promoting clubs on campus. The Committee is also responsible for revising the UTSU's Clubs Policy, and recommending changes to the Governance Committee for proposal to the Board of Directors.

Membership

The Membership of the Clubs Committee is as follows:

- President
- Vice-President, Student Life
- Vice-President, Operations
- One (1) Director from Division I
- One (1) Director from Division II
- Two (2) additional Directors from the Board
- Four (4) additional Community Members from UTSU recognized campus clubs
- General Manager, or staff designate (non-voting)

The Clubs Committee shall act as the Hiring Committee for Community Members. At the beginning of the term, the Vice-President, Student Life is responsible for advertising the four (4) community memberships available. The Vice-President, Student Life shall make a reasonable effort to contact campus clubs and conduct a call out for nominations. The Vice-President, Student Life shall review the applications submitted, suggest Community Members to the Clubs Committee, which recommends them to the Board of Directors for ratification.

Meetings

The Clubs Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Elections and Referenda Committee

Mandate

The Elections and Referenda Committee will oversee the UTSU's elections and referenda in accordance to its own policies and procedures.

The Committee will recommend election and referendum dates, subject to Board approval. Fall elections and referenda dates shall be determined by the committee for approval at the September meeting of the Board of Directors. Spring elections and Referenda dates shall be determined by the committee for approval at the January meeting of the Board of Directors. Elections and referenda dates shall fall in accordance with the Elections Procedures Code.

The Committee will make recommendations to the Board of Directors on revisions to the Elections Procedure Code and the Charter for Referenda. The Committee shall also be responsible for hiring election officials, the Chief Returning Officer, and the Deputy Returning Officer(s).

The Chair of the Elections and Referenda Committee shall, to the greatest extent possible, maintain an online archive of all previous rulings of the Elections and Referenda Committee and of the Appellate Board.

Membership

The membership of the Elections and Referenda Committee shall be established in the Bylaws of the University of Toronto Students' Union under Bylaw VI - Elections and Referenda.

Meetings

The Elections and Referenda Committee shall meet in closed session unless determined otherwise by the committee or the Bylaws and Policies.

Equity and Accessibility Committee

Mandate

The mandate of the Equity and Accessibility Committee shall be to advise the Board of Directors and the Executive Committee on matters of equity, accessibility, and inclusivity, to discuss the activities of the Equity Collectives and facilitate collaboration between them, and to propose short and long-term solutions to ensure equity and accessibility on campus and in the UTSU.

The Committee shall be responsible for striking the Hiring Committee responsible for selecting the Equity Collective Coordinators. This shall be done in the process laid out in the Equity Collectives Policy.

The Vice-President, Equity and the Committee shall strive to, in its capacity, to involve equity-based student groups and equity-seeking communities in its decision-making processes wherever it sees fit.

The Equity Committee is responsible for overseeing and advising allocations from the UTSU's Accessibility Resources Fund.

Membership

- President
- Vice-President, Equity
- The eight (8) Equity Collective Coordinators

- Coordinator of the Indigenous Students' Collective
- Coordinator of the Queer Students' Collective
- Coordinator the Racialized Students' Collective
- Coordinator of the Students with Disabilities Collective
- Coordinator of the Trans Students' Collective
- Coordinator of the Women's Collective
- Coordinator of the Anti-Poverty Collective
- Coordinator of the Black Students' Collective
- Three (3) Directors from the Board
- Three (3) additional community members from the UTSU recognized campus groups
- General Manager or staff designate (non-voting)

Meetings

The Equity and Accessibility Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Executive Review Committee

Mandate

In addition to the mandate in the 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, or the Membership, regarding the performance and/or behaviour of an Executive.

When a complaint is brought forward, the Committee should investigate and make a recommendation on the appropriate course of action in accordance with the Executive Review Committee Operations Policy.

Membership

Membership of the Executive Review Committee is restricted to Executives of the UTSU. The Membership of the Executive Review Committee is as follows:

- Six (6) Directors from the Board

Meetings

The Executive Review Committee shall meet in closed session unless determined otherwise by the committee or the Bylaws and Policies.

Finance Committee

Mandate

The Finance 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, Operations and the mandate developed by the Planning and Budgeting 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 UTSU. The Committee shall be empowered to review and investigate any inappropriate transactions.

Membership

The Membership of the Finance Committee is as follows:

- President
- Vice-President, Operations
- One (1) Directors from Division I
- One (1) Director from Division II
- Four (4) Additional Directors from the Board
- Chair of the First Year Council Finance Committee (non-voting)
- General Manager or staff-designate (non-voting)

Timeline

The Finance 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.

Meetings

The Finance Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Governance Committee

Mandate

The Governance Committee shall discuss the Bylaws and Policies of the UTSU and present recommendations to the Board of Directors. The Governance Committee shall ensure that the Bylaws and Policies are updated and complete. The Governance Committee shall further attempt to communicate changes to the members and Board of Directors, keeping an accurate record of discussion and record of decisions.

Membership

The Membership of the Governance Committee is as follows:

- President
- Vice-President, Operations
- Vice-President, Professional Faculties
- One (1) additional Executive selected by the Executive Committee
- One (1) Director from Division I
- One (1) Director from Division II from a first-entry Professional Faculty
- One (1) Director from Division II from a second-entry Professional Faculty
- Two (2) seats for any Director from either Division I or II
- General Manager or staff-designate (non-voting)

Meetings

The Governance Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Services Committee

Mandate

The Services Committee is responsible for the management and oversight of the services of the UTSU. The committee will recommend the services budget to the Finance Committee, operational policy for services to the Governance Committee, oversee the short and long-term planning of the Services of the UTSU, and oversee the health and/or dental insurance plans along with other similar plans.

Membership

The membership of the Services Committee is as follows:

- President
- Vice-President, Operations
- One (1) additional Executive selected by the Executive Committee
- One (1) Director from Division I
- One (1) Director from Division II
- Two (2) Additional Directors from the Board
- General Manager or staff-designate (non-voting)

Meetings

The Services Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Student Aid Committee

Mandate

The Student Aid Committee is responsible for overseeing the Bursaries and Grants program including but not limited to: processing and reviewing applications and making allocations, and assisting in promoting the service to the campus.

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 Student Aid Committee is as follows:

- President
- Vice-President, Operations
- Vice-President, Equity
- One (1) Director from Division I
- One (1) Director from Division II
- Two (2) Additional Directors from Divisions I, II, and the Board
- General Manager or staff-designate (non-voting)

The Vice-President, Operations is responsible for ensuring that the Bursary and Grant applications are available to members online and/or through the UTSU office. The Vice-President, Operations shall

receive and prepare Bursaries and Grant applications for presentation to the Committee. The Committee shall then approve or reject each application with a funding allocation in keeping with Student Aid Program Policy.

Meetings

The Student Aid Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies.

Student Commons Appointments Committee

Mandate

The Management Committee of the Student Commons, as set out in Section 4.6(b) of the Student Commons Agreement (as revised February 7th 2015), is a committee of fourteen (14) members tasked with the management of the Student Commons, as set out in Section 4.6(a) of the Agreement.

In accordance with Section 1.1 of the Agreement, an Appointments Committee, herein referred to as the Student Commons Appointments Committee or SCAC, must be formed by the UTSU Board of Directors to appoint seven (7) of the Management Committee's voting members, as set out in Section 4.6(b)(ii) of the Agreement. The other seven (7) members of the Management Committee are appointed separately, as per Sections 4.6(b)(i) and 4.6(b)(iii) of the Agreement.

Membership

The Membership of the Student Commons Appointments Committee shall be as follows:

- Speaker of the Board (Chair, non-voting)
- Three (3) Directors from Division I
- Three (3) Directors from Division II
- Two (2) Additional Directors from Divisions I and II

With special consideration being given to the responsibilities involved with holding membership on this committee, all members of the SCAC shall take extra care and effort to learn and understand the Student Commons Agreement and all of its related documents, as well as the governance and operational structures of both the Student Commons and the UTSU.

Timeline

The Student Commons Appointments 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.

The outgoing SCAC and outgoing Board of Directors shall present a slate of nominees for approval at the Joint Board Meeting in April each year, whose terms shall begin on May 1st of that year. Upon striking of the incoming SCAC by the incoming Board of Directors, its members shall begin to review the slate of nominees ratified by the outgoing SCAC and outgoing Board of Directors.

Upon the incoming SCAC's recommendation, and with prior careful consideration, the incoming Board of Directors may vote to replace members of the Student Commons Management Committee whose appointments had been made by the outgoing SCAC and outgoing Board of Directors. This shall be done in accordance with Section 4.6(i)(iv) of the Agreement.

As per Section 4.6(i) and (ii) of the Agreement, the Student Commons Appointments Committee must nominate its Management Committee appointees on or before May 31st of each year. In the case that the SCAC has not nominated some or all of its appointees prior to this deadline, the UTSU Executive Committee shall be permitted to appoint any or all remaining appointees to the Management Committee for that year, as per Section 4.6(c) of the Agreement.

From time to time, a seat on the Management Committee that was initially filled by a SCAC appointee may become vacant. In this case, as per Section 4.6(i)(iii), the SCAC must nominate a new appointee within fifteen (15) business days of the seat becoming vacant. If this deadline is not met, then the SCAC shall surrender the appointment responsibilities for that seat to the Executive Committee of the UTSU.

Appointments

As per Section 4.6(b)(ii)(B) of the Agreement, the SCAC “shall make efforts to ensure that those they name as voting Members reflect the diverse nature of the Students.” Additionally, those appointed to the Management Committee by the SCAC “shall possess experience and/or skills relevant to the responsibilities of the Management Committee including such things as with respect to making recommendations regarding budgets, monitoring financial statements, protecting assets, maintaining books and records, and various human resources and policy-making tasks,” as per Section 4.6(b)(ii)(A).

The SCAC shall appoint to the Management Committee of the Student Commons:

- The UTSU President
- The UTSU Vice-President, Operations
- The UTSU Vice-President, Professional Faculties
- Four (4) additional appointees, with preference given to candidates who:
 - Hold executive office in a divisional student society at the University of Toronto;
 - Hold a student representative seat on the University of Toronto’s Governing Council;
 - Hold elected office in a recognized campus group or UTSU-recognized club; or
 - Have prior or current experience with the operations and activities of the UTSU

As per Section 4.6(i)(iv) of the Agreement, the SCAC may from time to time replace its nominees.

Meetings

The Student Commons Appointments Committee shall meet in open session unless determined otherwise by the committee or the Bylaws and Policies. Discussion of nominee candidates may be held in-camera. All members of the Board of Directors, including the Executive Committee, shall have the right to attend and speak at meetings of the SCAC. Only SCAC members shall have the right to vote.

Equity Collectives Policy

Amended	Ratified	Notes

Preamble

1. The Equity Collectives Coordinators are members of the Equity and Accessibility Committee and are responsible for upholding equity values, advising the Board of Directors on equity issues and actively working on equity initiatives throughout their term. The Equity Collective Coordinators shall work to make the UTSU a more equitable organization, including by offering substantive feedback when necessary.
2. The Equity Collectives Coordinators shall also work to make the University of Toronto a more equitable place. To that end, they shall organize and support campaigns and events that:
 - a. Further the goals of equity, inclusivity, and social justice;
 - b. Serve the needs of marginalized students; and
 - c. Celebrate the diversity of the University of Toronto Community

Mandate

1. There shall be the following eight (8) Equity Collectives:
 - a. The indigenous Students' Collective
 - b. The Queer Students' Collective
 - c. The Racialized Students' Collective
 - d. The Students with Disabilities Collective
 - e. The Trans Students' Collective
 - f. The Women's Collective
 - g. The Anti-Poverty Collective
 - h. The Back Students' Collective

Duties and Powers of the Equity Collectives Coordinators

The Equity Collectives Coordinators:

1. Shall work to make the University of Toronto a more equitable place;
2. Shall be responsible for upholding equity values and advising the Board of Directors on equity issues;
3. Shall, to the greatest extent possible, work collaboratively with campus groups that represent marginalized students;
4. Shall provide support to relevant UTSU equity initiatives;
5. Will coordinate equity related events and campaigns;
6. Will present a written monthly report to the Board of Directors;
7. Shall attend all meetings of the Equity and Accessibility Committee;
8. May attend the meetings of the Board of Directors

9. Shall have speaking rights at all the meetings of the Board of Directors and all meetings of those standing committees that meet in open session;
10. Shall have voting rights at the meetings of the Equity Committee

Meetings

1. The Equity Collectives shall meet regularly in order to provide marginalized students with spaces in which to organize and share their experiences.
 - a. The Equity Collectives may not be required to take minutes or to adhere to the standard parliamentary procedure.

Leadership

1. The Equity Collectives shall be overseen by the Vice-President, Equity.
2. Each Coordinator shall have a broad discretion to lead and implement the mandate of the Equity Collective for which they are responsible, in consultation with the Vice-President, Equity.

Operations

1. Each Equity Collective shall receive an annual operating budget of \$1000.

Hiring Committee

1. The Hiring Committee for the Equity Collectives Coordinators must be struck at the first Equity Committee meeting. Equity Collective Coordinators shall be hiring in accordance with the Hiring Policy. The Hiring Committee is composed of members of the Equity Committee as follows:
 - a. The Vice-President, Equity;
 - b. Two (2) Directors

Honorarium

1. Each Coordinator shall receive an honorarium of \$500, which shall be contingent upon the Board of Directors' assessment of their attendance and fulfilment of duties.

Executive Responsibilities Policy

Amended	Ratified	Notes
19 Aug 20	24 Aug 20	Added responsibilities to VP Operations position.
11 Sept 20	26 Sept 20	Added "Executive Appointments to University Committees".

Preamble

In addition to the mandate of the UTSU's Bylaws and Policies, the UTSU Executive is responsible for representing and advocating on behalf of the UTSU's over 38,000 members at the University of Toronto St. George Campus campus. The Executive must strive to be available to the membership at the St. George Campus 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 write a monthly Executive Report to be presented to the Board of Directors. 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.

The President and the Vice-President Operations, and the Vice-President Public and University Affairs shall be required to work a minimum of forty (40) hours per week. The Vice-President Equity and the Vice-President Student Life shall be required to work a minimum of twenty-five (25) hours per week. The Vice-President Professional Faculties shall be required to work a minimum of ten (10) hours per week.

The President, the Vice-President Operations, and the Vice-President Public and University Affairs may not be enrolled in full time studies. The Vice-President Equity, and the Vice-President Student Life may not be enrolled in more than four (4) FCEs or the relevant equivalent thereof. The Vice-President, Professional Faculties may take a full course load.

All members of the Executive Committee must spend at least two-thirds of their weekly working hours on campus, barring weeks in which an Executive is attending a conference.

Individual Executive Responsibilities

President

The President is responsible for:

- Serving as the Chief Executive Officer of the UTSU, as defined in the Act.
- Serving as a signing officer of the Corporation
 - As such, having the authority, along with one other signing officer, to bind the UTSU to contracts, agreements, and other obligations
- Chairing the Executive Committee

- In absence of the Speaker, chairing the Board of Directors
- Serving as the official representative, spokesperson, and media liaison of the UTSU
- Overseeing the planning and implementation of Orientation in conjunction with the Vice President Student Life
- Overseeing the duties and tasks of the Executive Committee, in conjunction with the respective executives
- Assisting in all the organizational priorities of the UTSU as approved by the Board of Directors
- Serving as chief liaison to all campus groups, including but not limited to those outlined in the Affiliated Student Societies Policy

Vice-President, Operations

The Vice-President Operations is responsible for:

- Serving as a signing officer of the Corporation.
 - As such, having the authority, along with one other signing officer, to bind the UTSU to contracts, agreements, and other obligations.
- Serving as the Human Resources Manager, the Chief Financial Officer, Treasurer, The Chief Operations Officer, and the official Secretary of the UTSU.
- Acting as the Interim President in the absence of the President
- Acting as the Interim-chair in the absence of the Speaker and the President
- Acting as the Interim-Human Resources Manager in the absence of the Human Resource Manager
- Chairing the Governance Committee
- Chairing the Student Aid Committee
- Overseeing and preparing the UTSU's budget following the Budget Policy in consultation with the Executive Committee and General Manager.
- At the request of Clubs, Service Groups, and Student Society leaders, host a Budget Consultation on relevant items.
- Implementing and overseeing all UTSU 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 UTSU's Orientation
- Working with the Management Committee to establish and maintain a professional, sustainable and responsible Human Resources infrastructure at the UTSU

Vice-President, Public and University Affairs

The Vice-President, Public and University Affairs is responsible for:

- Acting as the Interim President in the absence of the President and Vice-President, Operations.
- Acting as the primary liaison with the Governing Council and central administration, and seeking a relationship with student governors
- Serving as the chief liaison to all student unions external to the University of Toronto St. George Campus in collaboration with the President
- 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
- Serving as the official representative to the Canadian Federation of Students, Canadian Federation of Students - Ontario
- Act in an advisory capacity to students seeking academic assistance

Vice-President, Equity

The Vice-President, Equity is responsible for:

- Implementing and promoting anti-oppression initiatives.
- Leading the UTSU's initiatives 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.
- Coordinating the welcome, set-up, and continued support of the UTSU WUSC student
- Liaising with the University equity offices and equity groups funded by UTSU levies
- Promoting environmental initiatives on campus and coordinating Environment week.

Vice-President, Student Life

The Vice-President, Student Life is responsible for:

- Maintaining and revising the clubs handbook and clubs directory to ensure accessibility and knowledge summation of the clubs process.
- Serving as the chief liaison with the UTSU-recognized campus clubs and groups.
 - Acting as the primary contact and providing assistance and support to all clubs recognized by the UTSU
 - 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 Ball

Vice-President, Professional Faculties

The Vice-President, Professional Faculties is responsible for:

- Advising the UTSU on matters pertaining to Professional Faculty students
- Working with the Professional Faculties to improve the academic, social and campus lives of all Professional Faculty students
- Serving as the chief liaison to the various Professional Faculty councils represented by the UTSU, and additionally holding regular meetings with representatives of those councils
- Organizing programming and events that directly benefit and include Professional Faculties students
- Act in an advisory capacity to students from Professional Faculties seeking academic assistance

General Executive Responsibilities

1. The Executive Committee

All members of the Executive are members of the Executive Committee. The responsibilities and powers of the Executive Committee shall be laid out by Bylaw VIII - Mandate of the Executive Committee.

a. Composition

The Executive Committee shall be comprised of the following members:

- i. President
- ii. Vice-President, Operations
- iii. Vice-President, Public and University Affairs

- iv. Vice-President, Equity
- v. Vice-President, Student Life
- vi. Vice-President, Professional Faculties
- vii. General Manager (non-voting)

b. 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 corporation.

Executive Appointments to University Committees

The Executives of the UTSU shall appoint representatives to the following university committees at a summer meeting of the Executive Committee. Each representative shall be responsible for reporting to the Executive Committee and to the Board of Directors. This list of university committees is non-exhaustive, and the Executive Committee may appoint representatives to additional committees.

- Advisory Committee on the University of Toronto Library System (UTL Committee)
- Anti-Racism and Cultural Diversity
- Board of Directors of University of Toronto Community Radio (CIUT Board)
- Committee for the Allocation of Student Activity Space (CASAS)
- Community Liaison Council (CLC)
- Council of Athletics and Recreation (CAR)
- Council on Student Services (COSS)
- Hart House Board of Stewards
- Information Technology Student Advisory Committee (ITSAC)
- Provost's Undergraduate Student Advisory Group (PUSAG)

Executive Review Committee Operations Policy

Amended	Ratified	Notes

Jurisdiction

The Executive Review Committee (“The Committee”) shall have jurisdiction over any complaints 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 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 complaint, 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 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 that 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, within 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.

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 cooperate 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 the 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.

Executive Transition Policy

Amended	Ratified	Notes

Preamble

The culture and success of the UTSU as an organization is largely left in the hands of the Executive. However, its short year-long term makes successive planning and transfer of knowledge a challenging endeavour.

Proper transition processes are crucial in ensuring effective leadership and continuity. It is the UTSU's desire that members of the Executive be awarded the opportunity to see a structured transition plan, ensuring a thorough transition of the organization to the incoming Executive. All incoming Executive members shall learn and understand the role of the organization, the culture of the organization, the political sphere within which it operates, along with all intricacies attached to their roles to ensure a successful term.

In addition to Executive responsibilities as stated in the UTSU Bylaws and Policies, the outgoing and incoming Executive shall participate in a conjoint month-long transition period. The full period shall last from 16 April through 15 May, and shall be divided into two periods: Primary Period and Secondary Period. Both outgoing and incoming Executive will maintain fiduciary duty and act in the best interest of the organization. They shall also continue to abide by the Code of Ethics.

Primary Period

The Primary Period shall last from 16 April through 30 April. During this period:

- The outgoing Executive maintains its responsibilities and role as the UTSU Executive. Outgoing Executive members shall remain the sole elected members of the Executive Committee during the Primary period.
- Only those members from the outgoing Executive shall have signing authority as previously approved by the Board.
- Incoming Executive members shall shadow their direct predecessors. For greater clarity, the incoming Executive shall not partake in the decision-making or business of the UTSU.
- The outgoing Executive members shall provide a thorough and interactive transition to their direct successors including, but not limited to:
 - Inviting their successor to attend meetings seeing regular business;
 - Inviting their successor to attend introductory meetings with relevant parties;

- Familiarizing their successor with finished, unfinished, and ongoing initiatives currently living in their portfolio;
- Familiarizing their successor with UTSU governance structures;
- Informing their successor of all other relevant affairs, information, and parties relevant to their portfolio.

Secondary Period

The Secondary Period shall last from 1 May through 15 May. During this period:

- The incoming Executive maintains its responsibilities and role as the UTSU Executive. Incoming Executive members shall remain the sole elected members of the Executive Committee during the Secondary Period.
- Only those members from the incoming Executive shall have signing authority as previously approved by the Board.
- Outgoing Executive members shall be available as a resource to the incoming Executive members directly succeeding them, and pass along any additional information that may not have presented itself during the Primary Period.
- Outgoing Executive members shall provide the remaining transitional pieces to their direct successors including, but not limited to:
 - Providing a thorough transition report;
 - Providing a list of relevant contacts;
 - Providing an annual timeline of high-level tasks and duties anticipated.

Hours

During the Primary Period, the outgoing Executive shall work regularly mandated hours as per the Executive Responsibilities Policy. The incoming Executive shall work no less than fifteen (15) hours per week, and no more than twenty-five (25) hours per week unless otherwise approved. The incoming Executive shall work regularly mandated hours as per the Executive Responsibilities Policy.

Compensation

The outgoing Executive shall receive compensation during the Primary Period as per the Remuneration Policy, and shall receive compensation at the same pay rate during the Secondary Period as per the Primary Period.

The incoming Executive shall receive compensation during both Primary Period and³ Secondary Period as per the Remuneration Policy.

First Year Council Policy

Amended	Ratified	Notes
11 Sept 20	26 Sept 20	Moved most of the policy into a new "FYC Reference Manual".
26 Oct 20	31 Oct 20	Amended to prevent FYC members from also serving on the Board.

Preamble

The First Year Council (FYC) is an advisory body of the UTSU which focuses on the wellbeing and distinctive needs of full-time undergraduate students in their first year of study at the University of Toronto's St. George Campus. The First Year Council is one of the University of Toronto's only institutions completely operated by first-year students, and is therefore best positioned to advocate on behalf of first-year students. The First Year Council shall also serve as an opportunity to develop the leadership skills of incoming students.

Mandate

The Mandate of the UTSU's First Year Council is to represent both current and future first-year University of Toronto students at the St. George Campus, and to ensure that their issues and interests are addressed by acting as a voice, and as guiding and informative body of resources. To that end, the First Year Council shall advise the UTSU's Board of Directors and its Executive Committee.

During their term, members of the FYC may not hold elected office on the UTSU Board. During UTSU elections, members of the FYC must take a leave of absence if they wish to run for elected office.

First Year Council Reference Manual

The general procedures and practices of the First Year Council shall be codified in a document which acts as an extension of this policy, titled the First Year Council Reference Manual. The First Year Council shall have the ability to maintain this document independently through the FYC Governance Committee, with the exception that all amendments must first be confirmed by the UTSU Board of Directors before they can take effect.

Any and all amendments to the following sections must first be submitted as amendment proposals to the UTSU Governance Committee before they can be confirmed by the UTSU Board of Directors:

- Section 1 | Interpretation
- Section 2 | Membership
- Section 5 | Budget
- Section 7 | Removal From Office
- Section 8 | Transition

Any addition of new sections must also be first submitted to the UTSU Governance Committee. The FYC Governance Committee is empowered to seek assistance from the President and Vice-President Operations of the UTSU, as well as the Board of Directors, whenever concerns or questions arise.

The membership of the First Year Council shall be ratified at the September Board Meeting each year.

Gender Parity Speaking List Policy

Amended	Ratified	Notes

Preamble

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

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

Health and Dental Plan Policy

Amended	Ratified	Notes

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 UTSU website and offices. Any changes to these policies must be reviewed by 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 UTSU incidental fees with their tuition fees. Your college or faculty defines full-time status. For members of the Faculty of Arts and 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

1. Students who register and remain a full-time undergraduate during the fall and winter sessions are automatically eligible for coverage from 1 September until 31 August of that year.
2. 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 1 January until 31 August of that year.
3. Students who register in classes in the fall session are only eligible for coverage from 1 September until 31 December of that year
4. 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 percent refund of the incidental fees are not eligible for coverage.
5. 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 Registration, such students will be refunded only the amount of premium (50 per cent) collected by the University of Toronto on behalf of the UTSU

6. 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 UTSU society fees.
7. Co-op students enrolled in a full-time course load will automatically be enrolled in the plans for the duration of that session.
8. 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 UTSU society fees.

Confidentiality

All student information provided to the UTSU by the University of Toronto will be used solely for its intended purpose and will be accessible only by the President, the Vice-President, Operations, and the General Manager.

Consent

The UTSU is not responsible to the parents/guardians of full-time undergraduate students attending the University of Toronto. While staff are 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 predetermined period designated by the UTSU.

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.

Any full-time undergraduate student may opt-out of the dental plan during the pre-determined period designated by the UTSU. 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 UTSU. The UTSU 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 UTSU 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-Enrollment

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 UTSU shall be responsible for ensuring an ample supply of claim forms, information booklets, and web updates are available and posted throughout the St. George Campus

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 UTSU shall attempt to accommodate the student provided that the UTSU can confirm the appropriate fees were paid.

Health and Safety Policy

Amended	Ratified	Notes

Preamble

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

In accordance with the OSHA and the UTSU Mission Statement, the UTSU is committed to the protection of the health and safety of its employees, members and public visitors within the UTSU space. The UTSU 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 UTSU 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 UTSU, and all staff members is needed.
- The prevention of accidents is an integral part of a healthy and safe 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:

- Ensuring adherence to the principles of this policy.
- Providing a safe and healthy work environment.
- Ensuring establishment and maintenance of internal systems for effective health and safety program management, including adequate allocations 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 are treated fairly.
- Ensure regular inspections are made and requisite actions taken to improve unsafe conditions.

The Joint Health and Safety Committee is an advisory group of works 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.

Help Desk Operations Policy

Amended	Ratified	Notes

Operations

1. The Help Desk shall be a service of the UTSU
2. The Help Desk shall be the first point of contact for students seeking assistance with any or all of the following:
 - a. Service provided by the UTSU, including services provided to recognized clubs;
 - b. Academic matters, including academic appeals;
 - c. Financial aid;
 - d. Immigration matters;
 - e. The policies and processes of the University of Toronto;
 - f. General enquiries.

Management

1. The Help Desk shall be managed by the Vice-President, Operations and Vice-President, Public and University Affairs, with the assistance of the Internal Coordinator.
2. The Vice-President, Operations and Vice-President, Public and University Affairs shall maintain a database on which the Service Assistants shall rely when providing assistance. The database shall include pre-written responses to common inquiries. The Services Committee shall review the accuracy of the database no less than once per year.

Service Assistants

1. The Help Desk shall be operated by no more than eight (8) and no fewer than four (4) Service Assistants, who shall report to the Vice-President, Operations.
2. The Service Assistants shall work no more than fifteen (15) hours and no less than five (5) hours per week.
3. Service Assistants shall be undergraduate students at the University of Toronto.
4. Service Assistants shall be classified as casual employees, and shall be hired by the President, the Vice-President, Operations, and the Vice-President, Public and University Affairs in accordance with the Hiring Policy.
5. Service Assistants shall also assist the Internal Coordinator with Front Desk operations..

Help Desk Centres

1. Service Assistants shall be available to meet students at the UTSU Office, as well as any other location selected by the Vice-President, Operations. Any location at which Service Assistants are available to meet students shall be a Help Desk Centre.
2. The Help Desk Centres shall be open no fewer than ten (10) hours per week.

3. Should a member of the UTSU request a meeting with a Service Assistant, the Service Assistant shall schedule such a meeting within forty-eight (48) hours of receiving the request.
4. The Service Assistants shall receive requests for assistance at helpdesk@utsu.ca
5. The Service Assistants shall provide an initial response to each request within twenty-four (24) hours of receipts.

Live Chat Platform

1. The Service Assistants shall also receive requests for assistance via a live chat platform integrated into the UTSU website.
2. The platform shall be open from 11:00 to 16:00 on business days.

Records

1. The Service Assistants shall open a file for each student who seeks assistance from the Help Desk. each file shall contain the name of the student in question and a summary of any assistance provided.

Confidentiality

1. All communications between the Service Assistants and students seeking assistance shall be confidential, and shall be accessible only to the President, the Vice-President, Operations, the Vice-President, Public and University Affairs, the General Manager, and the Internal Coordinator.

Mandate of the Board of Directors Policy

Amended	Ratified	Notes

The Board of Directors is the highest decision-making body of the UTSU that governs its daily advocacy and services. It consists of Directors elected by the membership to govern the affairs of the UTSU.

Decisions made at the Board are final, unless rescinded.

1. Board Responsibility for UTSU Finances and Property

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

2. Board Responsibility for UTSU Budget

The Board shall, with recommendation of the Finance Committee, prepare an annual budget of the UTSU.

3. Maintenance of UTSU Policies

The Board shall maintain the Policies of the UTSU.

4. Division I and II Director Responsibility

Constituency Directors are responsible for:

- a. Attending meetings of the Board of Directors, and sending regrets to the speaker when unable to attend;
- b. Reporting activities of the UTSU to their Constituencies and corresponding student societies;
- c. Shall attempt to sit on at least one (1) committee;
- d. Maintaining regular office hours or actively joining a project or campaign of the UTSU;
- e. Acting with diligence, fiduciary responsibility, honesty, and good faith in the best interest of the UTSU; and,
- f. Recruiting students from their constituency to participate in UTSU projects, events, services, and campaigns.
- g. Reading, understanding and abiding by the UTSU Bylaws, Letters, Patent, and Policies.
- h. Maintaining confidentiality of in camera sessions and documentation.

Meetings of the Board of Directors Policy

Amended	Ratified	Notes

Preamble

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

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

Members of the UTSU's Board of Directors 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 Standing Committee meetings that have been called since the last Board Meeting
- The minutes of all First Year Council meetings that have been called since the last Board Meeting
- Minutes from the previous Board meeting
- A list of all Board members
- Board of Directors Reports
- A spreadsheet containing attendance records of all Executives and Board Members, with specific highlights on or reminders for members meeting one half (1/2) and three quarters (3/4) of one or more than one of the thresholds for Abandonment of Office, as defined in Bylaw X(2)(a).

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 General Manager, President and

Vice-President, Operations 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 UTSU
- c. Any other person granted speaking privileges by a majority vote of the Board

Externalizations

Resolutions approved in the minutes of 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 UTSU
- 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.

Filming and Recording

Meetings of the Board of Directors may be filmed, recorded, and/or livestreamed only by members of the media. This permission may be rescinded, on a per meeting basis, only by a two-thirds (2/3) majority of the Board. This permission does not extend to in camera meetings or to meetings from which observers have been excluded.

Press

Representatives of Campus Publications shall be permitted to publish coverage of board meetings in any medium so long as the following conditions are met:

- Disclosure is made of the possible methods of coverage at the beginning of the meeting; and
- Representatives refrain from any form of harassment as defined in the union's Anti-Harassment Policy.

Representatives of Campus Publications shall grant meeting attendees the opportunity to bar the reproduction of their likeness in photographic or videographic coverage.

The Board of Directors shall reserve the right to rescind the attendance privileges of the press at any particular meeting by way of a 2/3 majority decision.

In camera Meetings

A simple (1/2) majority of the Board of Directors may, at any point, vote to move in camera. Should the motion carry, anyone who is not a member of the Board shall be required to leave the room, with the exceptions of the Speaker, the General Manager, and legal counsel to the UTSU. Any other individual may be permitted to remain for the in camera session only by a two-thirds (2/3) majority of the Board.

In camera sessions shall not be minuted. Instead, the Speaker shall ensure that a summary of every in camera session is produced for approval by the Board. The summary shall not be made available to the public, and shall be entered into the UTSU archives.

While procedural votes may occur in camera, substantive votes may not.

Closed Session

A simple (1/2) majority of the Board of Directors may, at any point, vote to move into closed session. Should the motion carry, anyone who is not a member of the Board shall be required to leave the room, with the exceptions of the Speaker, the General Manager, and legal counsel to the UTSU. Any other individual may be permitted to remain for the closed session only by a two-thirds (2/3) majority of the Board.

Closed sessions shall be fully minuted, and there shall be no distinction between the minutes of closed sessions and the minutes of open sessions. Any vote may occur in a closed session.

The Executive Committee may, at any point prior to the distribution of the agenda for a forthcoming Board meeting, determine that one or more items on said agenda will be discussed in closed session. This determination may be overturned by a two-thirds (2/3) majority of the board.

Online meetings

The Board of Directors may meet online, provided that the online format 1) allows for spoken debate and 2) can be made accessible to the membership. All substantive votes cast during online meetings shall be recorded in the minutes, unless the Board votes to conduct a given vote by secret ballot.

Consent agenda

The agenda of each Board meeting shall include an item called "Consent Agenda." The consent agenda shall include all executive reports and minutes of committee meetings and meetings of the First Year Council produced since the previous Board meeting. Other items requiring the approval of the Board may be included at the discretion of the Vice-President, Operations.

The consent agenda shall be the first substantive item on the agenda. Any item on the consent agenda that is not externalized shall be deemed approved by the Board.

Privacy Policy

Amended	Ratified	Notes

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 reserve 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 email inquiry to us, you will be providing us with your email address. We will use this information only to respond to your request. We may also retain a copy of your inquiry.
- 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 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 website 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.

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 with 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 our control. The General Manager 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 the 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 by you, and as authorized by the 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.

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,

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 email 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 email or other electronic means or when we transmit information by such means at your request.

Openness

We are open about our 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 a 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.

Challenging Compliance

Any inquiries, complaints or questions regarding the Policy should be directed in writing to the Privacy Officer by email at generalmanager@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 websites and encourage you to examine each site's privacy policy and disclaimers. This will enable you to make your own decision regarding the accuracy, reliability, and correctness of material and information found.

Remuneration Policy

Amended	Ratified	Notes
-	24 Aug 20	Added lieu time component, increased max worked hours to 48 hr/wk
11 Sept 20	26 Sept 20	Moved mobile phone allowance policy, rescinded increase to max hrs

Executive Remuneration

The President and the Vice-Presidents shall receive an hourly pay of \$19.00 up to forty (40) hours per week. The pay shall be indexed to CPI-Toronto and shall be adjusted annually on 1 May.

The President and Vice-Presidents shall be granted lieu time as leave with pay to be compensated for instances in which more than forty (40) hours are worked in a work week. Lieu time shall not be claimed for any period of less than thirty (30) minutes in a work day. Lieu time shall be granted on a straight time basis to a yearly maximum of 120 hours per year. The President and Vice-Presidents are allowed to use lieu time before they use vacation time.

Mobile Phone Allowance Policy

It is important and expected that Executives of the UTSU are available throughout the term. With technological advancements, it has become clear that mobile phones are essential in order to remain accessible to members, the Executive and the staff of the UTSU. 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 UTSU subsidizes a portion of the Executive mobile phone expenses on a monthly basis.

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

Per Diem Policy

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

At meetings or conferences at which the 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 Vice-President, Operations. The President, or, in the case of the President, the Vice-President, Operations 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 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 decision 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 an examination. Each day used must be logged with the President, or, in the case of the President, with the Vice-President, Operations.

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, the Vice-President, Operations. No member of the Executive may be penalized for going on unpaid leave, except by the Board of Directors under Bylaw VII (7) or Bylaw X (5).

Resource Bank Policy

Amended	Ratified	Notes

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. An operational policy is necessary for effective communication and expectation between the UTSU and its campus groups.

Purpose

The Resource Bank Policy shall serve to standardize the UTSU's equipment rental services operating procedures. The policy shall address concerns related to, but not limited to, rental forms, fee payments, return policy, and any other concerns related to the operations of the UTSU's equipment rental services.

Definition

Rental equipment services are defined as any service operated by the UTSU 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 UTSU 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 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 Services Committee.
 - a. Deposits may be withheld until 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.
3. The rental form shall:
 - a. Include the language of item two (2); and

- b. Be assigned 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 shall be accompanied with a piece of identification (T-Card, Driver's License, etc.).

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

Speaker of the Board of Directors Policy

Amended	Ratified	Notes
11 Sept 20	26 Sept 20	Added clause to hire the Speaker prior to the July Board Meeting.

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 UTSU's Board of Directors in accordance with the UTSU'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 UTSU's Board of Directors
- At the request of the President, facilitate meetings of the Executive Committee

The Speaker of the Board of Directors shall be hired by the UTSU before its July Board Meeting.

Staff Hiring Policy

Amended	Ratified	Notes

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 UTSU 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 hiring policy.

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, the composition of the hiring committee will be agreed to in the Collective Bargaining Agreement

Contract Staff

For contractual staff or non-unionized hiring, the composition of the hiring committee will be determined by the Executive Committee.

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 process.

4. Alternatively, the Executive Committee may terminate the hiring and remit the hiring process to be restarted by a constituted committee.

Chairing of Hiring Committees

The Vice-President, Operations 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, Show Steward of the vacancy and timeline for hiring process.
- Ensure that all committee members are familiar with this policy and 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:
 - A cope with the applicant's name and personal information redacted to be released to the hiring committee for the purposes of screening.
 - A non-redacted copy of release to the hiring committee after screen 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.

Conflicts 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.

Withdrawal from the Hiring Committee

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

The ther 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. Receipts of applications, evaluations and screening 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 Vice-President, Operations. The Vice-President, Operations 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 by the Vice-President, Operations shall create a job description and Job Posting. Using the Position Analysis, the Vice-President, Operations shall create a rubric to evaluate applications with categories that reflect the Position Description and Job Posting. Each category shall be assigned a maxim weight and summed total of maxim scores for each category shall be 50. The rubric shall be kept confidential until 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

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 extending 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 Vice-President, Operations 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 consultation with the committee. Questions shall comprise **Standard**, **Situational**, and **Behavioural** 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 inquires 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.
- **Behavioral Questions** ask specific questions probing the candidates past behavior and compares these behaviours to expectations of the job in question. The foundation of behavioral questions rely on the notion that past behaviour is the best predictor of future behaviour.

When conducting the interview, members of the committee shall receive copies of the interview questions in advance of the interview. 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 each candidate's response to each question on a 10-point scale (1 lowest, 10 highest). 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.

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 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). In the case that a consensus cannot be reached and there is more than one qualified candidate, a second round of interviews shall be conducted with a new set of questions created by the Chair of the hiring committee. In other cases, or after the second round of interviews, a majority vote shall determine the successful candidate.

Ratification

The chair of the Hiring 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 of the Hiring Committee, and select an alternate candidate.

Strategic Planning Policy

Amended	Ratified	Notes

Preamble

To fulfill our mandate successfully, the UTSU needs a clear and shared vision, direction, and goals. The UTSU will adopt strategic planning with the support of a strategic plan. The strategic plan should clarify our long-term goals and outline some steps necessary to attain these.

Annual Review Process

It's important to revisit the strategic plan, monitor progress, and adjust to any changing conditions. The annual review of our strategic plan is an opportunity to assess and evaluate progress, and whether our goals need to be realigned.

The UTSU Board shall commence its annual review beginning in November of every term, whereas all Board members will have opportunities to participate. The initial review process will end with an annual review report presented to the Board, which will report on:

- Progress in each target goal
- The UTSU's progress towards achieving high-level goals and values
- Whether the UTSU's projects and activities are within the parameters of the strategic plan's vision, strategy, and objectives
- Goals that are no longer relevant or viable with explanation
- Goals that should be amended to reflect changing conditions
- Goals that should be added to reflect changing conditions

Once the Board has reviewed, discussed, and finalized the annual review report, the report shall be approved and the Strategic Plan shall be amended accordingly.

Implementation Process

The introduction of a new strategic plan shall take on a consultative process, taking into consideration voices from the UTSU membership, Board, and staff. These consultations should be thorough, and open to any individual falling under any of the three (3) aforementioned parties. Once a draft is produced, members of the Board shall have the opportunity to review, discuss, and finalize the strategic plan before the plan is sent for final approval.

Student Aid Policy

Amended	Ratified	Notes
6 Aug 20	24 Aug 20	Sweeping amendments to policy, privacy provisions, use of funds.
18 Sept 20	26 Sept 20	Addition of clause to add microtransactions to the SAP's jurisdiction.

Preamble

The UTSU recognizes that in addition to tuition, there are several additional costs associated with post-secondary education. To help students mitigate these costs, the UTSU shall provide assistance to members who show financial need through needs-based bursaries, including:

1. The Book and Academic Supplies Bursary;
2. The Exam Deferral Bursary;
3. The Academic Pursuits Bursary;
4. The Health and Wellness Bursary;
5. The Accessibility Bursary;
6. The Transit Bursary; and
7. The Emergency Bursary.

At the discretion of the Executive Committee, the Student Aid Program shall also be empowered to oversee other programs and services related to its mandate of providing individual support to students in need. These may include, but are not limited to: free passes for microtransactions or other class-related expenses; time-sensitive bursaries or grants; and other individual needs-based services.

Student Aid Program disbursements and distributions shall be authorized by the Student Aid Committee in committee meetings. The Vice-President Operations or their designate shall be responsible for being the secretary of the Student Aid Program, its applications, and its daily operation as a service.

Universal Criteria

The Student Aid Committee shall evaluate each bursary application using the following universal criteria, plus any bursary-specific criteria listed under "Bursary-Specific Criteria":

1. Membership in the UTSU as defined by the Bylaws of the UTSU
1. A demonstration of financial need which includes the following:
 - a. An indication of income level and/or financial standing of the applicant;

- b. Existing sources of financial assistance already received by the applicant;
 - c. A personal statement of need provided by the applicant;
 - d. If applicable, the submission of receipts and/or other method of verifying payment for the item or service covered by a specific bursary; and
2. If applicable, any other universal criteria agreed upon by the committee.

Bursary-Specific Criteria

Some bursaries have additional requirements. The Student Aid Committee shall also evaluate each bursary according to the following bursary-specific criteria, plus any other criteria agreed upon by the committee, if applicable:

1. Book and Academic Supplies Bursary applications shall additionally require:
 - a. The sufficient confirmation that the book or supply is required for a class.
2. Academic Pursuits Bursary applications shall additionally require:
 - a. A description of the scope and nature of the academic endeavour.
3. Health and Wellness Bursary applications shall additionally require:
 - a. Confirmation that the applicant is a payee to the UTSU Health & Dental Plan;
 - b. Confirmation that the applicant has already claimed their eligible amount covered by the UTSU Health & Dental Plan.
4. Emergency Bursary applications shall additionally require:
 - a. An additional, itemized list of all the expenses to which the disbursement would go towards mitigating if approved;
 - b. An indication of the number of dependents the applicant has.

Applications And Deadlines

The Student Aid Program shall be made available year-round, with applications considered on an ongoing basis.

An online application form shall be made available to the membership and maintained by the Vice-President, Operations and/or their designate. The Vice-President, Operations, or their designate, shall be responsible for receiving and presenting all applications for consideration to the committee.

Allocation of Funds

The Student Aid Committee shall be governed by the following guidelines:

1. The Student Aid Program shall have an item included in all UTSU budgets, as defined in the Budget Policy, when they are presented to and approved by the Board of Directors;
2. The Student Aid Committee shall retain the power to determine the following:

- a. How funds are distributed between the different bursaries;
 - b. The maximum amount allowed to be authorized per fund; and
 - c. The percentage of the program's budget that is disbursed per session.
3. The Student Aid Committee shall maintain an ongoing record of the amount disbursed to applicants during each year it operates
- a. No individual applicant shall receive more than \$2,000 per year in assistance.
 - b. This record shall only consist of: the cumulative amount awarded to the applicant to date; the student number of the applicant; and the applicant's surname.
4. Notwithstanding these powers, the Student Aid Committee shall be obligated to provide a written notification and explanation to the Finance Committee if:
- a. More than 25% of the program budget is disbursed in the summer session;
 - b. More than 45% of the program budget is disbursed in either the fall or winter session;
 - c. More than 100% of the program budget is disbursed before the end of the given year;
 - d. The Finance Committee sends a request to the Student Aid Committee for an explanation of any committee decision or disbursement.
 - i. Such requests shall not discuss the merits or personal information of individual applicants, and shall be conducted only for purposes of financial accountability.

Anonymity, Minute-Taking, and Reporting

The Student Aid Committee shall meet in closed session. All review, discussion, and consideration of applications and related information shall take place in-camera. A recording of each meeting shall be taken and confidentially held by the Vice-President Operations for the purpose of verifying the discussion and decisions of the committee, if required.

Minutes of Student Aid Committee meetings sent to the Board of Directors for approval shall contain only the following information:

1. Discussion that is deliberately held ex-camera, as long as it does not contain any private information or description of individual applications or applicants
 - a. Such discussion should be limited to include:
 - i. Procedural discussion
 - ii. Discussion of governing documents relevant to the committee
 - iii. Discussion and votes on motions; and
 - iv. Approvals of disbursements for successful applications.
2. A summary of decisions made by the committee during the meeting, including:

- a. The total amount of money authorized to be disbursed under each bursary, presented as individual totals corresponding to each bursary;
- b. The total amount of money authorized to be disbursed under all bursaries;
- c. The total amount and percentage of the total program budget spent to date (i.e. a number sum and percentage which adds up all past disbursements); and
- d. The total number of applications which have been both approved and denied.

When preparing applications for presentation to the Student Aid Committee, the Vice-President Operations shall be responsible for censoring applications of their personal identifying information, primarily to prevent bias in decision-making. Applications shall only include the following personal identifiers when presented to the committee for review:

1. An applicant's University of Toronto student number; and
2. The date and time the application was received via the online form.
3. The Student Aid Committee may elect to use another type of unique identifier for identification during deliberations, however any such identifier must maintain the anonymity of applicants.

Destruction of Information

After an application is processed, and after an applicant receives their funding by direct deposit, the UTSU shall destroy most of the sensitive personal information of an applicant, including their financial information and other highly-sensitive data, as determined by the Privacy Officer of the UTSU.

Submission and Adoption of Policy (Procedural Policy)

Amended	Ratified	Notes

1. Directors and Committees may propose amendments to existing policies or the adoption of new policies to the Governance Committee.
2. The Governance Committee shall consider any proposal within thirty (30) days of receipt. It shall then reject the proposal, amend the proposal, or recommend the proposal to the Board of Directors for approval. In all cases, the decision of the Governance Committee shall be presented to the Board of Directors for ratification.
3. Any proposal that would amend or substantially effect the following policies shall require the approval of another committee in addition to the Governance Committee:
 - a. For the Clubs Policy, the Clubs Committee
 - b. For the Budget Policy, the Finance Committee
 - c. For the Anti-Harassment Policy, the Health and Safety Policy, the Privacy Policy, the Staff Hiring Policy, and the Remuneration Policy, the Executive Committee
 - d. For the Executive Review Committee Operations Policy, the Executive Review Committee
 - e. For the Health and Dental Plan Policy, and the Help Desk Operations Policy, Resource Bank Policy, the Services Committee

Sustainability Policy

Amended	Ratified	Notes

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 UTSU to demonstrate its own sustainable practices and behavior.

This policy has been commissioned to reform the internal operations of the UTSU, 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 UTSU, which will ultimately make our finances more sustainable. The UTSU's costs do not have to go up for its impact to go down.

Office Supplies and Equipment

The UTSU 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 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 of all computers, printers, and photocopiers.
 - e. Seek expertise and implement further recommendation from the paper reduction project resource administered through the University of Toronto 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.
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 UTSU should demand - and sometimes purchase - its own materials such as: High efficiency compact fluorescent light bulbs.
 - a. Efficient desktop lamps for task lighting (especially at night) in member offices.

Behaviour Modification

The UTSU will:

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

Energy Consumption

The UTSU will:

1. Require any and all future buildings inhabited by the UTSU or managed by the UTSU to meet LEED certifications of some kind
2. Initiate comprehensive energy-saving behaviour changes in the current building
 - a. Engage the building manager and other Facilities and Services staff in discussions as to how to reduce energy consumption.
 - b. Program all computer to conserve energy
 - c. Turn off computer monitors when remoting.
 - d. In the summer, not using the AC unless temperatures outside are over 25°C.
 - 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.
 - g. Identifying and reducing Phantom Loads, by unplugging appliances when possible (e.g paper shredders).
 - i. Phantom Loads are electrical plugs which consume energy even when an appliance is not in use.

Food and Drink

The UTSU will:

1. Supply vegetarian or vegan food options at UTSU meetings and events when food is provided.
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. The UTSU endorses these efforts and will give them preferred business when the UTSU makes purchases.
4. Support businesses that have environmentally sustainable practices.
5. Serves food with biodegradable containers and utensils as much as possible.

Transportation

The UTSU 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.

Water

The UTSU will:

1. Not purchase bottled water. As a replacement for hauling bottled water to events, the UTSU can provide biodegradable cups and tap water. In addition, the UTSU will provide composting for the disposal of these cups. This is a cost-saving initiative.
2. Encourages 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 waning lists regarding organic waste that is not flushable, such as feminine hygiene products.

Waste

The UTSU 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 of the UTSU

Office Cleaning and Space

The UTSU will:

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

Outdoor Environment Site

The UTSU 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 greenhouses.

Involvement on Campus

The UTSU 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 UTSU 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.