



**UTGSU**

**U.T.G.S.U. Policy  
Handbook**

**Original Version Ratified by U.T.G.S.U. General Council on  
28 April 2003**

**Prepared in 2002 -2003 from the U.T.G.S.U. Constitution.  
To Be Used as an Addendum to the U.T.G.S.U. Bylaw Document  
Last updated 13 February 2020**

## Table of Contents

Table of Contents .....	2
<b>GOVERNING POLICIES OF THE UNION.....</b>	<b>5</b>
<b>Policy G1: Creation of Policies and Positions .....</b>	<b>6</b>
G1.1 Rationale of Policy .....	6
G1.2 The Levels of Policy .....	6
G1.3 Notice for Policy .....	6
G1.4 The Passage of Policy .....	7
G1.5 Collection of Standing Policies.....	8
G1.6 Review of Standing Policies.....	8
G1.7 Suspension of Standing Policies.....	8
G1.8 Memoranda of Agreement and Understanding .....	9
G1.9 Succession.....	9
<b>Policy G2: Elections and Referenda .....</b>	<b>10</b>
G2.1 Elections of Union Officers and Executives-at-Large.....	10
G2.2 Nomination Process .....	10
G2.3 General Election Guidelines.....	11
G2.4 General Referenda Guidelines.....	12
G2.5 Yes or No Referendum Campaigns .....	13
G2.6 Information-Based Referendum Campaign.....	14
G2.7 Voting Procedure and Conduct for Elections and Referenda .....	14
G2.8 By-Elections .....	18
G2.9 Responsibilities of U.T.G.S.U. Staff .....	18
<b>Policy G3: Representatives of the Union on University and Other Bodies.....</b>	<b>19</b>
<b>Policy G4: Standing Committees .....</b>	<b>20</b>
<b>G4.1: Overarching Mandate .....</b>	<b>20</b>
<b>G4.1.1 With the exception of the Executive Committee and the Finance.....</b>	<b>20</b>
meetings that fail to reach quorum). .....	20
G4.2.1 The Policy and Operations Committee shall coordinate policy drafting, .....	20
G4.2.6 Vacancies shall be filled at the current or next General Council meeting via election. ....	21
G4.3: Research, Education and Governance Committee.....	21
G4.4 Equity and Advocacy Committee .....	22
G4.5 Environmental Justice and Sustainability Committee .....	22
G4.6 Civics Committee .....	23
G4.7 Finance Committee.....	24
G4.8 Elections and Referenda Committee .....	25
G4.9 Grad Minds Committee .....	25
<b>Policy G5: Caucuses .....</b>	<b>27</b>
G5.1: Overarching Mandate.....	27
G5.2: Women and Trans People Caucus .....	27
G5.3: Queer Caucus .....	27
G5.4: International Students' Caucus .....	28
G5.5: Race and Ethnicity Caucus .....	28
G5.6: Professional Graduate Students' Caucus .....	29
<b>Policy G6: The Union and COSS .....</b>	<b>31</b>
G6.1 Voting.....	31

G6.2 Representation .....	31
G6.3 Annual Town Hall .....	31
<b>Policy G7: Annual General Meetings .....</b>	<b>32</b>
<b>Policy G8: Member Petitions .....</b>	<b>33</b>
<b>Policy G9: Anti-Oppression .....</b>	<b>35</b>
G9.1. Anti-Oppression Workshop .....	35
G.9.2 Equity Statement.....	35
<b>Policy G10: Appeals Process .....</b>	<b>36</b>
G.10.1 Timelines.....	36
G10.2 Written Evidence .....	36
G10.3 Oral Testimony.....	37
G10.4 Accommodation .....	37
G10.5 Judgment .....	37
G10.6 Conflict of Interest .....	38
G10.7 Confidentiality.....	38
<b>OPERATIONS POLICIES OF THE UNION .....</b>	<b>40</b>
<b>Policy O1: Finances.....</b>	<b>41</b>
O1.1 Funds, Annual Fee and Extra Levies .....	41
O1.2 Financial Responsibilities.....	43
O1.3 Finance Office .....	43
O1.4 Duties of the Finance Office.....	44
O1.5 Financial Estimates (Budget), Supplementary Estimates, Notice .....	44
O1.6 Finance Committee .....	44
O1.7 Audit, Fiscal Year, Financial Disclosure.....	45
O1.8 Banking .....	46
O1.9 Signing Powers .....	46
O1.10 Summer Spending Authority .....	47
O1.11 Honoraria .....	47
O1.12 Course Union Grants .....	48
O1.13 Special Grants.....	50
O1.14 Motions to Spend Money without Notice.....	51
O1.15 Employee Contracts.....	51
O1.16 Budgets, Audits, Minutes, and Other Written Reports .....	51
O1.17 Other Groups .....	51
O1.18 Budget Format Guidelines, Budget Narrative and Fund Budget Guidelines.....	51
O1.19 UTGSU Conference Bursary.....	53
O1.20 Graduate Community Development Fund (GCDF) .....	56
<b>Policy O2: Space Use .....</b>	<b>59</b>
O2.1 Gym and Lounge Bookings.....	59
O2.2 Gym Use .....	59
O2.3 U.T.G.S.U. Basement Lounge (Meeting Room).....	61
O2.4 Billeting.....	61
O2.5 Space Use Request Form.....	61
<b>Policy O3: Proxy Voting .....</b>	<b>61</b>
<b>Policy O4: Audits and Minutes .....</b>	<b>62</b>
<b>Policy O5: Donations.....</b>	<b>63</b>
<b>Policy O6: Old Equipment.....</b>	<b>64</b>
<b>Policy O7: Dependent Care.....</b>	<b>66</b>

07.1 Eligibility .....	66
07.2 Reimbursement.....	66
07.3 Annual Cap .....	66
07.4 Claim Form.....	67
07.5 Cost of Living Adjustment .....	67
07.6 Special Circumstance .....	67
<b>Policy O8: Executive Reports .....</b>	<b>68</b>
<b>Policy O9: Human Resources.....</b>	<b>69</b>
09.1 Guidelines .....	69
09.2 Communication of Guidelines .....	69
<b>Policy O10: Insourcing (Union Services) .....</b>	<b>69</b>
010.1 Definition of Insourcing.....	69
010.2 Advertising Insourced Projects.....	70
010.3 Lower Cost Projects .....	70
<b>Policy O11: Recording of Motions .....</b>	<b>71</b>
<b>Policy O12: Privacy, Use and Disclosure of Personal Information.....</b>	<b>71</b>
<b>Policy O13: Services for Campus Groups.....</b>	<b>73</b>
<b>Policy O14: Travel Per Diem .....</b>	<b>74</b>
014.1 Transportation Expenses .....	74
014.2 Meal Expenses.....	74
014.3 Exception .....	75
<b>O15: Communications - Listservs.....</b>	<b>75</b>
<b>O16 Endorsements .....</b>	<b>78</b>
<b>ISSUES POLICY OF THE UNION .....</b>	<b>79</b>
<b>Policy i1: University Outsourcing .....</b>	<b>80</b>
<b>Policy i2: Freedom of Choice .....</b>	<b>81</b>
<b>Policy i3: Democracy and University Governance .....</b>	<b>81</b>
<b>Policy i4: Autonomy .....</b>	<b>82</b>
<b>Policy i5: Honorary Degrees.....</b>	<b>83</b>
<b>Policy i6: Language Rights.....</b>	<b>83</b>
<b>Policy i7: Peace and Dissent .....</b>	<b>84</b>
<b>Policy i8: Housing and Homelessness .....</b>	<b>84</b>
<b>Policy i9: Education Fees .....</b>	<b>85</b>
<b>Policy i10: Gun Control.....</b>	<b>86</b>
<b>Policy i11: Canadian Blood Services.....</b>	<b>87</b>
<b>Policy i12: High Performance and University Athletics .....</b>	<b>88</b>
<b>Policy i13: Anti-Discrimination.....</b>	<b>89</b>

# **GOVERNING POLICIES OF THE UNION**

## **Policy G1: Creation of Policies and Positions**

### **G1.1 Rationale of Policy**

- G1.1.1 All forms of policy have, in an order of precedence, less legislative authority than the University of Toronto Act, Letters Patent, or Bylaws that regulate the affairs of the Corporation and cannot be used to overrule them.
- G1.1.2 Standing Policy regards, in particular, such motions which would establish changes or precedent within lower levels of the Union's governing structure, the Corporation's day-to-day operations, or to make a political or social statement.

### **G1.2 The Levels of Policy**

G1.2.1 Standing Policy can be defined in one of three categories:

Governing: These policies shall reflect and directly expand upon the Bylaws of the Corporation without conflicting or superseding these documents.

Operational: These policies shall engage in regulating and determining the general day-to-day activities of the Union and its services.

Issues: These policies shall engage in setting forth stances on long-term issues that have been deemed important by members.

G1.2.2 Non-standing policy can be defined in one category:

G1.2.2.1 Positions: These policies are immediate reactions and stances to short-term issues that have been deemed important by members.

G1.2.3 The above clauses are arranged according to legislative authority, such that the preceding level of policy supersedes those that follow.

### **G1.3 Notice for Policy**

G1.3.1 Where it is intended to pass or amend a policy at a meeting of the General Council, written notice of any proposed amendment of the policy shall be prepared and copies distributed to all General Council representatives at least fourteen (14) days in advance of such a meeting.

G1.3.1.1 In the case where Clause 3.1 is not explicitly followed, any proposed policy or amendments to the policy may nevertheless be moved at any meeting, while discussion and voting will occur

at the following meeting, for which no notice of intention need be given.

- G1.3.1.2 In the case of the level of policy defined as a 'position', notice may be entirely waived – due to the nature of positions as shortterm stances on immediate issues.
- G1.3.2 Notice of motion to amend standing policy shall first be presented to the Executive Committee who will report its recommendation to the General Council in a timely fashion. General Council may choose to refer the proposed amendment to the Internal Committee for further refinement.  
In the case of the level of policy defined as a 'position', this recommendation may be entirely waived – as these decisions may be made on the floor of Council based on discussion – but can be requested.
- G1.3.3 The written notice for a meeting of the General Council called to consider such a resolution shall contain the full text of the proposed policy or amendment of existing policy.

#### **G1.4 The Passage of Policy**

- G1.4.1 Policy may be set forth by any regular motion of General Council, given the provisions regarding notice, as found in Article 3 of the Bylaw.
  - G1.4.1.1 Governing Policy of the Union may be set by a two-thirds (2/3) majority vote of Council and are binding to all future General Councils unless overturned or amended.
  - G1.4.1.2 Operations Policy of the Union may be set by a simple majority vote of Council and are binding to all future General Councils unless overturned or amended.
  - G1.4.1.3 Issues Policy of the Union may be set by a simple majority vote of Council and are binding to all future General Councils unless overturned or amended.
  - G1.4.1.4 Positions may be taken by the Union via a simple majority vote of General Council and are not binding to future General Councils. Positions will expire, automatically, after the April meeting of the General Council under which it was passed, but can be renewed by future Councils.
- G1.4.2 Standing Policy may be amended or removed by General Council via a two-thirds majority vote.

### **G1.5 Collection of Standing Policies**

- G1.5.1 All Standing Policy must be collected and recorded, in addition to the noting of their passing in meeting minutes, in a document called the University of Toronto Graduate Students' Union (U.T.G.S.U.) Policy Handbook.
- G1.5.2 All Standing Policy, when placed in the U.T.G.S.U. Policy Handbook, must be dated according to its passage by General Council.
- G1.5.3 All Standing Policy in the U.T.G.S.U. Policy Handbook shall be organized under sections that correspond to the aforementioned levels of standing policy in Article 2.
- G1.5.4 Council, through the Office of the Internal Commissioner, must maintain the U.T.G.S.U. Policy Handbook.

### **G1.6 Review of Standing Policies**

- G1.6.1 All Standing Policy of the Union must be placed under review every two years, based on the recorded date of its passing in Council.
- G1.6.2 Such a review may be undertaken by Council as a whole or by the Internal Committee, which shall make recommendations to Council.
- G1.6.3 All Standing Policy that Council deems fit to retain must be reaffirmed via a motion to renew said policy. The date for this renewal of Standing Policy would then be recorded in the U.T.G.S.U. Policy Handbook as well.
- G1.6.4 During the period in which a Standing Policy is being reviewed and before the rejection or renewal of said policy, the most current version of it prior to the review remains in place and active.

### **G1.7 Suspension of Standing Policies**

- G1.7.1 Council can temporarily suspend all Standing Policies, except Governing Policy, by a two-thirds majority vote of Council.
- G1.7.2 All suspensions of Standing Policy must be given a fixed end date, no longer than thirty days. The date of suspension will also be recorded in the U.T.G.S.U. Policy Handbook.
- G1.7.3 All suspensions of Standing Policy must be recorded in the minutes in which they occur, giving detailed reasoning for the suspension.
- G1.7.4 Any Standing Policy that has been suspended twice consecutively is to be automatically placed under immediate review by the Internal Committee and a recommendation regarding this policy shall be given to General Council at its next meeting.



## **G1.8 Memoranda of Agreement and Understanding**

- G1.8.1 All Memoranda of Agreement or Understanding or such similar documents, shall be given legislative importance equal to Governing Policy.
- G1.8.2 All such documents can only be edited by following procedures within said documents.
- G1.8.3 All such documents shall be catalogued in the U.T.G.S.U. Policy Handbook under a section entitled 'Agreements with Other Bodies'.

## **G1.9 Succession**

- G1.9.1 For the purposes of the Bylaws of the Corporation and all other governing documents, the U.T.G.S.U. Policy Handbook shall serve as the policy document(s) of the Corporation as may be referred to elsewhere.
- G1.9.2 This policy shall, for the purposes of the U.T.G.S.U. Policy Handbook, always be listed first among all other policies and be placed among Governing Policies.

**Adopted: November 2012**

## **Policy G2: Elections and Referenda**

### **G2.1 Elections of Union Officers and Executives-at-Large**

- G2.1.1 The elections for all officers of the Union shall occur simultaneously on an annual basis.
- G2.1.2 The annual election of officers shall occur before March 01.
- G2.1.3 The Executive-At-Large position will be appointed by the General Council and from the general membership in the October Meeting of General Council.

### **G2.2 Nomination Process**

- G2.2.1 Nomination forms for officers shall be submitted to the Elections and Referenda Committee. Each candidate shall have at least fifteen (15) supporting signatures. Candidates and signatories shall include their student numbers and both candidates and signatories must be Members of the Union. These shall include forms for the positions of:
- Internal Commissioner
  - External Commissioner
  - Civics and Environment Commissioner
  - Academics and Funding Commissioner, Division 1 and 2
  - Academics and Funding Commissioner, Division 3 and 4
  - Finance Commissioner
  - University Governance Commissioner
- G2.2.2 No candidate shall be allowed to run for more than one (1) office in any election.
- G2.2.3 No candidate shall be allowed to run for office with a group or party affiliation.
- G2.2.4 The nomination period shall normally be held in January or February for a minimum of two (2) weeks. If there is no candidate for a particular position when the nomination period ends, the Chief Returning Officer may extend the nomination period for that position by increments of one (1) week to a maximum extension of two (2) weeks.
- G2.2.5 The Chief Returning Officer, the Deputy Returning Officer, and student members of the Elections and Referenda Committee may not run for office upon validation.

## **G2.3 General Election Guidelines**

- G2.3.1 In an election, the candidates shall campaign in accordance with the rules of fair play and those outlined in the Election and Referenda Code in accordance with UTGSU Policy and Bylaw. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of the campaign of the other candidate(s), and misrepresentation of fact.
- G2.3.2 The Chief Returning Officer will organize an All-Candidates Meeting in a timely fashion and all nominees must attend said meeting to be considered as candidates, unless regrets are noted to the Chief Returning Officer at least twelve (12) hours beforehand.
- G2.3.3 All ballots and nomination forms must be retained by the Elections and Referenda Committee for a period of at least two (2) weeks following the elections and shall be available to candidates or their representative and to members of U.T.G.S.U. General Council upon written request. During this period, the Elections and Referenda Committee shall receive and act upon any request for a recount or written allegation of election misconduct. All findings shall be available to Union members upon request.
- G2.3.4 The General Elections Guidelines will be further elaborated in the Election and Referenda Code. The content of this Code shall be determined and approved by the Elections and Referenda Committee, reported to General Council, and made available to all candidates and the Deputy Returning Officer(s). Changes must be finalized up to two (2) weeks before the election begins. The Code shall always contain:
- Nomination period and voting dates
  - Polling locations
  - Rules for campaigning and a demerit system that includes disciplinary sanctions for violations of said rules; and
  - Type of voting system and rules for voting
- G2.3.5 The Union may not verify or sanction third-party campaigns.
- G2.3.6 Members of the Board of Directors, the Executive Committee, and Chairs of Committees and Caucuses may not participate in third-party campaigns.
- G2.3.7 No candidate shall accept funds, in-kind support, or aid in campaigning from organizations outside the Union, including but not limited to provincial and federal lobbying and service organizations.
- G2.3.8 No candidate shall expend funds or in-kind materials/support beyond that described in the current Elections Code.

## **G2.4 General Referenda Guidelines**

- G2.4.1 A Yes or No Campaign should be implemented if there are clear or likely divisions within the membership regarding an issue that is to be put to referendum. An Information Campaign should be implemented if there are no clear or likely divisions within the membership, and present an unbiased viewpoint on an issue that is to be put to referendum.
- G2.4.2 Prior to a referendum, General Council will determine whether a given referendum campaign will be either a Yes or No Campaign or an Information-Based Campaign. This decision will be made in consultation with all parties and the membership. This decision may be overridden by Clause 2.5.1.1.
  - G2.4.2.1 Prior to the start of campaigning, the decision of whether a Yes or No or Information campaign is appropriate may be appealed to the body designated to determine election and referendum appeals.
- G2.4.3 In referenda, the Yes or No, and Information Campaign Committee members shall campaign in accordance with the rules of fair play, as well as those found in the Election and Referenda Code. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of the campaign of the other candidate(s), and misrepresentation of fact. All campaigning and referenda rules not set out in the Bylaw shall be determined by the Elections and Referenda Committee and reported to General Council and shall be made available to all candidates, Deputy Returning Officers, and Poll Clerks.
- G2.4.4 All ballots must be retained by the Elections and Referenda Committee for a period of at least two (2) weeks following the elections and shall be available to candidates or their representative and to members of General Council upon written request. During this period, the Committee shall receive and act upon any request for a recount or written allegation of referenda misconduct. All findings shall be available on the Union's website.
- G2.4.5 All committee members must also attend the All-Candidates meeting (as described in Clause 2.3.2 to be considered as committee members, unless regrets are noted to the Chief Returning Officer at least twelve (12) hours beforehand.
- G2.4.6 The Union may not verify or sanction third-party campaigns.
- G2.4.7 Members of the Board of Directors, the Executive, and Chairs of Committees and Caucuses may not participate in campaigns that are unverified and unsanctioned.

## **G2.5 Yes or No Referendum Campaigns**

G2.5.1 Council shall allocate up to a maximum of \$200.00 to fund one Yes committee and up to a maximum of \$200.00 to fund one No committee in each Yes or No referendum. Only these funds may be used in each campaign. These committees are the sole representatives of these platforms during the referendum.

G2.5.1.1 Should there be a lack of either a proposed Yes or No Committee for the proposed campaign period after two (2) week call for the formation of these committees, then the Elections and Referenda Committee shall be empowered to implement an Information-Based Campaign as described in Clause 2.6.

G2.5.2 To qualify for funding, a Yes or No committee must submit to the Chief Returning Officer a proposal for funding on which must appear the following:

G2.5.2.1 The signatures and student numbers of the members that constitute the Yes or No Committee; and

G2.5.2.2 The signatures and student numbers of at least fifteen (15) members that confirm the composition of that committee and its capacity to adequately perform the campaign duties required.

G2.5.3 The Chief Returning Officer shall verify through the University Registrar's office that the names and numbers appearing on petitions presented in accordance with clause G2.5.2 above are those of members.

G2.5.4 In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of clause G2.5.2 above, provided that it includes on the petition for a referendum a list of committee members as required by clause G2.5.2.

G2.5.5 When originally submitting its petition for funding, a Yes or No committee must consist of at least five members. If the committee fulfills the requirements of this article, the Chief Returning Officer shall designate it as the body entitled to receive referendum funding. Notwithstanding this provision, the Chief Returning Officer may decide to put a different committee in place or to add or subtract members from the original committee.

G2.5.6 Funding for each Yes or No committee shall consist of any combination of credits for photocopying on the Union's photocopiers and money provided as reimbursement for campaign expenses incurred elsewhere and approved by the Chief Returning Officer. A Yes or No committee must submit an application for reimbursement

and supporting receipts to the Chief Returning Officer in order to receive reimbursement.

G2.5.7 The Yes and No committees shall function as regular ad hoc committees, making spending decisions by Resolution.

G2.5.8 The Chief Returning Officer shall publicize the availability of funding for Yes and No committees by means of advertisements appearing in a union publication or publications no later than seven (7) days prior to the referendum.

## **G2.6 Information-Based Referendum Campaign**

G2.6.1 Where Council supports the provision of information to the electorate, the Union, by a simple majority vote of Council, may provide financing for an information-based campaign to an approximate value of \$400.00 in every referendum.

G2.6.2 The Elections and Referenda Committee shall be responsible for administering information-based campaigns by selecting from the membership a single Sub-Committee for this express purpose. As a consequence, the Sub-Committee members shall be prohibited from sponsoring a side whenever an information-based campaign has been approved and shall refrain from participating in Committee discussions of referenda with regards to enforcement of campaign rules and demerit points.

G2.6.3 All information-based campaign materials must be reviewed and approved by the Elections and Referenda Committee before being posted or distributed. The Elections and Referenda Committee shall review the materials to ensure that they are neutral, and unbiased.

## **G2.7 Voting Procedure and Conduct for Elections and Referenda**

In any Union election, the following shall be adhered to:

G2.7.1 Elections and referenda shall be conducted using an online voting system or a paper ballot system as approved by Council.

G2.7.2 Recommendations for the type of voting system shall be provided by the Chief Returning Officer and approved by a majority vote of Council by the January General Council meeting at the latest.

G2.7.3 If voting is to be conducted using an online voting system:

- G2.7.3.1 The rules and guidelines determining how a candidate will be elected will be established in the Election and Referenda Code.
  - G2.7.3.2 Voting shall be secret, and protected by security measures adequate to ensure the privacy of the election, its results, and the UTGSU Membership.
  - G2.7.3.3 Mail-in paper balloting shall be permitted upon approval by the Chief Returning Officer or the Deputy Returning Officer.
  - G2.7.3.4 A minimum of four (4) paper ballot voting booths shall be set up. These shall be located at convenient, accessible locations on each of the University campuses. Polls must be located at each of the suburban campuses for at least one partial or full day of the election period. Polling stations should serve all units of the School of Graduate Studies (particularly those not on the contiguous St. George Campus).
  - G2.7.3.5 Proxy voting shall not be permitted.
  - G2.7.3.6 No access shall be granted to the results of the online voting system with the exception of the Chief Returning Officer and the Deputy Returning Officer, unless outlined by the Chief Returning Officer in the Election and Referenda Code and approved by the Election and Referenda Committee.
  - G2.7.3.7 Should General Council approve the use of a third-party managed system, the UTGSU will not share any personal information about its Members without the explicit written consent of the Member, and all information shall be governed by a confidentiality agreement.
  - G2.7.3.8 There shall be a minimum of two (2) days and a maximum of four (4) days allotted for the casting of ballots. There will be no time restrictions for online voting unless otherwise noted by the system administrators.
  - G2.7.3.9 In the event of any failure with the online voting system, the Chief Returning Officer shall be authorized to run a paper ballot election in accordance with Policy G2.7.4, as outlined below.
  - G2.7.3.10 If possible, the candidates shall be elected using a rankedchoice, or "instant runoff," ballot.
  - G2.7.3.11 If there is only one candidate running for any given position in office, a vote of confidence shall be held.
- G2.7.4 If voting is to be conducted using a paper ballot system:
- G2.7.4.1 Voting shall be by secret ballot.

- G2.7.4.2 Voting must be voluntarily cast; it will not be permitted to coerce or intimidate a Member to vote.
- G2.7.4.3 Each Poll Clerk is responsible for ensuring proper voting procedures are followed at her or his poll.
- G2.7.4.4 The Poll Clerk must make certain that all candidates' campaign materials (election posters, etc.) are removed from the general area of the polling station.
- G2.7.4.5 A candidate must not be allowed to loiter in the general area of the polling station before or after her or his vote is cast.
- G2.7.4.6 The Poll Clerk must ensure, as far as possible, the secrecy of voting.
- G2.7.4.7 A maximum of two (2) elections officials, Union staff, or other individuals designated by the Chief Returning Officer, including the Poll Clerk, may be allowed to sit at a polling station at one time.
- G2.7.4.8 A minimum of four (4) polling stations must be set up for each day of an election. These shall be located at convenient, accessible locations on each of the University campuses. Polls must be located at each of the suburban campuses for at least one partial or full day of the election period. Polling stations should serve all units of the School of Graduate Studies (particularly those not on the contiguous St. George Campus).
- G2.7.4.9 There shall be a minimum of two (2) days and a maximum of four (4) days allotted for the casting of ballots. Voting for physical ballots shall be restricted to the period between 9:00 AM and 5:00 PM at polling locations established in the Election and Referenda Code.
- G2.7.4.10 To be permitted to vote, a voter must present to the Poll Clerk, at a polling station, a current University of Toronto student identification card. The voter will receive a ballot previously initialed by the Chief Returning Officer, and initialed by the Poll Clerk in the voter's presence.
- G2.7.4.11 In the case of the voting of a Poll Clerk, the Chief Returning Officer, Deputy Returning Officer(s) or other designate of the Chief Returning Officer shall initial the ballot in place of the Clerk at a polling station and in the presence of said Poll Clerk.



- G2.7.4.12 The voter will then mark their ballot, fold it, and place it in the ballot box.
- G2.7.4.13 Candidates shall be elected using a ranked-choice, or "instant runoff," ballot. The ballot shall allow voters to rank a number of choices in order of preference equal to the total number of candidates for each position in office. These marks shall be clearly and unambiguously visible.
- G2.7.4.14 If a candidate receives a simple majority of the first choices, that candidate shall be declared elected.
- G2.7.4.15 If no candidate receives a majority, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked candidates still in the race shall be repeated until a candidate receives a majority of the votes from the continuing ballots.
- G2.7.4.16 If there is only one candidate running for any given position in office, a vote of confidence shall be held.
- G2.7.4.17 The Poll Clerk shall keep an accurate tally of votes that have been cast. Violation of these procedures shall be reported to the Chief Returning Officer as soon as possible.
- G2.7.5 The Chief Returning Officer shall only vote twenty-four (24) hours in advance of an election and referenda and place the ballot in a sealed envelope. This envelope shall be opened and the vote cast only in the event of a tie. Should there be more than two candidates for a position, the Chief Returning Officer will indicate the order of preference on the ballot.
- G2.7.6 These rules and procedures shall only be used for election of Union officers and for referenda. Procedures for the election of departmental representatives to General Council are in Bylaw Article 5. General Council shall establish procedures for other elections, whenever the need arises.
- G2.7.7 Appeals of the decisions of the Chief Returning Officer shall be made in writing to the Elections and Referenda Committee and shall be dealt with in a timely fashion but not longer than one (1) week. These decisions may not involve the Chief Returning Officer, due to an inherent conflict of interest.
  - G.2.7.7.1 Further appeal of the decision shall be taken to the Board of Appeal, as established in Policy G10.
- G2.7.8 There shall be no quorum for elections.

- G2.7.8.1 Should a referendum require a quorum, this quorum shall be determined prior to the campaign period, communicated to the Chief Returning Officer, and outlined in the Election and Referenda Code.
  - G2.7.8.2 Should quorum not be met, the results shall be declared null and not made public.
- G2.7.9 The results of the UTGSU election and referenda shall be posted in a timely fashion and the Chief Returning Officer shall attempt to advise each candidate of the results prior to formally releasing them.

## **G2.8 By-Elections**

- G2.8.1 At least two (2) weeks public notice must be given for any by-election and it shall be conducted according to the procedures for elections outlined in Policy Clauses G2.1, 2.2, 2.3, 2.7 and Article 8 of the U.T.G.S.U. Bylaw where applicable.
- G2.8.2 All members of the Union, except those who have been impeached in the twelve (12) months immediately preceding the by-election, are eligible to contest a by-election.
- G2.8.3 Any Officer of the Union who runs for another office of the Union in a byelection must submit her or his resignation of their current office effective upon assuming office, should they be elected. This vacant seat will be filled as per the provisions in the previous clauses of this policy.
- G2.8.4 Any Officer of the Union who has submitted a nomination form for another Office of the Union shall submit a list of the activities intended by their current office during the electoral period to the Chief Returning Officer prior to the commencement of that electoral period. The elections committee shall prescribe those activities that unduly influence the election, and specify demerit points and penalties associated with those activities.
- G2.8.5 Officers of the Union elected in a by-election shall assume office twentyfour (24) hours after the Chief Returning Officer declares the election results.
- G2.8.6 Notwithstanding the above, vacancies on the Officers of the Union shall be filled at the discretion of General Council, as described under Article 7, Clause 4 of the Bylaw.

## **G2.9 Responsibilities of U.T.G.S.U. Staff**

UTGSU staff time and expertise will be made available to the Chief Returning Officer to assist with communications, design work, promotions, and room bookings.

**Amended: February 2012, April 2013, October 2013, January 2017 , and March 2018**

**Policy G3: Representatives of the Union on University and Other Bodies**

- G3.1 General Council should nominate a full slate of representatives of Union members to central committees of the University of Toronto.
- G3.2 General Council should nominate a full slate of representatives of Union members to all outside committees, councils and other bodies where the Union is entitled to representation.
- G3.3 The representative(s) of the Union on all committees, councils, and other bodies external to the Union shall actively represent General Council's interests and perspective. When necessary representatives shall consult with the U.T.G.S.U. Executive and staff. The representative may be asked to attend and report to a U.T.G.S.U. Executive or General Council meeting and should submit a written report to the U.T.G.S.U. Executive within two (2) weeks of each meeting. The representative shall submit to the Executive a copy of the minutes of all meetings attended, where minutes were taken, as soon after these meetings as is possible. These minutes shall be returned to the representative(s) after abstraction or copying.
- G3.4 All minutes and related documents received by representatives of the Union on committees, councils and other bodies external to the Union are to revert to the Union for filing as soon as the representative resigns (or is removed) from the committee, or when the academic year ends. These minutes and related documents shall be retained by the Union and made available to the new representative when elected or appointed.
- G3.5 All representatives covered by Clauses G3.1 and G3.2 of this Policy Document are subject to Bylaw Subclause 4.11.5: Any representative of the Union on committees, councils, and other bodies external to the Union who misses three (3) consecutive meetings of that organization shall be replaced, if it is within the power of the Union to do so, unless that representative can show just cause.

**Amended: June 2013**

## **Policy G4: Standing Committees**

### **G4.1: Overarching Mandate**

- G4.1.1 With the exception of the Executive Committee and the Finance Committee, all standing committees of Council are open to any member of the Union.
- G4.1.2 Standing committees are to serve as the working bodies of the Union to aid Council in its deliberations, recommending and creating materials related to the issues contained in committees' terms of reference.
- G4.1.3 Meetings of committees must occur at least once per calendar month, and committees should attempt to meet at least twice per month (including meetings that fail to reach quorum).

### **G4.2: Policy and Operations Committee**

- G4.2.1 The Policy and Operations Committee shall coordinate policy drafting, implementation, and revision mandated by the Union, especially those mandated in the Committee's Legislative Programme.
  - G4.2.1.1 This Committee shall also be empowered to make recommendations to Council on these matters.
- G4.2.2 The Committee's base membership shall consist of
  - G4.2.2.1 The Internal Commissioner who shall act as Chairperson of the committee (non-voting; will only vote to break tie votes as per Rules of Order);
  - G4.2.2.2 One (1) other member of the Executive Committee appointed by General Council as Vice-Chairperson (voting); and
  - G4.2.2.3 Four (4) Members, elected by General Council, who are not members of the Executive.
    - G4.2.2.3.1 One (1) member elected by the General Council / Board of Directors from each of the four (4) School of Graduate Studies Divisions (humanities, social sciences, physical sciences, and life sciences);
  - G4.2.2.4 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.
  - G4.2.2.5 Vacancies shall be filled at the next General Council meeting.
- G4.2.3 A quorum of the Committee consists of a majority of voting members: the vice-chair, the four (4) divisional representatives, and the non-voting chair of the meeting.

G4.2.4 No other member of the Union shall have voting rights within this committee.

G4.2.5 If a member ceases to attend 50% or more of the committee meetings within a three (3) month period, notice will be given at the next General Council meeting, and the member will either remain on the committee or their position will be vacated by General Council vote.

G4.2.6 Vacancies shall be filled at the current or next General Council meeting via election.

### **G4.3: Research, Education and Governance Committee**

G4.3.1 The Research, Education and Governance (REG) Committee shall coordinate the work of Council on all matters of an academic nature within the University, as well as serve as the body to organize all Union activity within the University's governance structure, including student finances.

G4.3.1.1 This committee shall also be empowered to make recommendations to Council on these matters.

G4.3.2 The committee shall, at minimum, consist of:

- The University Governance Commissioner who shall act as Chairperson of the committee (non-voting);
- A general member who shall act as Vice-Chairperson of the committee (voting);
- Two additional general members of the Union (voting).

G4.3.2.1 The above base membership of the committee shall serve as quorum for the committee.

G4.3.2.2 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.3.3 The committee shall, additionally, be open to all members of the Union.

G4.3.3.1 New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.

G4.3.4 If a member who has been contributing to the base membership ceases to attend the committee, another voting member of their division or a corresponding division may be considered in their stead via a motion of the committee.

G4.3.4.1 All major membership changes within the committee must be noted in reporting to Council.

## **G4.4 Equity and Advocacy Committee**

G4.4.1 The Equity and Advocacy Committee shall act as the body that coordinates efforts to deal with issues of justice and engage in campaigns to combat all forms of discrimination and social inequity that intersects with the University and wider community. As well, the committee shall coordinate with other community and campus groups to these ends.

G4.4.1.1 This committee shall also be empowered to make recommendations to Council on these matters.

G4.4.2 The committee shall, at minimum, consist of:

- The External Commissioner who shall act as Chairperson of the committee (non-voting);
- A general member who shall act as Vice-Chairperson of the committee (voting);
- Two additional general members of the Union (voting).

G4.4.2.1 The above base membership of the committee shall serve as quorum for the committee.

G4.4.2.2 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.4.3 The committee shall, additionally, be open to all members of the Union.

G4.4.3.1 New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.

G4.4.4 If a member who has been contributing to the base membership ceases to attend the committee, another voting member of their division or a corresponding division may be considered in their stead via a motion of the committee.

G4.4.4.1 All major membership changes within the Committee must be noted in reporting to Council.

## **G4.5 Environmental Justice and Sustainability Committee**

G4.5.1 The Environmental Justice and Sustainability Committee shall act as the body that coordinates efforts to deal with issues of environmental justice and promotion of sustainable policies and practices that the Union has decided to undertake. As well, the committee shall coordinate with other community and campus groups to these ends.

G4.5.1.1 This committee shall also be empowered to make recommendations to Council on these matters.

G4.5.2 The committee shall, at minimum, consist of:

- The Civics and Environment Commissioner who shall act as Chairperson of the committee (non-voting);
- A general member who shall act as Vice-Chairperson of the committee (voting);
- Two additional general members of the Union (voting).

G4.5.2.1 The above base membership of the committee shall serve as quorum for the committee.

G4.5.2.2 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.5.3 The committee shall, additionally, be open to all members of the Union.

G4.5.3.1 New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.

G4.5.4 If a member who has been contributing to the base membership ceases to attend the committee, another voting member of their division or a corresponding division may be considered in their stead via a motion of the committee.

G4.5.4.1 All major membership changes within the committee must be noted in reporting to Council.

## **G4.6 Civics Committee**

G4.6.1 The Civics Committee shall act as the body that coordinates efforts to deal with issues of civic engagement in all its forms. The committee shall engage in campaigns to increase member, campus and community involvement in democratic governance within wider society.

G4.6.1.1 This committee shall also be empowered to make recommendations to Council on these matters.

G4.6.2 The committee shall, at minimum, consist of:

- The Civics and Environment Commissioner who shall act as Chairperson of the committee (non-voting);
- A general member who shall act as Vice-Chairperson of the committee (voting);
- Two additional general members of the Union (voting).

G4.6.2.1 The above base membership of the committee shall serve as quorum for the committee.

G4.6.2.2 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.6.3 The committee shall, additionally, be open to all members of the Union.

G4.6.3.1 New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.

G4.6.4 If a member who has been contributing to the base membership ceases to attend the committee, another voting member of their division or a corresponding division may be considered in their stead via a motion of the committee.

G4.6.4.1 All major membership changes within the committee must be noted in reporting to Council.

#### **G4.7 Finance Committee**

G4.7.1 The Finance Committee shall prepare proposals on fiscal policy and financial estimates for the consideration of the Executive Committee. The committee shall also prepare the Special Grants and the Conference Grants allocations as well as assisting the Finance Office and Officers in their duties.

G4.7.2 The Finance Committee shall consist of:

- The Finance Commissioner as Chairperson (non-voting; will only vote to break tie votes as per Rules of Order);
- One (1) other member of the Executive Committee appointed by General Council as Vice-Chairperson (voting);
- Four (4) members of General Council, elected by General Council, who are not members of the Executive and who represent each of the four divisions of the School of Graduate Studies; and
- All current members of the Finance Office (ex-officio and non-voting).

G4.7.2.1 A quorum of the committee shall be three (3) voting members: two (2) of whom shall not be either the Chairperson, ViceChairperson, or member of the Finance Office.

G4.7.2.2 The term of office for members of the Finance Committee shall be from May 1st to April 30th of any given year.

G4.7.2.3 No other member of the Union shall have voting rights within this committee.

G4.7.3 If a member ceases to attend 50% or more of the committee meetings within a three (3) month period, notice will be given at the next General



Council meeting, with said member either remaining on the committee or replaced by another member from the same School of Graduate Studies division via a motion of General Council.

G4.7.4 A summary of decisions and recommendations made by the Committee shall be presented to the next meeting of the Executive Committee, as per the Executive Officers' collective responsibilities of oversight regarding Union finances.

#### **G4.8 Elections and Referenda Committee**

G4.8.1 The Elections and Referenda Committee shall be described in Policy Clause G2.1.

#### **G4.9 Grad Minds Committee**

G4.9.1 The Grad Minds Committee shall act as the body that coordinates efforts to deal with issues of graduate student mental health in all its forms. The committee shall create an organized dialogue between graduate students and the administration on mental health, wellbeing and counseling needs; provide consultation and advice regarding mental health programming and services; identify emerging issues regarding mental health; identify and address barriers related to seeking care; organize and participate in campus-wide events related to mental health; promote mental health awareness and well-being for graduate students through awareness and anti-stigma campaigns; and serve as a resource for graduate students seeking mental health care on campus or in the community.

G4.9.1.1 This committee shall also be empowered to make recommendations to Council on these matters.

G4.9.2 The committee shall, at minimum, consist of:

- Two general members who shall act as Co- Chairpersons of the committee (non-voting);
- One member of the Executive Committee who shall act the liaison between Grad Minds and the Executive Committee (non-voting; will only vote in case of a tie);
- Two additional general members of the Union (voting).

G4.9.2.1 The above base membership of the committee shall serve as quorum for the committee.

G4.9.2.2 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.9.3 The committee shall, additionally, be open to all members of the Union.

- G4.9.3.1 New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.
- G4.9.4 If a member who has been contributing to the base membership ceases to attend the committee, another voting member of their division or a corresponding division may be considered in their stead via a motion of the committee.
  - G4.9.4.1 All major membership changes within the committee must be noted in reporting to Council.

**Adopted: March 2013**

**Amended: February 2016, September 2017, March 2018, October 2019, & February 2020.**

## **Policy G5: Caucuses**

### **G5.1: Overarching Mandate**

- G5.1.1 All caucuses of Council are open to any member of the Union who identifies as a constituent of said caucus.
- G5.1.2 Caucuses are to serve as the working bodies of the Union to aid Council in its deliberations, make recommendations and create materials related to the issues that concern members of the caucus.
- G5.1.3 Caucuses are also to advocate for and demand adequate representation of their members within the Union and in its activities.

### **G5.2: Women and Trans People Caucus**

G5.2.1 The Women and Trans People Caucus is a space for self-identified women and trans people on campus to discuss and take action on issues of sexism, racism, transphobia, homophobia, ageism, and ableism. This Caucus works together with other campus organizations to develop workshops, events, and programming toward this end.

G5.2.1.1 Meetings will include social interaction, networking, and discussion around member issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.

G5.2.1.2 This Caucus shall also be empowered to make recommendations to Council on these matters.

G5.2.2 The Caucus shall, at minimum, be open to students of the Union who identify as women or trans as its constituent members.

G5.2.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.

G5.2.3 Meetings of the Caucus shall be held, at least, once during each month.

### **G5.3: Queer Caucus**

G5.3.1 The Queer Caucus of the Graduate Students' Union is a political and social caucus for University of Toronto graduate students who identify as lesbian, gay, bisexual, trans and queer (LGBTQ). This body has the goal of naming and fighting oppression, including but not limited to homophobia, heteronormativity, transphobia, and gender normativity, within and beyond the Union and the University of Toronto.

- G5.3.1.1 Meetings will include social interaction, networking, and discussion around member issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.
- G5.3.1.2 This Caucus shall also be empowered to make recommendations to Council on these matters.
- G5.3.2 The Caucus shall, at minimum, be open to students of the Union who identify as lesbian, gay, bisexual, trans, and queer as its constituent members.
  - G5.3.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.
- G5.3.3 Meetings of the Caucus shall be held, at least, once during each month.

#### **G5.4: International Students' Caucus**

- G5.4.1 The International Students' Caucus shall act as the body that coordinates efforts centered around international graduate students' interests and concerns. Meetings will focus on the needs of the caucus' membership, as well as the needs of all international graduate students at the University.
  - G5.4.1.1 Meetings will include social interaction, networking, and discussion around member issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.
  - G5.4.1.2 This Caucus shall also be empowered to make recommendations to Council on these matters.
- G5.4.2 The Caucus shall, at minimum, be open to international students of the Union as its constituent members.
  - G5.4.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.
- G5.4.3 Meetings of the Caucus shall be held, at least, once during each month.

#### **G5.5: Race and Ethnicity Caucus**

- G5.5.1 The Race and Ethnicity Caucus shall act as the body that coordinates efforts centered around racialized graduate students' interests and

concerns. Meetings will focus on the needs of the caucus' membership, as well as the needs of all racialized graduate students at the University.

G5.5.1.1 Meetings will include social interaction, networking, and discussion around member issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.

G5.5.1.2 This Caucus shall also be empowered to make recommendations to Council on these matters.

G5.5.2 The Caucus shall, at minimum, be open to racialized students of the Union as its constituent members.

G5.5.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.

G5.5.3 Meetings of the Caucus shall be held, at least, once during each month.

#### **G5.6: Professional Graduate Students' Caucus**

G5.6.1 The Professional Graduate Students' Caucus shall act as the body that coordinates efforts centered around the interests and concerns of graduate students belonging to professional programs. Meetings will focus on issues relevant the caucus' membership.

G5.6.1.1 Meetings will include social interaction, networking, and discussion around member issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.

G5.6.1.2 This Caucus shall also be empowered to make recommendations to Council on these matters.

G5.6.2 The Caucus shall, at minimum, be open to professional graduate students of the Union as its constituent members.

G5.6.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.

G5.6.3 Meetings of the Caucus shall be held, at least, once during each month.

## **G5.7 Boycott, Divestment, & Sanctions (BDS) Caucus**

G5.7.1 The Boycott, Divestment, and Sanctions (BDS) Caucus shall act as the body that coordinates efforts to educate and mobilize the membership and our broader community in support of the Boycott, Divestment, and Sanctions movement. The work of the Caucus includes supporting the campaign for financial divestment from companies that benefit from violations of international law and human rights abuses in the Occupied Palestinian Territories.

G5.7.1.1 Meetings will include campaign planning, event organizing, social interaction, networking, and discussion around member ideas and issues, including potential changes that members would like to see in programming and governance at the university, city, provincial, and national levels.

G5.7.1.2 This Caucus shall be empowered to make recommendations to General Council on these matters.

G5.7.2 The Caucus shall, at minimum, be open to all graduate students who identify as supportive of the mandate of the Caucus, as written in 5.7.1.

G5.7.2.1 The Caucus may reserve the right to restrict attendance at their meetings or events to any other member of the Union, as decided by the will of the constituent members of the Caucus.

G5.7.3 Meetings of the Caucus shall be held at least once during each month.

**Adopted: April 2013**

**Amended: November 2013, January 2014, April 2015, and February 2020.**

## **Policy G6: The Union and COSS**

### **G6.1 Voting**

G6.1.1 When the Union's representatives at the Council of Student Services (COSS) vote within that body, they shall vote against increases to student ancillary fees.

G6.1.1.1 This standing directive may be overridden by a two-thirds (2/3) majority vote of General Council or in a members' meeting.

G6.1.2 The Union shall also vote and speak against any temporary fee enacted to circumvent the COSS Protocol and the will of the membership.

### **G6.2 Representation**

G6.2.1 The Union's representatives at COSS shall be two (2) members of the Union's Executive Committee.

G6.2.1.1 If members of the Executive Committee are unavailable or unable to take on either or both seats on COSS, it would next be offered to: the Vice-Chair of the Research, Education and Governance Committee, a member of the Research, Education and Governance Committee, a member of General Council.

G6.2.2 Representatives would regularly report to the Research, Education and Governance Committee regarding progress on COSS as it arose and include such reports in brief to the Executive.

G6.2.3 Representatives would provide all related documentation from COSS to the Research, Education and Governance Committee, for information, as the need arose.

### **G6.3 Annual Town Hall**

G6.3.1 The Union's representatives on COSS will invite members of the student services bodies which present at COSS to speak at a town hall held annually prior to the definitive vote regarding fees for that particular cycle at said body.

G6.3.2 The Town Hall will be organized with the aid of the Research, Education and Governance Committee and be held between December and March of a given year, unless the annual vote at COSS is delayed or moved before said period.

G6.3.3 The Town Hall will be open to all members and exact timing set by the committee, which may be coordinated to coincide with a meeting of General Council.

**Amended: June 2013**

## **Policy G7: Annual General Meetings**

- G7.1 Motions may be submitted by the membership for consideration at the Annual General Meeting (A.G.M.) at least ten (10) days before the date of the A.G.M. Motions that meet this deadline will be considered at the A.G.M.
- G7.1.1 The submission will be made officially in writing or by electronic means to the Chair of General Council and Internal Commissioner of the Union.
- G7.2 The Union shall advertise a call for motions:
- At least thirty (30) days prior to an expected A.G.M date to the membership;
  - With the announcement of the A.G.M date and location; and
  - At the last General Council Meeting prior to the Annual General Meeting.
- G7.2.1 Such advertisement shall be conveyed by all reasonable means of communication available to the Union.
- G7.3 The Union shall publish a package of all motions, including motions submitted by the membership. This package shall be made publicly available at the earliest possible time after the deadline as described in Clause G7.1. This package shall serve as notices of motion to the membership.
- G7.4 Notice of motion may be waived for any given motion. Such a motion may be called from the floor with the approval of the A.G.M. Such a waiver will require a two-thirds (2/3) majority vote of the A.G.M.
- G7.5 The General Council, Executive Committee, and all other bodies of the Union may not pass motions, policies, or positions that contradict the expressed will of the A.G.M.

**Adopted: October 2013**



## Policy G8: Member Petitions

- G8.1 The Membership of the Union may put forward a petition to the Board of Directors, General Council, or the Executive Committee compelling said bodies to utilize Council powers or carry out functions as described in the Union's Bylaw or Policies.
  - G8.1.1 The Appeal Board of the Union may not be petitioned and may only be compelled to act directly via the mechanisms provided in its constituting documents.
  - G8.1.2 Unless otherwise stated in the Bylaw or Policies, the number of student names, along with corresponding student numbers and signatures, for such a petition shall be that of five hundred (500) members, with at least one hundred (100) members from each of the Union's membership divisions.
- G8.2 Petitions shall be given to the Internal Commissioner of the Union with notice of at least ten (10) days prior to the meeting of the petitioned body.
- G8.3 Any request contained in a petition shall name specific actions for the petitioned body to carry out.
- G8.4 Petitions shall also include clear reference to the section(s) of the Bylaw or Policies that give the petitioned body authority to act on the request(s) contained in the petition.
- G8.5 Petitions may not request changes to the Operational Policy, Governing Policy, or Bylaw of the Union.
- G8.6 Any request contained in a petition may be rejected on the following grounds:
  - G8.6.1 The Petition does not include sufficient notice, student support, or verifiable student information (as per G8.1.2).
  - G8.6.2 The Petition asks the Union to overturn, without a further referendum vote, the results of a previous referendum.
  - G8.6.3 The Petition asks the Union to overturn, without a further vote at a general meeting, the decisions of a previous general meeting.
  - G8.6.4 The Petition asks the Union to break an existing legal agreement to which the Union is a partner of, including the Collective Agreement between the Union and CUPE 1281.
  - G8.6.5 The Petition asks the Union to violate the law or repudiate one of its legal responsibilities.
  - G8.6.6 The Petition asks the Union to engage in an activity that is unfeasible under existing fiscal and operational restraints.

- G8.7 One of the following actions must be completed by the petitioned body:
- G8.7.1 If the petition meets the requirements of G8.6, the petition shall be accepted; or
  - G8.7.2 If the petition fails to meet the requirements of G8.6, the petition shall be rejected.
    - G8.7.2.1 If a petition is rejected, the petitioners may raise an appeal at the Board of Appeal.
  - G8.7.3 If it is ambiguous whether the petition meets the requirements of G8.6, the petition shall be referred to an ad-hoc committee for study and subsequent recommendation.
    - G8.7.3.1 The committee may consider legal or other expert advice.
    - G8.7.3.2 The petitioned body shall make its final decision upon receipt of the committee's recommendations.
- G8.8 All decisions made due to a petition may be overturned at a general meeting of the membership or by a referendum.
- G8.9 If two or more petitions under consideration contain competing or opposing requests, the Union's General Council shall either:
- a) Refer the requests to a general meeting of the membership, or
  - b) Put the requests to referendum.
- G8.10 If a second petition that challenges a first is delivered within two (2) years, Council request(s) shall be suspended. The Union's General Council shall either:
- a) Refer the issue to a general meeting of the membership, or
  - b) Put the issue to referendum.

**Adopted: December 2013**

## **Policy G9: Anti-Oppression**

### **G9.1. Anti-Oppression Workshop**

G9.1.1 All efforts will be made to hire an external facilitator for the AntiOppression workshop.

G9.1.1.1 Officers and Executives-at-Large who take office after May 01 may make use of anti-oppression workshops already being offered at the University of Toronto.

G9.1.1.2 Any associated costs will be covered by the Union.

### **G.9.2 Equity Statement**

G.9.2.1 The following statement expresses the Union's commitments to equity and informs the way in which we conduct business of the Union. The statement will be read aloud during the opening address of meetings of the membership, the Board of Directors, and at U.T.G.S.U. events:

As many of our members are settlers on Turtle Island, the Union directly benefits from the colonization and genocide of the indigenous peoples of this land. It is imperative that the Union acknowledge that it is on occupied land and that to engage in acts of decolonization is an important aspect of equity work in Canada.

Student Union solidarity is based on the principle that all members deserve to be equal, respected and should be understood. As members of the Union, mutual respect, cooperation and understanding are our goals. We do not condone or tolerate behaviour that undermines the dignity of any individual. Expressions of hate such as intimidation, harassment, offensiveness or hostility will not be tolerated.

We will struggle against all forms of discrimination and harassment, including but not limited to: Islamophobic, anti-semitic, xenophobic, sexist, racist, classist, ableist, homophobic, transphobic, ageist sentiments and remarks. We all have an obligation to ensure that an open and inclusive space, free of hate is established. We support growth and understanding and believe in providing opportunities for individuals to acknowledge the impact of their remarks, with the understanding that the experiences of those impacted by discriminatory sentiments or remarks will be privileged.

If you are not here in an understanding of good faith or you have violated this understanding, you will be asked to leave. Do you agree?

**Adopted: February 2015**

**Amended: March 2015**

## **Policy G10: Appeals Process**

### **G.10.1 Timelines**

G10.1.1 An individual shall provide written notification of intent to appeal to the Chair of the Board of Appeal, who shall then notify the Membership of the need to create a Board of Appeal within seventy-two (72) hours of receipt.

G10.1.1.1 Except by leave of the majority opinion of the Board, notification of intent to appeal shall be filed by the individual no later than four (4) weeks after the decision at the immediately prior level of appeal has been communicated to the individual.

G10.1.1.2 If there is no prior level of appeal, individuals have, except by leave of the majority opinion of the Board, no later than four (4) weeks after the relevant event occurred to file notification of intent to appeal.

G10.1.2 The Board shall meet at least seven (7) days after having been constituted.

### **G10.2 Written Evidence**

G10.2.1 The Board shall ask the individual filing the appeal to provide a letter of appeal and any supporting evidence. These documents will constitute the formal appeal.

G10.2.1.1 The letter of appeal shall include the following: a. The decision that they wish to appeal; b. The body that made the decision (if applicable); and c. The reason(s) for the appeal.

G10.2.1.2 Additional supporting evidence may include but are not limited to: a. Official minutes and highlights; b. Articles of the Bylaw and the Policy Handbook; and c. Correspondence.

G10.2.2 The Board will request a statement and evidence from the official or the Chair of the body whose decision is under appeal.

G10.2.2.1 The statement will address the initial decision and outline the processes followed to reach the decision.

G10.2.2.2 All evidence considered in a lower appeal or decision must be supplied.

G10.2.3 The Board will identify other parties both for and against to submit written statements. The Board shall invite written submissions from all such parties.

### **G10.3 Oral Testimony**

G10.3.1 Oral testimony is supplementary evidence given to the Board in order to clarify previously given written evidence.

G10.3.2 Once all written statements are gathered, oral testimony may be sought at the discretion of the Board. The Board will direct questions to guests concerning their written statements.

G10.3.3 Guests shall be given speaking rights for the duration of their testimony.

G10.3.3.1 All testimony shall be directed to the Chairperson.

G10.3.4 When oral testimony is given, the Board has the discretion to remove all non-Board members from the proceedings.

G10.3.5 Individuals may request extended speaking rights to give additional statements as part of their testimony. These further statements may be given in response to statements made by other guests.

G10.3.5.1 All testimony shall be directed to the Chairperson.

G10.3.5.2 Guests shall not purposefully incite debate between guests.

G10.3.6 Oral testimony shall be transcribed into the minutes with consent of the individual providing the testimony.

G10.3.6.1 Testimony may be audio recorded for the purposes of minute taking.

### **G10.4 Accommodation**

G10.4.1 Accommodation will be given on a case-by-case basis, at the discretion of the Board. Types of accommodation may include flexible timing of submission of evidence, alternative forms of submission of evidence or testimony, or any other accommodations.

### **G10.5 Judgment**

G10.5.1 Research

G10.5.1.1 The Board shall identify the Bylaw articles and policies that may bear on the appeal.

G10.5.1.2 The Board may, if necessary, conduct additional research on evidence and oral testimony.

G10.5.1.3 The Board may identify ruling(s) of precedent, which may include those from other student unions or associations.

#### G10.5.2 Ruling

G10.5.2.1 The Board, after deliberation, shall render a ruling via report (and suggested ruling in the case of a minority report as per Policy G10, Clause G10.5.2.3a) to the affected parties and General Council.

a. The report shall constitute the ruling and its rationale.

G10.5.2.2 The rulings of the Board may include, but shall not be limited to:

a. Overturning or upholding the decision made by the body of the

Union in question (if applicable);

b. Any recommendation as outlined under the Elections Code, policies, or Bylaw regarding Elections or Referenda;

c. Any recommendation regarding a flaw inherent in a Bylaw Article or policy of the Union;

d. Any recommendation to censure members of a Committee, including the Executive Committee, or General Council for actions, incidents, or events;

f. Any other recommendation as the Board, in its discretion, sees fit.

G10.5.2.3 The Board shall seek consensus in its rulings. In absence of consensus, the ruling shall be made by majority vote.

a. When a ruling is determined by majority vote, both a majority and minority report shall be produced, with the names of members of the Board who support each particular report listed.

#### **G10.6 Conflict of Interest**

G10.6.1 If any member of the Board is in a conflict of interest and hence unable to fairly consider an issue set before them, they must immediately recuse themselves from the appeal.

G10.6.1.2 If said member does not recuse his or herself, they may be removed by simple majority vote of the Board of Appeal and shall be ineligible for a role on the Board for at least twelve (12) months.

G10.6.1.3 In the event of a membership change due to recusal or for any other reason, refer to the Bylaw Article 15, Clause 15.2.1.3.

#### **G10.7 Confidentiality**

G10.7.1 All members of the Board shall be responsible for maintaining confidentiality, both during and after their term, regarding all information

received in the course of any appeal. Breach of this confidentiality shall be considered a grave offense and will be subject to disciplinary action.

G10.7.2 Complaints concerning breach of confidentiality may be made by Board or Union members. The Board shall meet to consider complaints following seven (7) days notice. Both the accused and the complainant will have an opportunity to present their case to the Board.

G10.7.3 The Board of Appeal shall determine if a member has breached confidentiality through a simple majority vote.

G10.7.4 The Board of Appeal shall report breaches of confidentiality to the Board of Directors, who shall determine the appropriate disciplinary action.

G10.7.5 Appropriate disciplinary actions include, but are not limited to:

- G10.7.5.1 Temporary removal from the Board, to an appropriate time limit;
- G10.7.5.2 Permanent removal from the Board.

**Adopted: April 2016 Amended:**

# **OPERATIONS POLICIES OF THE UNION**



## Policy O1: Finances

### O1.1 Funds, Annual Fee and Extra Levies

- O1.1.1 The **Consolidated Union Fund** shall consist of the Union Fund, the Building Planning and Accessibility Fund, The Directors' Liability Fund, any other surplus funds, miscellaneous revenue internally generated, bank interest, extraordinary receipts, and receivables, and monies obtained by such other means as the Union shall from time to time decide, subject to this policy and the U.T.G.S.U. Bylaws.
- O1.1.2 **Union Fund:** The monies collected from members of the Union in an annual fee under Article 2.5 of the U.T.G.S.U. Bylaw shall constitute the Union fund. Any change in the amount, or method of collection of annual fee shall be subject to the relevant approved referendum results. When the decision to change the annual fee has been made, General Council through the Finance Commissioner shall so inform the appropriate officials, boards and subcommittees of the Governing Council of the University of Toronto in a prepared brief.
- O1.1.3 The **Building Planning and Accessibility Fund** shall be maintained to finance capital improvements to the facilities of the U.T.G.S.U., with specific note towards issues of accessibility. As well, the Fund shall serve to finance other related costs, including but not limited to legal expenses, related to the operationalization and negotiation of said improvements. The Fund shall be initially capitalized out of the accumulated surplus of the Union Fund at a level of \$ 150,000, which includes the remaining balances of the Building, Accessibility and Thesis Cabinet Funds.
- Council shall authorize expenditures related to legal and professional fees in excess of \$6,000 and all other expenditures in excess of \$1,000 from the Building Planning and Accessibility Fund upon the recommendation of the Executive Committee. The amount to be spent from this fund shall be annually approved at the October General Council Meeting. Upon recommendation from the Executive, General Council may alter the amount to be spent from this fund at any General Council meeting following the October General Council Meeting. The fund shall be annually reported to General Council at the October General Council Meeting.
- O1.1.4 The **Directors' Liability Fund** shall be maintained to protect the Directors of the U.T.G.S.U. in the event that the U.T.G.S.U. ceases operations. The Directors' Liability Fund shall be initially capitalized out of the accumulated surplus of the Union Fund at a level of \$40,000. All expenditures from the Fund shall be authorized by Council upon the recommendation of the Executive. The fund shall be annually reported to General Council at the October General Council Meeting.
- O1.1.5 **Extra Levies:** Should the Union decide to collect a levy for an organization it shall do so by referendum of the general membership. These organizations

shall be known as Extra Levy Affiliates and shall be subject to the following:

- O1.1.5.1 These organizations must be recognized by General Council in, or under, the Bylaws.
  - O1.1.5.2 A memorandum of agreement shall be drawn between the Union and each organization wishing to be affiliated with it. Such an agreement shall be considered equivalent to a Bylaw of both the Union and the affiliated organization.
  - O1.1.5.3 All Extra Levy Affiliates shall provide the Union with a current constitution and bylaws and annually provide the Union with a statement of accounts. General Council may choose to withhold extra levies if the conditions of the Memorandum of Agreement or reporting of constitution and accounts are not met, until such time that General Council is satisfied any problem is resolved.
  - O1.1.5.4 The monies collected from members of the Union in a fee on behalf of Extra Levy Affiliates shall constitute Extra Levies and shall be remitted to the Extra Levy Affiliates. General Council may choose to withhold extra levies if the conditions of the Memorandum of Agreement or reporting of constitution and accounts are not met, until such time that General Council is satisfied any problem is resolved.
  - O1.1.5.5 While the annual fee and the Extra Levies are collected from the members of the Union at the same time, Extra Levies may not constitute a part of either the Union Fund or the Consolidated Union Fund.
  - O1.1.5.6 Any change in the amount, or method of collection, of Extra Levies shall be subject to the relevant approved referendum results.
  - O1.1.5.7 When the decision to change the annual fee or Extra Levies has been made, General Council through the Finance Commissioner shall so inform the appropriate officials, boards and subcommittees of the Governing Council of the University of Toronto in a prepared brief.
- O1.1.6 A designated fund, the **Health and Dental Insurance Administration Fund**, shall be created to subsidize the costs of administering the U.T.G.S.U. health and dental plans. The Fund will be established with the remaining \$37,000 surplus from the 2008-2009 health plan surplus, and can be spent over three (3) or more years.

The U.T.G.S.U. Finance Committee or Executive shall oversee the administration of the Health and Dental Insurance Administration Fund.

O1.1.7 A designated fund, the **Student Services and Resources Fund**, shall be established with the \$62,000 remaining funds from the 2007-2008 Peer Review levy. A Student Services and Resources Working Group shall make recommendations on the use of the Fund to the U.T.G.S.U. Council.

## **O1.2 Financial Responsibilities**

O1.2.1 General Council shall be empowered to control, manage and administer the Consolidated Union Fund and the other assets of the Union.

O1.2.2 General Council shall make general financial policy for the Union and shall be responsible and accountable to members of the Union for the financial policy of the Union.

O1.2.3 The Executive, with the advice of the Finance Committee, shall translate into fiscal policy the general financial policy of the Union.

O1.2.4 The day-to-day management of the Consolidated Union Fund and other assets as the Union may possess and the execution of financial and fiscal policy shall be the responsibility of the Executive that shall be responsible and accountable to General Council for such management and execution of policy.

O1.2.5 The Consolidated Union Fund shall be used by the Union for the promotion of the objectives of the Union as outlined in the preamble of the Graduate Students' Union Bylaw.

## **O1.3 Finance Office**

O1.3.1 The device for the administration of the Consolidated Union Fund and the other assets of the Union and the disbursement of Extra Levies shall be the Finance Office.

O1.3.2 The Finance Office shall consist of a Financial Administrator and such other employees, as the Executive shall deem necessary for proper financial administration.

O1.3.3 The supervision of the Finance Office shall be the responsibility of the Executive.

O1.3.4 So long as members of the Finance Office continue to be unionized employees such supervision, wages and job descriptions shall be in accordance with the terms of their respective collective agreements with the Union.

#### **O1.4 Duties of the Finance Office**

- O1.4.1 To keep clear and accurate records of all financial transactions of the Union;
- O1.4.2 To prepare the accounts of the Union and assist in the audit thereof;
- O1.4.3 To assist in the preparation of the financial estimates and supplementary estimates, if so requested;
- O1.4.4 To supervise and be responsible for the subsidiary accounts of the Union;
- O1.4.5 To review accounting procedures from time to time with a view to their improvement;
- O1.4.6 To prepare statements of account at the request of the Finance Commissioner;
- O1.4.7 To conduct and be responsible for the financial operation of the Union. This includes, but is not restricted to, depositing funds to the credit of the Union; preparing, signing, and issuing cheques and other disbursements on behalf of the Union; negotiating loans for the Union; and transferring funds between bank accounts of the Union and among accounts of the Union and those affiliated organizations which permit such transfers.

#### **O1.5 Financial Estimates (Budget), Supplementary Estimates, Notice**

- O1.5.1 The Executive, with the advice of the Finance Committee, shall prepare the estimates of income and the expenditure of funds for the new fiscal year before the presentation to the General Council Meeting as required by Subclause 4.3.2 of the Union Bylaw. The estimates as adopted by General Council shall constitute the budget for that fiscal year. The budget format guidelines are specified in Policy Clause 4.18.
- O1.5.2 Under certain conditions, the Finance Commissioner, on behalf of the Executive and with the advice of the Finance Committee, is empowered to present supplementary estimates, which upon adoption by General Council shall be a supplement to the budget. These conditions are: any substantial change in either revenue or expenditures occurring at any time or any substantial change in officers of the Union.
- O1.5.3 General Council members shall receive a copy of all financial estimates and all supplementary estimates at least seven (7) days in advance of any General Council meeting where these estimates are to be voted upon.

#### **O1.6 Finance Committee**

- O1.6.1 There shall be a Finance Committee chaired by the Finance Commissioner, one (1) other member of the Executive appointed by

General Council as Vice-Chair, and four (4) members of General Council, elected by General Council, who are not members of the Executive and who represent each of the four divisions of the School of Graduate Studies, as well as designated members of the Finance Office who shall be ex-officio and non-voting.

- O1.6.2 A quorum of the Finance Committee shall be three (3) voting members, two (2) of whom shall be drawn from the elected divisional U.T.G.S.U. General Council representatives. Quorum may not be achieved without the presence of the Finance Commissioner, unless in case of an emergency whereby the appointed Vice-Chair shall assume the responsibilities of the Finance Committee Chair.
- O1.6.3 The term of office for members of the Finance Committee shall be from May 01 to April 30.
- O1.6.4 The duties of the Finance Committee shall be to prepare proposals on fiscal policy and financial estimates for the consideration of the Executive, to review all monetary donation requests of the Union, to prepare the Special Grants allocation, to prepare the Conference and Academic Engagement Grants allocation, to execute the Conference Bursary funds allocation, to execute the Graduate Community Development Fund allocation, and to assist the Finance Office and Officers in their duties.
- O1.6.5 A summary of decisions and recommendations shall be presented to the next meeting of the Executive.

#### **O1.7 Audit, Fiscal Year, Financial Disclosure**

- O1.7.1 Audit: There shall be an annual audit of the Union's accounts conducted by a firm of chartered accountants who shall be appointed by the general membership at the Annual Meeting of the Union. The annual audit shall be presented at the Annual Meeting.
- O1.7.2 General Council shall have the right to demand an audit whenever it shall so decide. All audits shall be made public.
- O1.7.3 Fiscal Year: The fiscal year of the Union shall be September 01 to August 31.
- O1.7.4 Financial Disclosure:
  - O1.7.4.1 Financial reports shall be prepared at least three (3) times per year for the Executive, the Finance Committee, and General Council. The Executive, Finance Committee and General Council reserve the right to request additional reports as required.
  - O1.7.4.2 Notwithstanding the Summer Spending Authority:

O1.7.4.2.1 Any single purchase, expenditure, or disbursement over \$5,000 contained but not specified within an approved budget category must be reported to General Council.

O1.7.4.2.2 General Council shall approve any loans undertaken by the Union.

O1.7.4.2.3 In any given financial year, the Executive shall be allowed to overspend the house expenditures portion of the corporation budget by no more than five percent (5%) of the total budgeted house expenditures. All such expenditures shall be reported to General Council. General Council approval is required when the house expenditures portion is increased by more than five percent (5%).

## **O1.8 Banking**

O1.8.1 All funds shall be kept in Government of Canada bonds or in a chartered bank, trust company, or credit union and credited to the Graduate Students' Union, University of Toronto.

O1.8.2 Funds in excess of immediate operating expenses shall be held in interest-bearing accounts, term deposits, bonds, or other financial instruments of this kind.

O1.8.3 All disbursements from the Consolidated Union Fund in excess of \$300 shall be made by cheque.

O1.8.4 The Union shall usually purchase through the Executive. Supporting vouchers are required for the expenditure of Union funds. Subsidiary accounts shall follow the same procedure.

O1.8.5 Standing U.T.G.S.U. committees and Caucuses may approve expenditures up to \$750 and shall report these expenditures to the Executive. However, when expenditures have been detailed in the annual Budget, the Committee or Caucus is not required to report the expenditure to the Executive.

## **O1.9 Signing Powers**

O1.9.1 Once each year General Council at a meeting after the annual election of officers and prior to May 01 shall vote signing powers to the five (5) officers and designated members of the Finance Office of the Union. The banker of the Union shall be informed that this has been done and shall be given the names of persons so authorized to sign cheques on behalf of the Union.

O1.9.2 Those persons authorized to sign cheques on behalf of the Union do so by virtue of, and for as long as they continue to hold, their office or positions of trust within the Union.

O1.9.3 The amount of a cheque determines who is authorized to sign as follows:

O1.9.3.1 One (1) Executive Officer and one (1) member of the Finance Office shall sign cheques for amounts less than \$5,000. Under unusual circumstances such as cases involving payment deadline requirements, any two members of the Finance Office may sign cheques for less than \$5,000.

O1.9.3.2 One (1) Executive Officer and one member of the Finance Office shall sign cheques for amounts greater than \$5,000 and less than \$20,000.

O1.9.3.3 Cheques for amounts greater than \$20,000 shall only be signed by a member of the Finance Office and co-signed by the Finance Commissioner.

O1.9.3.4 Cheques to the Receiver General of Canada or the Minister of Finance of Ontario for any amount may be signed by two (2) members of the Finance Office or by a member of the Finance Office and an Executive Officer.

O1.9.3.5 In the event of a strike or lockout, the Finance Commissioner and one other signing officer may sign all cheques.

O1.9.4 If there is a change in Executive Officers or of the designated members of the Finance Office during the course of the year, the banker of the Union shall be informed of this change.

## **O1.10 Summer Spending Authority**

O1.10.1 Summer Spending Authority shall be maintained to finance unforeseen and unbudgeted expenditures up to \$10,000 which are necessary between May 01 and September 15. Any expenditure must be approved by a two-thirds (2/3) majority vote of the Executive and must be reported to the next General Council Meeting.

## **O1.11 Honoraria**

O1.11.1 General Council shall approve the amount of honoraria to be paid to Members of the Executive Committee every year in the Corporation's annual budget. Said honoraria shall be paid in twelve (12) equal monthly installments. Each Member of the Executive Committee shall be paid an honorarium of \$15,505 as of January 01, 2019. The Executive-at-Large honoraria will be \$454 per month starting January 01, 2019.

- O1.11.1.1 Following a two-thirds (2/3) vote of the Executive, the Executive may redirect to any member of the Union an amount up to onehundred percent (100%) of the monthly honorarium payable to a member of the Executive who is unable to, or does not, perform some or all of her or his duties for unacceptable reasons. Acceptable reasons for non-performance of duties shall include personal or family illness, family emergency, academic necessities, performance of other U.T.G.S.U. duties or leave granted by the Executive. Any consideration of a motion to redirect honorarium will take place at least one (1) week after written notice of intention to redirect is given by an executive member. In the event that the Executive decides to redirect honorarium, the executive member affected will have his or her monthly honorarium reduced by the amount redirected to the person selected by the Executive to perform these duties.
- O1.11.1.2 General Council retains the authority to reverse or modify an Executive action undertaken pursuant to O1.11.1.1
- O1.11.1.3 Each Executive member shall provide a weekly work report to the Executive Committee and a written monthly report to the Council. The Executive Committee shall approve the monthly report before being circulated to Council. Failure to provide reports to two consecutive Council meetings will result in an executive member's honorarium being suspended until a satisfactory report has been provided.
- O1.11.2 General Council shall determine, from time to time, any stipend or honorarium to be paid to any person who merits such a reward for service to the Union on an occasional basis. In such matters, General Council shall request and be guided by the advice of the Finance Commissioner and Finance Committee.
- O1.11.3 General Council shall determine the amount of the Chairperson's honorarium.
- O1.11.4 Any person with a financial conflict of interest shall declare openly the existence and manner of it before being permitted to speak and may not vote on the question to which it pertains before General Council. Such financial conflict of interest shall be deemed to be a personal conflict of interest within the meaning of Bylaw Article 11.

## **O1.12 Course Union Grants**

- O1.12.1 Course Union Head Grants are calculated according to the funding formulas below and distributed annually to each UTGSU recognized Course Union.



$$y = 0.24axb, x > 75$$

$$y' = (0.016x + 16.8)ab, x \leq 75$$

'x' is the number of Full-Time Equivalent (FTE) graduate students enrolled in a graduate department, faculty, institute, school, or centre corresponding to a UTGSU-recognized course union or affiliated organization.

'a' is the Corporation's annual Membership Fee (\$)

'b' is the percentage of graduate students (x) who have paid the Corporation's annual Membership Fee

O1.12.2 Head Grants, whether for UTGSU-recognized Course Unions or Affiliated Organizations, may not be used to provide honouraria, salaries, or any other remuneration to the Executives, Officers, Council Members, or any other individual(s) holding a position of office in a given Course Union or Affiliated Organization. Should a Course Union or Affiliated Organization be found to have violated this clause, the Finance Commissioner will report the matter to the Corporation's Board-of-Directors, and said Course Union or Affiliated Organization shall not be issued a Head Grant during the next scheduled Head Grant installment.

O1.12.3 Course Union grants shall be based on the number of graduate students enrolled in a given graduate department, faculty, institute, school, or centre who are eligible for membership in the course union.

O1.12.4 Course Union grants are to be paid in two installments, the first based on sixty percent (60%) of the previous year's enrolment which shall be paid as soon as possible after the first fall General Council Meeting (Bylaw Clause 4.3) and before the end of October. Payment of the first installment will be based on at least two (2) course union representatives' attendance at a Course Union Orientation. The two members must consist of one (1) course union Council representative, and one (1) course union president, co-president, treasurer, or equivalent. Failure to attend one Course Union Orientation will result in 50 percent payment of the first installment. The second installment should be paid as soon as possible after the final enrolment figures are available from the University of Toronto (normally in March). Payment of the second installment will be based on at least one (1) of the course union representative's attendance at the first six General Council meetings.

O1.12.4.1 Attendance at four (4) out of six (6) meetings resulting in 100 percent payment

- O1.12.4.2 Attendance at three (3) out of six (6) meetings resulting in 50 percent payment
- O1.12.4.3 Attendance at two (2) out of six (6) or less meetings resulting in no payment
- O1.12.5 Course Union representatives not able to attend a General Council meeting should find a member of their course union to attend in their place to avoid financial consequences.
- O1.12.6 A standard form for each course union to fill out information needed by the Union (Bylaw Article 5) and to request course union grants will be provided to course union officers in early September. This form must be returned before a grant is made available.
- O1.12.7 The cut-off date for course union grants will be April 15. Course Unions applying after the January 01 will get 50 percent of the first installment of their grant.
- O1.12.8 If necessary, and possible, first installment will be paid prior to the first Fall General Council Meeting to help course unions which did not exist in the previous year to get started or to assist course unions who have experienced large increases in enrolment.

### **O1.13 Special Grants**

- O1.13.1 Each year General Council may set aside a certain amount of money for special grants to assist small course unions, defined as those course unions with a membership less than one hundred (100) members.
- O1.13.2 The Finance Committee may draw up a special grants allocation after the aggregate amount has been approved in the financial estimates each fall.
- O1.13.3 All applications for special grants shall be made on a standard form and made available to small course unions. Financial information, as required to the satisfaction of the Finance Committee, must accompany each application.
- O1.13.4 Priorities for special grants shall be determined by the Finance Committee and shall be reported at the time the Special Grants Allocation is presented to General Council.
- O1.13.5 Distribution of special grants funds shall take place after General Council has approved the Special Grants Allocation.

## **O1.14 Motions to Spend Money without Notice**

O1.14.1 Any Council motion which requires the expenditure of Union funds that are not expensed in a budget category and are greater than \$500, shall require one (1) week's written notice or shall require that a motion to suspend this provision of the Policy for that purpose has been previously passed by two-thirds of General Council members then present.

## **O1.15 Employee Contracts**

O1.15.1 All contracts with employees of the Union shall have the force of a Bylaw while in effect.

## **O1.16 Budgets, Audits, Minutes, and Other Written Reports**

O1.16.1 The minutes of General Council meetings and of any committees or other bodies of the Union, all s submitted or tabled before a General Council meeting, the budget, the audit the auditor's report and other financial records of the Union shall be available to any member of the Union for examination by appointment.

## **O1.17 Other Groups**

O1.17.1 The Union shall have no financial obligation to any society or organization that has not been recognized by General Council. This does not prohibit General Council from giving special grants to worthwhile groups subject to rules laid down by General Council and incorporated into the Bylaws or Policy Handbook.

## **O1.18 Budget Format Guidelines, Budget Narrative and Fund Budget Guidelines**

O1.18.1 **Budget Format Guidelines:** The Budget shall be divided into these categories: Revenue, Extra Levies, Expenses, Contracted Services, Special Items and final Surplus or Deficit. Line items within the categories may be altered at the Executive's discretion. The Budget shall include a column for the previous year's actual figures. A Contingency line item shall be included in every annual budget.

**Revenue** – Includes but is not limited to Fees, Book Sales and Interest.

**Extra Levies** – Includes all monies collected on behalf of external organizations.

**Expenses -**

- Grants and Fees
- Union Expenses
- House Expenses

## **Contracted Services**

**Special Items** - may include non-cash items such as write-off of loans receivable.

O1.18.2 **Explanatory Narrative of Budget:** The Budget Narrative shall be attached to the Budget and shall include a detailed description of the Budget line items and their contents. This shall include:

O1.18.2.1 **Revenue:** Fees shall include a breakdown of the U.T.G.S.U. fee. Other sources of revenue shall be described.

O1.18.2.2 **Extra Levies:** Shall include a listing of fees collected by the U.T.G.S.U. on behalf of the Canadian Federation of Students, Ontario Public Interest Research Group, the Womens and Trans People Centre, Downtown Legal Services, Bikechain, and any other organization that may be added.

O1.18.2.3 **Expenses:** There are three sub-headings. They are:

- Grants and Fees shall include a description of the Departmental head grants, special grants and the Graduate Supplementary Health and Dental Insurance Plans.
- Union Expenses will be divided into Executive Honoraria, Staff Wages, Benefits and Graduate Health and Dental Plans Administration. Benefits will include all benefits paid to or on behalf of staff or executive members, including but not limited to C.P.P., EI and W.S.I.B. premiums, parking and T.T.C. costs, pension or R.R.S.P. costs and the employee health plan.
- House Expenses shall include but is not limited to Office, Council and Executive Expense, Audit and Legal Expense, Contingency, Campaigns and any budget allocations which may be required to maintain the Building Fund and any other funds at desired levels.

O1.18.2.4 **Contracted Services:** This item shall summarize costs of operating and maintaining the G.S.U. Pub and Harvest Noon Café, which shall be detailed in a separate budget.

O1.18.2.5 **Special Items:** May include non-cash items such as write-down of loans receivable, or other non-standard items.

O1.18.2.6 **Final Surplus or Deficit:** An explanation of any surplus or deficit shall be given.

O1.18.2.7 **Funds Budget:** A description of the attached Funds budget shall be included.

O1.18.3 **Fund Budget Format Guidelines:** A Fund budget shall be included with the operating budget.

**The Building Fund** budget report will consist of two (2) main parts:

- An itemized budget showing proposed expenditures from the Fund.
- Expenditures for the Contracted Services and the Union will be itemized separately.

A Statement of Surplus or Deficit, which will include the following items (both actual numbers for the year ended, and proposed numbers for the Budget year):

- Beginning balance of the fund
- Any transfers into or out of the fund during the year
- Fund expenditures during the year
- Closing balance of the fund

**The Accessibility Fund** budget report will include a Statement of Surplus or Deficit, which will include the following items (both actual numbers for the year ended, and proposed numbers for the Budget year):

- Beginning balance of the fund
- Any transfers into or out of the fund during the year
- Fund expenditures during the year
- Closing balance of the fund

**The Director's Liability Fund** will include a Statement of Surplus or Deficit, which will include the following items (both actual numbers for the year ended, and proposed numbers for the Budget year):

- Beginning balance of the fund
- Any transfers into or out of the fund during the year
- Fund expenditures during the year
- Closing balance of the fund

**The Thesis Cabinet Fund** will include a Statement of surplus or Deficit, which will include the following items (both actual numbers for the year ended, and proposed numbers for the Budget year):

- Beginning balance of the fund
- Any transfers into or out of the fund during the year
- Fund expenditures during the year
- Closing balance of the fund

## **01.19 UTGSU Conference Bursary**

01.19.1 The UTGSU Conference Bursary was established in 2015 by General Council to financially assist Members attending and/or presenting at a conference.

01.19.2 The UTGSU Conference Bursary (hereafter referred to as 'the Conference

Bursary') will be administered by the Finance Committee in collaboration with the Finance Office. Academic events which meet the criteria of a 'conference' will be at the discretion of the Finance Committee. Any amendments to UTGSU Policy O1.19 must be vetted through the Finance Committee prior to recommendation to General Council.

O1.19.2.1 Members of the Finance Committee are not eligible to apply to the Conference Bursary.

O1.19.3 The UTGSU Conference Bursary shall be a one-time disbursement of \$250 per recipient.

O1.19.3.1 Applicants can only be awarded the Conference Bursary once per fiscal year. Applicants that decline the award, or who accept the awarded bursary but do not claim it for any reason, are ineligible to apply for any remaining conference bursary cycles for the current fiscal year.

O1.19.3.2 There shall be three cycles for the distribution of the Conference Bursary:

O1.19.3.2.1 The Fall Cycle is for applicants attending conferences between December 1<sup>st</sup> and March 31<sup>st</sup>. The application period will be open from November 1<sup>st</sup> to November 15<sup>th</sup> with all successful applicants notified of the outcome of their application by November 30<sup>th</sup>. Disbursement of funds will occur between April 1<sup>st</sup> and April 30<sup>th</sup> pending approval of supporting documentation by the Finance Committee.

O1.19.3.2.2 The Spring Cycle is for applicants attending conferences between April 1<sup>st</sup> and July 31<sup>st</sup>. The application period will be open from March 1<sup>st</sup> to March 15<sup>th</sup> with all successful applicants notified of the outcome of their application by March 31<sup>st</sup>. Disbursement of funds will occur between August 1<sup>st</sup> and August 31<sup>st</sup> pending approval of supporting documentation by the Finance Committee.

O1.19.3.2.3 The Summer Cycle is for applicants attending conferences between August 1<sup>st</sup> and November 30<sup>th</sup>. The application period will be open from July 1<sup>st</sup> to July 15<sup>th</sup> with all successful applicants notified of the outcome of their application by July 31<sup>st</sup>. Disbursement of funds will occur

between December 1<sup>st</sup> and January 31<sup>st</sup> pending approval of supporting documentation by the Finance Committee.

- O1.19.3.3 Applicants are only eligible to apply to the Conference Bursary if they are UTGSU Members (see UTGSU Bylaws 2.1 – 2.3) at the time of application.
  - O1.19.3.4 Applicants may only submit one application to the Conference Bursary per application cycle.
  - O1.19.3.5 If an applicant includes false or inaccurate information within their application, or if an applicant submits more than one application within the same application cycle, that applicant's application(s) may be disqualified from the given application cycle at the discretion of the Finance Committee.
- O1.19.4 The following shall be the process for the selection of successful applicants to the Conference Bursary:
- O1.19.4.1 All successful applicants will be selected at random using a lottery system. A total of 120 bursaries will be distributed per annum, with one (1) bursary distributed to each successful applicant.
  - O1.19.4.2 For each of the three application cycles, 40 applicants will be selected to receive a bursary.
  - O1.19.4.3 Fifty percent (50%) of successful applicants will come from the funded cohort at the time of application, and fifty percent (50%) of successful applicants will come from the unfunded cohort at the time of application. In addition, an equal number of bursaries will be distributed to applicants from each of the four (4) School of Graduate Studies academic divisions: Humanities, Social Sciences, Physical Sciences, and Life Sciences.
- O1.19.5 The following shall be the process for the disbursement of the Conference Bursary to successful applicants:
- O1.19.5.1 Bursaries will only be distributed to successful applicants after proof of conference attendance has been submitted and verified by the Finance Committee. Acceptable proof of attendance will be at the discretion of the Finance Committee and will be communicated to the successful applicant upon their acceptance of the awarded bursary.
  - O1.19.5.2 Evidence that an applicant has provided inaccurate information will result in loss of the award and said applicant may be deemed ineligible for future UTGSU awards.
  - O1.19.5.3 The names of all Conference Bursary recipients will be kept on file in the Finance Office and may be viewed by any UTGSU Member upon request to the Finance Office and/or Finance Commissioner.

## **O1.20 Graduate Community Development Fund (GCDF)**

O1.20.1 The Graduate Community Development Fund (GCDF) was created in partnership with the School of Graduate Studies at the University of Toronto (SGS) in March 2017 to provide merit-based equity awards recognizing exceptional students on campus for their contributions to the graduate student experience.

O1.20.2 Awards Subcommittee:

O1.20.2.1 There will be an Awards Subcommittee struck in September by General Council. The sub-committee will be responsible for the assessment and approval of applicants.

O1.20.2.1.1 The Awards Subcommittee will operate as a closed semiautonomous body of the UTGSU Finance Committee.

O1.20.2.1.2 Members of the Awards Subcommittee will not be eligible to apply for the Graduate Community Development Fund during their term.

O1.20.2.2 The Awards Committee will determine the recipients, but the final approval of award recipients must come from Finance Committee.

O1.20.2.3 For the full criteria of the Awards Subcommittee, please refer to the Awards Committee Terms of Reference

O1.20.3 Award Eligibility.

O1.20.3.1 In order to be eligible, an applicant must:

O1.20.3.1.1 Be a UTGSU member at the time of application

O1.20.3.1.2 Anticipate to have a net income and/or funding (excluding student loans) of less than \$15,000 between September 1st and August 31st.

O1.20.3.2 Students who apply within multiple categories will only be eligible to receive one award per academic year; a student cannot receive more than two awards per degree.

O1.20.3.3 Current members of the Finance Committee, UTGSU Executive Committee and Staff will not be eligible during their term.

O1.20.4 Award Structure. There are 5 categories of Awards containing two tiers. The first tier consists of one award of \$1000, while the second tier contains two



awards of \$500 each. In no particular order, the Awards Committee must work to fulfil the equity eligibility requirements as outlined in the following award descriptions:

O1.20.4.1 Open:

O1.20.4.1.1 This is a general award open to any current graduate students.

O1.20.4.1.2 Out of the three awards, one must be awarded to a professional student every year.

O1.20.4.2 Caregiver:

O1.20.4.2.1 This is an award open to graduate students with dependents. For the purposes of this award, the UTGSU Finance Committee defines “dependent” as anyone who receives financial, emotional, and/or physical support from the applicant, which can include but is not limited to: food, housing, and medical care.

O1.20.4.3 International Students:

O1.20.4.3.1 This award is open to students registered at the University of Toronto as an “International Student,” i.e., students who are charged international tuition fees.

O1.20.4.4 Women and Trans Spectrum:

O1.20.4.4.1 This award is open to graduate students who identify themselves as women or students who identify themselves in terms outside or within the gender binary of “man” and “woman” (for example: non-binary or genderfluid). In no particular order, the Awards Committee must seek to allocate at least one award to a student from SGS Divisions 3 or 4 as well as a Student from any division who selfidentifies under the Trans Spectrum.

O1.20.4.5 IBPOC (Indigenous, Black, People of Color):

O1.20.4.5.1 In no particular order, the Awards Committee must seek to allocate at least one award to students who identify themselves as belonging to one or more of the following groups: Indigenous to Turtle Island (i.e. First Nations, Metis, or Inuit); Black (i.e. Afro-Canadian, African, Afro-Caribbean, African-American, Afro-Latino); Racialized (i.e. People of Color who do not self-identify as belonging to a Black national/ethnic group or Indigenous to Turtle Island)

O1.20.5 Award Process. Applications will be open once per academic year. The application will compose of two parts. An applicant must submit:

O1.20.5.1 A one page typed statement responding to the following question: “How have you, as an individual, contributed to improving the University of Toronto graduate student experience through your community work and activities?”

O1.20.5.2 Two Reference Letters, the first must be from a faculty member and the second a member from the university and/or public community.

O1.20.5.3 The statement and references must be submitted online into a single PDF file with the application form.

O1.20.6 An awards ceremony is to take place in the Winter semester of each year, which is to include administration from the School of Graduate Studies.

O1.20.7 Disqualification. If an applicant has been found to have falsified their application, they will be disqualified and ineligible from future awards by the UTGSU.

**Amended: April 2013, January 2014, February 2014, February 2015, September 2017, March 2018, October 2018, April 2019, and August 2019.**

## **Policy O2: Space Use**

### **O2.1 Gym and Lounge Bookings**

The gym and basement lounge (meeting room) are available to book. Our building is normally open 9:00 a.m. to 11:00 p.m. on weekdays, and closed on weekends. For details see below.

O2.1.1 Priority for bookings will be given in the order below:

O2.1.1.1 U.T.G.S.U. activities

O2.1.1.2 Union members

O2.1.1.3 U.T.G.S.U. Executive and Staff

O2.1.1.4 Other University of Toronto student organizations

O2.1.1.5 Non-profit and community organizations

O2.1.2 Any request to book the gym must be directed to the appropriate U.T.G.S.U. staff person. Staff may refer the approval of a booking to the Policy and Operations Committee for the following types of bookings:

O2.1.2.1 Bookings occurring during building closures

O2.1.2.2 Billeting

O2.1.2.3 Bookings that include food or beverages

O2.1.2.4 Bookings made by groups in O2.1.1.4 or O2.1.1.5

O2.1.2.5 Any other event deemed necessary by U.T.G.S.U. staff for Policy and Operations Committee review

O2.1.3 When the building is closed at least one (1) U.T.G.S.U. Executive or Staff member must be present at a booking at all times. In lieu of this a

U.T.G.S.U. Building Monitor must be hired by the individual making the booking and approved by the Policy and Operations Committee.

O2.1.4 A security deposit may be requested to confirm bookings, to be paid to the U.T.G.S.U. one (1) week before the event. It will be returned after the event if the space is left clean and there is no damage.

O2.1.5 No food, beverages (except water), equipment or furniture is allowed unless approved by the Policy and Operations Committee

O2.1.6 Appeals of bookings declined by the Policy and Operations Committee can be made to the Executive Committee.

### **O2.2 Gym Use**

The U.T.G.S.U. gym is normally open from 9:00 a.m. to 11:00 p.m. on weekdays. The maximum number of people allowed in the gym is one

hundred and fifty (150). Between 9:00 a.m. and 5:00 p.m. on weekdays, gym bookings are restricted to quiet activities due to noise in the basement offices and lounge.

O2.2.1 Members can book the gym on weekdays for one (1) hour per week. The gym will normally be booked only by phone starting at 10:00 a.m. on the last Friday of each month, for the upcoming month. July and August will be booked during the last week of June. January will be booked during the second week of December. If there are available spots on the Tuesday following the last Thursday of the month, a member may book another hour. Only those members who have booked the gym are permitted to use the gym during their booking.

O2.2.2 Due to the construction of our building space, issues of noise disruption and safety limit the sports which can be booked within our gym space. Activities currently approved by Council include, but are not limited to:

- Volleyball
- Basketball
- Badminton
- Dodge-ball
- Recreation Classes

O2.2.3 Between 9:00 a.m. and 5:00 p.m. on weekdays, gym bookings are restricted to quiet activities like singles badminton. Members will be required to provide participants' names and student numbers when making the booking. Student status will be verified at the time of the booking. Gym usage will be monitored. Members using the gym will be required to show their T-Cards upon request. Violation of this policy will result in the suspension of booking privileges for four months.

Between 5:00 p.m. to 11:00 p.m. on weekdays, members wanting to book they gym must provide the U.T.G.S.U. office with a list of participants' names and student numbers. Names should match those used by ROSI. There must be at least four (4) players per booking, and at least seventyfive (75) percent must be Union members. The booking will be confirmed after the participant list is received. Violation of this policy will result in the suspension of booking privileges for four (4) months.

O2.2.4 Street shoes and boots must be removed before entering the gym. To protect the floor, the individual making the booking may be required to carry carpets from storage, lay them securely on the gym floor, and clean and return them to storage immediately after the booking. The gym must be left clean after each booking. Violation of this policy will result in the suspension of booking privileges for four months.

O2.2.5 U.T.G.S.U. staff will inform people requesting bookings about the current limitations of our gym space. If the booking is approved, the Internal Commissioner will provide the individual making the booking with instructions for any procedures they must follow.

### **O2.3 U.T.G.S.U. Basement Lounge (Meeting Room)**

O2.3.1 The lounge is normally open from 9:00 a.m. to 11:00 p.m. on weekdays. The maximum number of people allowed in this space is twenty (20). Between 9:00 a.m. and 5:00 p.m. on weekdays lounge bookings are restricted to quiet activities, due to noise in the offices.

### **O2.4 Billeting**

O2.4.1 At least two (2) U.T.G.S.U. Executive or Staff members, must be present at a billeting booking at all times.

O2.4.1.1 In lieu of this U.T.G.S.U. Building Monitors must be present, hired by the bookers.

O2.4.2 All billetes must sign a waiver absolving the U.T.G.S.U. of any damages to persons or property.

O2.4.3 The maximum number of people allowed to billet in the gym is seventy (70).

O2.4.4 The Internal Commissioner shall inform U.T.G.S.U. Council and U.T.G.S.U. staff when a request for billeting is approved.

O2.4.5 Billeting requests must be received by the U.T.G.S.U. at least two weeks in advance of the event.

### **O2.5 Space Use Request Form**

O2.5.1 There shall be a Space Use Request Form that will account for liability concerns and relevant legislation.

**Amended: December 2012, June 2013**

### **Policy O3: Proxy Voting**

O3.1 Proxy voting is a form of voting whereby some members of the Board of Directors of the Union may assign their voting power to another member of the same constituency of which they represent, to vote in their absence. A person so designated is called a "proxy".

O3.2 An individual member of the Board of Directors, or a proxy voter present at a Board of Director's meeting, may only hold one vote.

O3.3 Proxy voting shall be permitted for the General Council of the Union, but the intention to send proxy votes must be sent to the Membership and Advocacy Coordinator and Internal Commissioner, at least forty-eight (48) hours in advance of the meeting time, not including weekends or holidays, unless extreme circumstances apply.

- O3.4 Under extreme circumstances, requests for proxy voting must be sent to the Membership and Advocacy Coordinator and General Council Chair. The Chair will make a ruling.
- O3.5 Under no circumstances shall proxy voting be permitted in any committee or caucus meeting of the Union.

**Adopted: January 2013**

**Amended: February 2015**

**Policy O4: Audits and Minutes**

- O4.1 Within ten (10) business days after a meeting has been held, the minutes of General Council meetings and the standing committees of the Union shall be submitted to the Union's Office Assistant and archived in the Union's Offices. These minutes will be made available to UTGSU Members for examination by appointment.
  - O4.1.1 All documents submitted or tabled before a General Council meeting shall also be made available.
  - O4.1.2 All minutes and documents which are over thirty (30) years old will be copied and originals provided to an acceptable and agreed upon archive.
  - O4.1.3 It is the responsibility of the Secretary of Council and standing committee chairs for respectively ensuring these documents are submitted to the Union's Office Assistant.
  - O4.1.4 Notwithstanding the clauses above, the Finance Committee Chair will submit the minutes of Finance Committee meetings to the Finance Office. The minutes of all Finance Committee meetings will be archived in the Finance Office and made available to UTGSU members for examination by appointment.
  - O4.1.5 Within ten (10) business days after being approved by General Council, the minutes of General Council meetings will be made available on the UTGSU website.
- O4.2 The Union's audit and the auditor's report shall be made available to UTGSU Members for examination in the Union's Finance Office. A summary of the Union's audit and auditor's report shall also be made available on the Union's website.
  - O4.2.1 This will exclude any related documentation which should be withheld due to legal proceedings or due to an existing agreement including, but not limited to, the Collective Agreement with the Union and Employees' Representative(s).

O4.2.1.1 Documentation withheld due to an agreement, such as those limited due to the Collective Agreement, shall be available to UTGSU Members for examination by appointment.

**Adopted: February 2013**

**Amended: October 2018**

**Policy O5: Donations**

- O5.1 The Corporation supports student and community initiatives which are to the benefit of the Corporation's Membership through monetary and non-monetary donations. This policy is to serve as a guideline for the various donation requests that are presented to the Corporation from time to time.
  
- O5.2 For all monetary donations, applicants must complete a "Donation Request Form" and submit it to the Corporation's Finance Commissioner at least two (two) weeks in advance of the start date of the associated event or initiative. The Finance Commissioner will be responsible for ensuring that the donation request is in adherence to UTGSU Policy, and if found to be so, will submit the associated Donation Request Form and any supporting documents to the Corporation's Finance Committee for deliberation. The Finance Committee shall be responsible for creating and maintaining the Donation Request Form and any related materials.
  
- O5.3 Only Members of the Corporation may submit Donation Request Forms. Course unions, standing committees, caucuses, and levy groups of the Corporation may not submit Donation Request Forms and are not eligible to receive monetary donations from the Corporation. This does not preclude Members of these groups from submitting Donation Request Forms to the Corporation, provided that said Members are also Members of the Corporation. UTGSU partnerships and the UTGSU's co-sponsorship on events and initiatives are not considered donations.
  
- O5.4 Multiple Donation Request Forms may not be submitted for the same event or initiative. Events and initiatives which have already received funds through the Corporation's Conference and Academic Engagements Grants are not eligible to receive a monetary donation from the Corporation.

- O5.5 All monetary donations are to be approved by a majority vote of the Finance Committee at the Committee's own discretion. The maximum amount which can be approved for a single monetary donation is \$500. The Finance Committee may approve up to an additional \$300 for events or initiatives which have an equity-based focus. These funds shall be drawn from the UTGSU's Equity Access Grant. The Finance Commissioner shall be responsible for maintaining a record of all approved monetary donations and shall report these donations to the Corporation's Board of Directors.
- O5.6 For a given monetary donation request, it shall be at the discretion of the Finance Committee whether or not a given event or initiative has an equity-based focus, with the Corporation's Equity Statement serving as the Finance Committee's guideline for making such an evaluation. At its own discretion, the Finance Committee may also defer the question as to whether or not an event or initiative has an equity-based focus to the Corporation's Equity and Advocacy Committee.
- O5.7 All approved monetary donations must be submitted to, and administered by, the Corporation's Finance Office. This shall be done in conjunction with the Finance Commissioner, who will communicate to the Finance Office all approved monetary donations and how funds are to be allocated from specific budget categories.
- O5.8 All non-monetary donations, such as donations of Corporation products and assets, are to be approved at the discretion of the Corporation's Executive Committee.

**Adopted: January 2013 Amended: September 2017, March 2018, and November 2019**

**Policy O6: Old Equipment**

- O6.1 If equipment previously used by the Union is deemed inappropriate for the U.T.G.S.U., but is still operational, said equipment may be offered by the Executive free of charge to the following organizations:
  - O6.1.1 Organizations which the U.T.G.S.U. funds through a levy, offering the equipment first to those the U.T.G.S.U. executive committee deems most in need of said equipment.
  - O6.1.2 Any charitable or non-profit organization which the Executive feels is most deserving and in accordance with the Union's Donations policy.
- O6.2 If equipment previously used by the Union is deemed inappropriate for the U.T.G.S.U., but is no longer operational, said equipment would be disposed of in the most environmentally safe manner possible.



**Adopted: January 2013**

## **Policy 07: Dependent Care**

### **07.1 Eligibility**

07.1.1 Expenses incurred from Union activities related to care services for dependants will be reimbursed by the Union for the following eligible members:

- Members of the Executive Committee.
- General Council Representatives.
- Members of the Union while acting on approved Union business.

07.1.2 Union business includes, but is not limited to:

- General Council Meetings.
- Executive Committee Meetings.
- Other meetings or events as approved by the Executive Committee.

07.1.3 Notice for the need of dependent care must be given, where possible, at least one (1) week prior to engaging in above-noted Union business.

07.1.4 Eligible members may not be entitled to reimbursement of reasonable costs for dependent care if:

07.1.4.1 Dependent care would otherwise be provided by the member's spouse or partner; or

07.4.1.2 Expenses are those which normally would have been incurred as a result of employment or other regularly scheduled activities.

### **07.2 Reimbursement**

07.2.1 Dependent care for each dependent will be reimbursed at a per hour rate not less than the minimum wage in the province of Ontario to a maximum of twelve (12) hours or one-hundred-and-eighty (180) dollars per day per twenty-four (24) hours.

07.2.2 Reimbursement shall cover up to one (1) hour of arrival travel time and one hour of return travel time to and from the destination of Union business within the City of Toronto.

07.2.3 Reimbursement for eligible members who bring dependents to events outside of the City of Toronto where lodging is required will be entitled to dependents' accommodations and meal expenses upon advance approval by the Finance Committee.

### **07.3 Annual Cap**

07.3.1 Reimbursement for dependent care shall be capped annually (from September 01 to August 31) per recipient to a maximum of:

- One thousand (1000) dollars for Commissioners.

- Six hundred (600) dollars for Executives-at-Large.
- Four hundred (400) dollars for all other eligible members.

#### **O7.4 Claim Form**

O7.4.1 There will be a reimbursement claim form which takes into account all aspects of this policy and is regularly updated by the Finance Commissioner, with the Union's Financial Coordinator.

#### **O7.5 Cost of Living Adjustment**

O7.5.1 The monetary values contained in this policy will increase annually by the Ontario Cost-of-Living Adjustment (COLA).

#### **O7.6 Special Circumstance**

O7.6.1 If there are circumstances regarding dependent care, which exceed the bounds and limitations of this policy, an eligible member may appeal to the Finance Committee regarding requirements and needed arrangements.

**Adopted: November 2012, and March 2018**

## **Policy O8: Executive Reports**

- O8.1 Each Executive member shall provide a weekly work report to the Executive Committee and reports shall be distributed to Union staff.
  - O8.1.1 All reports will be written, unless there are noted circumstances.
    - O8.1.1.1 The Executive Committee may modify reports to correct known inaccuracies.
  - O8.1.2 The Executive Committee shall approve weekly reports after having been circulated, by at least twelve (12) hours before a meeting of said committee.
- O8.2 Each Executive member shall provide a monthly compilation report to the Board of Directors (General Council).
  - O8.2.1 Members of the Executive Committee shall receive and circulate monthly reports before being circulated to Council, which shall be circulated at least four (4) days before a meeting of Council.
    - O8.2.1.1 These reports shall also be distributed to Union staff.
  - O8.2.2 Failure to provide reports to two (2) consecutive Council meetings will result in an executive member's honorarium being suspended until a satisfactory report has been provided.

**Adopted: February 2013**

## **Policy O9: Human Resources**

### **O9.1 Guidelines**

- O9.1.1 As the Executive Committee is responsible for the hiring and maintaining of the Union's staff compliment, the Executive Committee shall also be responsible for maintaining and implementing Human Resources Guidelines to be subject to this policy.
- O9.1.2 All guidelines on Human Resources are to be treated with equal merit to any other policy of the Union, but may not conflict with other policies.
- O9.1.3 All guidelines on Human Resources shall respect the Union's policies on anti-discrimination and equity.
- O9.1.4 All guidelines on Human Resources may not conflict with or supersede the duly constituted and accepted Collective Agreement between the Executive Committee and the Union that represents unionized staff members.

### **O9.2 Communication of Guidelines**

- O9.2.1 All employees of the Union shall be made aware of these guidelines at the date of hiring and during their staff orientation.
- O9.2.2 All guidelines will be openly available on the Union's website.
- O9.2.3 All guidelines will be collected in a document called the *U.T.G.S.U. Office Guidelines Manual*.
- O9.2.4 All guidelines will be considered and operationalized in all office procedures manuals produced for each regular staff position.

**Adopted: February 2013**

## **Policy O10: Insourcing (Union Services)**

### **O10.1 Definition of Insourcing**

- O10.1.1 Any work estimated to cost more than five thousand dollars (\$5,000) to the Union, including that designated by its Board of Directors (General Council) and all of its committees and caucuses, wishes to contract must be offered first to competent contractors or workers internal to the Union and University community (e.g. graduate students, undergraduate students, contract faculty, staff, full-time faculty, etcetera).
  - O10.1.1.1 All contracted work must fall strictly within the parameters of the Collective Agreement in all circumstances, so as to avoid delegating staff work to others.
  - O10.1.1.2 Contract work that is legal counsel shall be exempt from this policy.

- O10.1.3 Work that falls under the University's prerogative for building maintenance is not concerned by this policy.

## **O10.2 Advertising Insourced Projects**

- O10.2.1 Insourcing will require that the Union will provide at least one (1) of the following for the benefit of the membership and University Community:
  - O10.2.1.1 Advertise it prominently in the U.T.G.S.U. Digest for at least two (2) weeks;
  - O10.2.1.2 Place at least one poster in each department's bulletin boards;
  - O10.2.1.3 Post the opening on the Union jobs and contracts board;
  - O10.2.1.4 Place posters for the job or contract in at least three (3) University of Toronto library bulletin boards; or
  - O10.2.1.5 Place advertisement in one of the University of Toronto studentrun newspapers.
- O10.2.2 Insourcing shall require that the Union will always:
  - O10.2.2.1 Use any free advertising service which is on offer at the University of Toronto (including public message boards); and
  - O10.2.2.2 Post the opening on the Union website.

## **O10.3 Lower Cost Projects**

- O10.3.1 For work estimated to cost fewer than five thousand dollars (\$5,000), the membership and wider community of the University of Toronto must still be approached by the Union to carry out this work.
  - O10.3.1.1 To advertise this work, the Union shall engage with its social media, Digest and web platforms along with free advertising services offered by the University.

**Adopted: February 2013**

## **Policy O11: Recording of Motions**

- O11.1 For the purposes of meetings of the Executive Committee, Board of Directors (General Council) and in General Meetings, motions shall be recorded with the following prefixes and designations for agendas and minutes.
  - O11.1.1 For motions which originate from the Executive Committee which are not policy or bylaw amendments, such motions shall be labeled with the letter prefix of 'E'.
  - O11.1.2 For motions which originate from another Committee or Caucus of the Union which are not policy or bylaw amendments, such motions shall be labeled with the letter prefix of 'C'.
  - O11.1.3 For motions which originate from a member of the Board of Directors of the Union which are not policy or bylaw amendments, such motions shall be labeled with the letter prefix of 'B'.
  - O11.1.4 For motions which originate from members at General Meetings of the Union which are not policy or bylaw amendments, such motions shall be labeled with the letter prefix of 'G'.
  - O11.1.5 For motions which are policy or bylaw amendments, such motions shall be labeled with the letter prefix of 'P'.
  - O11.1.6 For motions which are brought forward because of a petition, referenda or other related processes, such motions shall be labeled with the letter prefix of 'R'.
- O11.2 Each designation of a particular motion shall also record its number relative to the number of motions passed in a particular year of that prefix and shall record the last two digits of the year in which it was passed.
  - O11.2.1 Each aspect of this designation for a motion shall be separated by single dashes.

**Adopted: February 2013**

## **Policy O12: Privacy, Use and Disclosure of Personal Information**

- O12.1 The Union will not collect information from members unless that information relates directly to and is necessary for an operating program, activity, service or as part of a campaign of the Union.
- O12.2 The Union will not rent, sell, or share personal information about members with other people except to provide services requested by members that fall within the mandate of the Union or as part of a campaign of the Union, with permission of the member concerned.

- O12.3 When necessary, the Union reserves the right to share personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.
- O12.4 In aim to reach equivalent standard to s.30 of the Freedom of Information and Protection of Privacy Act, which states that the head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, personal information will be stored in a locked safe in the Union, accessible only by the Internal Commissioner and the staff person who has permission to access such information.
- O12.4.1 If information is stored digitally, in order to properly administer a particular service, every effort will be made to protect said information with the same diligence and proficiency, with specific care to such information resting in the hands of the Internal Commissioner and the staff person who has permission to access such information.
- O12.5 Upon request, a member shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

**Adopted: June 2013**



## **Policy O13: Services for Campus Groups**

- O13.1 Campus groups and non-profit organizations of the University of Toronto community may request use of the Union's facilities and services, including but not limited to, photocopier(s), fax machine(s), and other office-based amenities.
  - O13.1.1 Requests for the use of Union facilities and services must be made to the Policy and Operations Subcommittee.
  - O13.1.2 The Building Management Subcommittee will provide a recommendation to the Executive Committee, if the request is deemed appropriate. The recommendation will be made known to the requesting party.
  - O13.1.3 No request will be deemed appropriate if said request conflicts with Union policies.
  - O13.1.4 The Finance Committee of the Union may hear appeals of any recommendation and give a revised recommendation to the Executive Committee.
  - O13.1.5 Successful applicants must sign a 'Terms of Use Agreement' with the Union, to be signed by said party and the Internal Commissioner of the Union. The term of said agreement will be for one (1) year.
- O13.2 Any group given access for use of such facilities and services will be given a key, upon payment of a twenty-five dollar (\$25.00) deposit.
  - O13.2.1 Said key may be replaced only once for a further payment of twenty-five dollars (\$25.00). No further replacements shall be issued.
- O13.3 Limits and additional rates for the use of services and facilities will be maintained and determined annually. These limits and rates will be clearly posted on signage in the copy room, in and on the Union's website.
- O13.4 Campus groups and non-profit organizations that are provided these services will, in turn, provide a written report by no later than the first Friday of October describing their use of these services annually.
  - O13.4.1 The Policy and Operations Subcommittee will review each report and a recommendation will be given to the Executive Committee regarding renewing this access. All stages of this process will correspond with the above-described process for initial application (as in Subclauses O13.1.2 to O13.1.5).

**Adopted: September 2013**

## **Policy O14: Travel Per Diem**

### **O14.1 Transportation Expenses**

O14.1.1 The Union will reimburse a designated member for the least expensive, reasonable form of transportation available.

O14.1.2 The Union will not reimburse a member of the Union Executive, or a designate officially representing the Union, for the cost of transportation to and from an event if the event is located on the campus in which the student is registered.

O14.1.3 Within the Greater Toronto Area, members are encouraged to utilize public transit (T.T.C. and GO) when possible, but when safety or practicality prohibits the use of public transit, members should use a taxi service, rental vehicle or their own vehicle.

O14.1.3.1 Public transit costs will be reimbursed for the full amount.

O14.1.3.2 Taxi and rental costs will be reimbursed for the full amount.

O14.1.3.3 Other vehicular travel will be reimbursed at the rate of \$0.25 per kilometre.

O14.1.4 If a member of the Union's Executive or another person is designated to officially represent the Union at an event outside the GTA, the Financial Administrator will approve travel expenses prior to the event.

O14.1.5 Requests for reimbursement shall be directed to the Financial Administrator.

O14.1.5.1 In cases where reimbursement is disputed, this will be sent to the Finance Committee through the Finance Commissioner.

### **O14.2 Meal Expenses**

O14.2.1 The Union will not reimburse a member of the Union Executive, or a designate officially representing the Union, for the cost of meals if the event is located on the campus in which the student is registered.

O14.2.2 At events to which a member of the Union Executive, or a designate representing the Union, is present and where food is provided in the event cost, members are encouraged to utilize provided meal services when possible, but when safety, dietary restriction, or quality prohibits the use of said service, members should purchase inexpensive alternatives.

- O14.2.3 At events in which a member of the Union Executive, or a designate representing the Union, is present and where food is not provided in the event cost, members may purchase inexpensive meals.
- O14.2.4 Expenses will be refunded to a maximum of twenty-five (25) dollars for a half-day of event time and to a maximum of fifty (50) dollars for a full-day of event time.
- O14.2.5 Requests for reimbursement shall be directed to the Financial Administrator.
- O14.2.5.1 Prior to the event, the representative will inform the Financial Administrator of any foreseeable reimbursement requests.
- O14.2.5.2 In cases where reimbursement is disputed, this will be sent to the Finance Committee through the Finance Commissioner.

### **O14.3 Exception**

- O14.3.1 Other expenses may be considered by the Financial Administrator, on a case-by-case basis.
- O14.3.1.1 In cases where reimbursement is disputed, this will be sent to the Finance Committee through the Finance Commissioner.
- O14.3.2 Exceptions to the above clauses can be given at the discretion of the Finance Committee.

**Adopted: November 2013, and March 2018**

### **O15: Communications - Listservs**

- O15.1 A listserv intended for membership outreach (“U.T.G.S.U. Membership Listserv”) will be maintained by the Office of the Vice Provost, Students. Members are automatically subscribed to this listserv, however members may opt out from this subscription. It is important that the list only be used for information relevant to our membership. Thus the following policy shall be used.
- O15.1.1 The U.T.G.S.U. Membership Listserv shall usually be used once per week and be restricted to the Union Digest.
- O15.1.2 Use of the U.T.G.S.U. Membership Listserv beyond the regular limits noted in O15.1.1 must be reserved for:
- Orientation Welcome Letters in August and December
  - Changes within the health and dental insurance plan
  - Information regarding referenda and elections
  - Information regarding positions available at the Union
  - Information regarding urgent Union communications

- O15.1.2.1 With the exception of the Union Digest, a motion must be passed by the Executive Committee or by General Council to open the U.T.G.S.U. Membership Listserv.
- O15.1.3 The Communications and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the U.T.G.S.U. Membership Listserv.
- O15.2 A listserv intended for external and alumni outreach (“Digest Subscription Listserv”) will be maintained by a designated staff person. As individuals must choose to subscribe, and in turn, can permanently unsubscribe from the list, it is important that the list only be used for the Union Digest. Thus the following policy shall be used.
- O15.2.1 The Digest Subscription Listserv shall usually be used once per week and be restricted to the Union Digest.
- O15.2.2 Use of the Digest Subscription Listserv beyond the regular limits noted in O15.2.1 must be reserved for:
- Changes within the health and dental insurance plan
  - Information regarding positions available at the Union
  - Information regarding urgent Union communications
- O15.2.2.1 With the exception of the Union Digest, a motion must be passed by the Executive Committee or by General Council to open the Digest Subscription Listserv.
- O15.2.3 The Communications and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the Digest Subscription Listserv.
- O15.2.4 The alias of the Digest Subscription Listserv shall be obfuscated and kept confidential.
- O15.3 A listserv intended for communicating with General Council Representatives (“Council Listserv”) will be maintained by a designated staff person. The listserv allows for information to be forwarded from Representatives to their Course Union membership.
- O15.3.1 The Council Listserv must be reserved for:
- Council business and other relevant U.T.G.S.U. information
  - Orientation Welcome Letters in August and December
  - Changes within the health and dental insurance plan
  - Information regarding referenda and elections
  - Information regarding positions available at the Union
  - Information regarding urgent Union communications

- O15.3.1.1 With the exception of the above, a motion must be passed by the Executive Committee or by General Council to open the Council Listserv.
- O15.3.2 The Communications and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the Council Listserv.
- O15.3.3 The alias of the Council Listserv shall be obfuscated and kept confidential.
- O15.4 A listserv intended for communicating with Course Union Presidents (“Presidents Listserv”) will be maintained by a designated staff person. The listserv allows for information to be forwarded from Presidents to their Course Union membership.
- O15.4.1 The Presidents Listserv must be reserved for:
- Presidents’ Lunch and other relevant U.T.G.S.U. information
  - Orientation Welcome Letters in August and December
  - Changes within the health and dental insurance plan
  - Information regarding referenda and elections
  - Information regarding positions available at the Union
  - Information regarding urgent Union communications
- O15.4.1.1 With the exception of the above, a motion must be passed by the Executive Committee or by General Council to open the Presidents’ Listserv.
- O15.4.2 The Communications and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the Presidents Listserv.
- O15.4.3 The alias of the Presidents Listserv shall be obfuscated and kept confidential.
- O15.5 Committee and Caucus Listservs will be maintained for the purpose of communicating with members of these bodies and to allow for information to be forwarded from them to their membership.
- O15.5.1 Use of Committee or Caucus Listservs will be restricted to the membership of each Committee or Caucus.
- O15.5.2 Additional use of the Committee and Caucus Listservs can be made available to the Executive Committee or staff.

**Adopted: September 2014**

## **O16 Endorsements**

- O16.1 An endorsement is defined as a formal or written statement or use of U.T.G.S.U. logo that indicates approval and moral support for actions and goals of a campaign or organization. An endorsement does not involve monetary exchange. Any exchange of funds must follow U.T.G.S.U. Donations Policy including use of in kind and staff time.
  - O16.1.1 Endorsements by the Union can only be made by a statement of General Council or from a meeting of the membership.
  - O16.1.2 Each Caucus or Committee may put forward an endorsement by a statement of the Caucus or Committee.
  - O16.1.3 All approved endorsements from Committees must be reported upon by Executive members in their subsequent report to General Council.
  - O16.1.4 No Committee endorsement may contradict positions of General Council, General Meetings, or bylaws and policies of the Union.
  - O16.1.5 General Council reserves the right to amend or repeal any endorsement from a Committee.

**Adopted: February 2015**

# **ISSUES POLICY OF THE UNION**

## **Policy i1: University Outsourcing**

- i1.1 As insourcing can be defined as “the termination by a corporation or body of contracting a professional task and the beginning of performing it internally”, it is the stance of the Union that the University should not outsource many of its activities to external firms and instead rely on internal expertise and skill (such as for areas of design, information technology, etcetera).
- i1.2 Insourcing activities of the University in this manner would be a cost-saving measure, by reducing the number of external firms which carry out such work, while providing further experience for our membership and other students and faculty.
- i1.3 The Union shall encourage its members to not use University of Toronto products and services that were not insourced (or even attempted to be insourced) if insourcing was indeed viable for the University of Toronto.
- i1.3.1 The above clause applies only to products or services that were established after the Union adopted its own insourcing policies.

**Adopted: January 2013**



## **Policy i2: Freedom of Choice**

- i2.1 The U.T.G.S.U. supports the fundamental right of all women to control their own bodies, including:
  - i2.1.1 Freedom of choice in the matter of reproduction.
  - i2.1.2 Access to safe medical abortion procedures in an atmosphere of respect and support.
  - i2.1.3 Abortion services paid by provincial healthcare as a medical procedure.
  - i2.1.4 Guaranteed access, without restrictions, to family planning methods and abortions.
  - i2.1.5 Education and information about sexual choices and responsibilities.
  - i2.1.6 Pre- and post-abortion counseling.
  - i2.1.7 Opposing the implementation of any criminal law concerning abortion.

**Adopted: January 1990**

**Amended: March 2013**

## **Policy i3: Democracy and University Governance**

- i3.1 The Union, as the body of graduate students at the University of Toronto in the current day, considers itself one of the successors to the movement of students which aimed to democratize Governing Council and establish, at that body's founding, parity as described in *Towards Community in University Government*, the Report of the Commission on the Government of the University of Toronto, as published in 1970.

The Union calls for the ultimate restoration of this arrangement and the control of this institution placed in the hands of students, faculty and others who have been less enfranchised in the time since the founding of Governing Council.
- i3.2 The Union commits to be an advocate for students, demanding continually for the democratization and accountability of the University of Toronto Governing Council's structure.
- i3.3 The Union equally commits to bearing these same principles to each of the boards and committees of Governing Council, allowing for the election of students and the enfranchisement of the key stakeholders of the University community.

- i3.4 Similarly, the Union would call for such measures to be taken at the level of faculties and departments, each regulated and democratized to allow for elections of members and the accountability of such governing bodies.
- i3.5 The above clauses shall serve as an overriding mission with regards to the governance of the University of Toronto in the eyes of the Union, its representatives and its members. However, the Union may deviate from these strict demands on occasion to make smaller gains and increments. All such smaller gains can neither sacrifice the spirit nor expressed intent of the above clauses.

**Adopted: March 2013**

**Policy i4: Autonomy**

- i4.1 The Union affirms its belief in the autonomous right of the membership of any democratically constituted student union to define and determine the basis of that membership.
- i4.2 The Union equally affirms its conviction that any democratically constituted student union should be given information regarding its membership as held by the University, so as to ensure the proper independent operation of such organization.
- i4.3 The Union condemns any attempt by the University administration to undermine or interfere with said democratic right and any operational considerations which infringe upon the full use and application of this right.

**Adopted: March 2013**

**Policy i5: Honorary Degrees**

- i5.1 The Union shall annually call for clear procedures and practices to be established at Governing Council to award honorary degrees based on ethical, humanitarian and academic merit.
- i5.2 The Union's representatives on Governing Council must vote in favour of honorary degrees on ethical, humanitarian and academic grounds and to stand in outspoken opposition of any and all nomination, which does not fit these categories.
- i5.3 The Union shall stand against any notion of a financial contribution, which is suspected to affect the decision-making process of this award.
- i5.4 The Union may not give credence to any honorary degree recipient whose receiving of this honour is in a fashion which is counter to the above or to any of the ideals or policies of the Union.
- i5.5 In the event that a recipient of an honorary degree infringes greatly upon our ideals or policies, the Union shall speak out against this individual and the University for their action in admitting this individual, honorarily, into our university community.
- i5.6 At the period of Convocation, if the Union has the resources, time and deems it fit to do so, the Union may hold its own awarding of honorary title, meaningless in all but name, in satire of the pomp and circumstance of this event for the purpose of highlighting the University's failure to uphold these aforementioned principles.

**Adopted: March 2013**

**Policy i6: Language Rights**

- i6.1 The Union declares its undivided support and solidarity with peoples in their struggle to uphold their respective language rights, particularly those of First Nations people and Franco-Ontarians who have long traditions of being repressed in the province.

**Adopted: March 2013**

### **Policy i7: Peace and Dissent**

- i7.1 The Union opposes any action taken by governments, nation states or political organizations in the service of silencing opposition, coups, movements and parties.
- i7.2 The Union rejects the adoption of violent, coercive measures in the service of economic “gains” at the expense of human rights and the Environment.
- i7.3 The Union refuses to partner or collaborate with any organization that partners with or supports governments, nation states or political organizations which engage in actions mentioned in the above clauses.
- i7.4 The Union supports the right of groups oppressed under actions noted in the above clauses to self-defense and preservation, but with preference towards non-violent resistance even in the face of aggression from governments, nation states, and/or political organizations.
- i7.5 The Union shall oppose, unequivocally, any action of the University which aids, materially, intellectually or otherwise, any oppressive governments, nation states, or political organizations.
- i7.6 The Union may not, however, use this policy to exclude or to isolate members from its services or activities. The Union respects the rights of members to diverge from the larger body of opinion. In turn, however, members would be encouraged to respect the views expressed in this policy and by those who uphold it.

**Adopted: March 1991**

**Amended: March 2013**

### **Policy i8: Housing and Homelessness**

- i8.1 The Union stands firm in its belief that homelessness is a grave problem within society which requires immediate emergency, humanitarian relief. The Union furthers this stance with the notion that students are amongst those which are most impacted by homelessness and inadequate housing.
- i8.2 As such, in addition to a belief that homelessness must be combated in all sectors of society, the Union commits its unwavering support for new affordable student and family housing on campus. The Union then rejects all form of policy which unjustly or unfairly restricts on-campus housing, such as, but not limited to, those policies which links housing to recruitment.
- i8.3 The Union affirms its stance that the *Ontario Residential Tenancies Act* be further expanded to provide greater protection to students living in university residences. Moreover, we expound that the provisions of the Act be more greatly enforced throughout the province.

**Adopted: March 2013**

## Policy i9: Education Fees

- i9.1 The Union supports a system, at the University of Toronto, across the province and in every jurisdiction in the country, of accessible, public education which is funded entirely through public investment.
  - i9.1.1 The Union recognizes that the above is the ultimate goal of this Union and the student movement at large on this issue and must be fought for, unrelentingly, no matter the political party which holds power or the political climate which dominates any of the aforementioned jurisdictions.
  - i9.1.2 The Union opposes actions, from any group or body, which aims to derail such progress, such as through the deregulation of tuition fees.
- i9.2 The Union recognizes that the continued imposition of tuition fees and the struggle of students everywhere in post-secondary education is linked with a broader issue of public funding in society.
- i9.3 The Union shall accept and advocate for, however, measures which aid students on this issue but fall short of the goal which is described above. This includes, but is not limited to:
  - i9.3.1 Tuition freezes and reductions which are directly tied to the actual rate of tuition and firm in their application, while encompassing all students.
  - i9.3.2 A progressive system of grants-based programs, funded nationally and provincially, which will provide debt-free aid to students.
  - i9.3.3 Post-residency fees, a system of lower fees for graduate students who have completed the substantive course-work of their degrees.
  - i9.3.4 Doctoral Completion Grants and other university-specific grant programs which will also provide debt-free aid to students.
    - i9.3.4.1 However, if these above provisions are seen to serve as an impediment to the larger goals of this policy, and of students in general, as mentioned in Clause 1, the Union shall advocate beyond them.
- i9.4 The Union shall categorically reject measures which are masked as student aid or as any relief to tuition, but instead increase the burden of debt or derail the larger goals of the above clauses of this policy. This includes, but is not limited to:
  - Income Contingent Loan schemes.
  - Standard, needs-based loan systems.

- Grants which are intentionally misrepresented to be hard and firm reductions to tuition fees.
  - Grants which are highly restrictive and reduce the ability of many groups to benefit.
  - Soft caps and so-called freezes of tuition which allow for real increases of tuition fees to continue unabated, particularly when inflation has not been made a factor when considering these measures.
- i9.5 The Union promotes the continued establishment of a progressive income tax system to be introduced in order to contribute to post-secondary education in Canada.
- i9.6 The Union expresses alarm toward the continued and unabated rise of student debt in Ontario and throughout Canada. We demand this situation be immediately addressed by all governments and deemed as an immense crisis for Canadian society.
- i9.7 The Union asserts that the continued inequity and debt associated with the Canadian post-secondary system are due to the inaction of government and through the improper allocation of post-secondary education funding.
- i9.8 The Union must also demand even-handed treatment of members through the maintaining or creation of equitable needs-based student funding programs.

**Adopted: March 2013**

**Policy i10: Gun Control**

- i10.1 The Union supports the federal government in moving swiftly to strengthen the current firearms control provisions of the Criminal Code and regulations pursuant thereto.
- i10.1.1 The Union, specifically, urges improvements in the screening procedures for the acquisition of all types of guns and the registration of all guns.
- i10.1.2 The Union also supports the restoration of a federally-operated and maintained gun registry, which is both comprehensive and cost-effective.
- i10.2 The Union urges the federal government to enact immediately law prohibiting any person from having in his or her possession a handgun, members of the Canadian Armed Forces and law-enforcement officers excepted when in the course of duty.

**Adopted: March 2013**

**Policy i11: Canadian Blood Services**

- i11.1 The Union rejects any and all blood screening policy which acts to determine ability to donate on the basis of demographics, as such screening ideals are inherently discriminatory.
- i11.2 The Union urges Health Canada and Canadian Blood Services to change policies and screening questionnaires to eliminate the appearance of racism and homophobia.
- i11.3 The Union recognizes the importance of proper blood screening and the safety of the blood supply and, as such, shall advocate for behaviourbased donor screening.
- i11.4 The Union shall support campaigns that support changes that reduce discrimination in blood screening procedures.

**Adopted: March 2013**

## **Policy i12: High Performance and University Athletics**

- i12.1 The Union affirms its commitment to casual, amateur, and high performance recreation and intra- and inter-collegiate athletics at the University of Toronto.
- i12.2 The Union shall demand that:
- All services of the Faculty of Kinesiology and Physical Education as administered through the Council on Athletics and Recreation (CAR) are accessible to all members of the Union.
  - The services of Faculty of Kinesiology and Physical Education as administered through the Council on Athletics and Recreation focus on the provision of high quality recreational opportunities for all students.
  - All services of Hart House as administered through the Board of Stewards are accessible to all members of the Union.
- i12.3 The Union supports the funding of all intra- and inter-collegiate sports or facilities built to support said activities through sponsorship, nonintrusive donations and funds of the central operating budget.
- i12.4 The Union rejects the subsidization of high performance intercollegiate sports or facilities built to support said activities through student ancillary fees.
- i12.5 The Union urges Faculty of Kinesiology and Physical Education and its Council on Athletics and Recreation administered services to promote sexuality and gender diversity and equity in intercollegiate and recreational sport.
- i12.6 The Union urges Faculty of Kinesiology and Physical Education and its Council on Athletics and Recreation administered services to promote access to family services within its various facilities.
- i12.7 The Union urges Faculty of Kinesiology and Physical Education and its Council on Athletics and Recreation administered services to promote financially accessible and equitable practices in intercollegiate and recreational sport.

**Adopted: March 1995**

**Amended: September 2013**



**Policy i13: Anti-Discrimination**

- i13.1 The Union opposes in its work and in principle all forms of discrimination and oppression, including those based on gender, gender identity, ethnicity, race, class, ability, religion, spiritual beliefs, sexuality, sexual orientation, nationality, and age.
- i13.2 The Union shall employ practices, in hiring and other endeavours, which follow the spirit of this policy and oppose discrimination and oppression in such decision-making.

**Adopted: March 2014**