



UTGSU Policy Handbook

Original Version Ratified by UTGSU General Council on April 28, 2003

Prepared in 2002 -2003 from the UTGSU Constitution.

To Be Used as an Addendum to the UTGSU Bylaw Document

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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 Board of Directors, written notice of any proposed amendment of the policy shall be prepared and copies distributed to all Board of Directors 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 short term 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 Board of Directors in a timely fashion. The Board of Directors 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 Board of Directors 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 the Board of Directors, given the provisions regarding notice, as found in Article 3 of the Bylaws.

(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 Board of Directors 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 Board of Directors unless overturned or amended.

(G1.4.1.4) Positions may be taken by the Union via a simple majority vote of Board of Directors and are not binding to future Board of Directors. Positions will expire, automatically, after the April meeting of the Board of Directors under which it was passed, but can be renewed by future Councils.

(G1.4.2) Standing Policy may be amended or removed by Board of Directors 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 (UTGSU) Policy Handbook.

(G1.5.2) All Standing Policy, when placed in the UTGSU Policy Handbook, must be dated according to its passage by Board of Directors.

(G1.5.3) All Standing Policy in the UTGSU Policy Handbook shall be organized under sections that correspond to the aforementioned levels of standing policy in Article 2.

(G1.5.4) The Board of Directors, through the Office of the Internal Commissioner, must maintain the UTGSU Policy Handbook.

G1.6 Suspension of Standing Policies

(G1.6.1) Council can temporarily suspend all Standing Policies, except Governing Policy, by a two-thirds majority vote of Council.

(G1.6.2) 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 UTGSU Policy Handbook.

(G1.6.3) All suspensions of Standing Policy must be recorded in the minutes in which they occur, giving detailed reasoning for the suspension.

(G1.6.4) Any Standing Policy that has been suspended twice consecutively is to be automatically placed under immediate review by the Governance Committee and a recommendation regarding this policy shall be given to Board of Directors at its next meeting.

G1.7 Memoranda of Agreement and Understanding

(G1.7.1) All Memoranda of Agreement or Understanding or such similar documents, shall be given legislative importance equal to Governing Policy.

(G1.7.2) All such documents can only be edited by following procedures within said documents.

(G1.7.3) All such documents shall be made publicly available on the UTGSU website.

G1.8 Succession

(G1.8.1) For the purposes of the Bylaws of the Corporation and all other governing documents, the UTGSU Policy Handbook shall serve as the policy document(s) of the Corporation as may be referred to elsewhere.

(G1.8.2) This policy shall, for the purposes of the UTGSU 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 the Board of Directors

(G2.1.1) The elections for all officers and the Board of Directors of the Union shall occur simultaneously on an annual basis.

(G2.1.2) The annual election of officers shall occur before April 01, under normal circumstances.

(G2.1.3) In extraordinary circumstances, G2.1.2 can be waived by a two-thirds (2/3) majority of members at a Special General Meeting at which the motion to waive must contain specific dates when the election will take place.

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 25 supporting digital or physical 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:

- President
- Vice-President Internal
- Vice-President External
- Vice-President Finance
- Vice-President Academic Divisions 1 and 2
- Vice-President Academic Divisions 3 and 4

Candidates running for the Board of Directors shall have at least 15 supporting signatures, positions on which are outlined in Bylaw 4.1

(G2.2.2) No candidate shall be allowed to run for more than one position within the UTGSU in the same election.

(G2.2.3) No candidate shall be allowed to run for office with a group or party or slate affiliation, nor can they have the appearance of parties or slates in the elections process.

(G2.2.4) The nomination period shall be held for a period of 18 days. 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 Election of UTGSU Directors

Nomination Process

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:

- Seven (7) Directors, elected from the membership at large, representing Division 1: Humanities at the University of Toronto;
- Seven (7) Directors, elected from the membership at large, representing Division 2: Social Sciences Division at the University of Toronto;
- Seven (7) Directors, elected from the membership at large, representing Division 3: Physical Sciences at the University of Toronto;
- Seven (7) Directors, elected from the membership at large, representing Division 4: Life Sciences at the University of Toronto;

Appointed seats will be filled by the UTGSU Board of Directors in September. There are four appointed positions:

- One (1) Director, representing Graduate Students at the Scarborough Campus
- One (1) Director, representing Graduate Students at the Mississauga Campus
- One (1) Director, representing 1st year Master students at the University of Toronto
- One (1) Director, representing 1st year PhD students at the University of Toronto

Interested members should contact the VP-Internal prior to the September Board of Directors Meeting.

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 Policies and Bylaws. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections rules outlined in the UTGSU's guiding documents and documents issued by the CRO, interfering with UTGSU staff, attempting to undermine the electoral process, and misrepresentation of fact.

(G2.3.2) 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 UTGSU Board of Directors 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 made publicly available to Union members on the UTGSU website.

(G2.3.3) The Union may not verify, sanction, or endorse third-party campaigns.

(G2.3.4) Members of the Board of Directors, the Executive Committee, and Chairs of Committees and Caucuses may not participate in third-party campaigns.

(G2.3.5) 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.

(G2.3.6) No candidate shall expend funds or in-kind materials/support beyond that described in the current Elections Code.

(G2.3.7) Candidates must submit completed nomination forms to the CRO by email, with the forms containing the candidate's name, email address, phone number, student number and name of program, and the name of the position the candidate wants to run for. Nomination forms without this information will be rejected.

(G2.3.8) Nomination forms must include the name, student number, email, and telephone number of each nominator.

(G2.3.9) Candidates may submit a candidate statement of up to 800 words with their nomination forms by the nomination deadline, which must be free of hyperlinks, or images. This statement shall be made publicly available on the UTGSU website at the same time the list of confirmed candidates is made publicly available on the UTGSU website.

(G2.3.10) The Elections and Referenda Committee has the discretionary power to make decisions about issues and events not otherwise covered by the Bylaws, Policies, or documents issued by the CRO.

G2.4 Election Dates

(G2.4.1) The CRO shall verify candidates' nomination forms and ensure that the candidates list is made publicly available on the UTGSU website no later than three (3) days following the close of the nomination period.

(G2.4.2) The elections campaign shall start one (1) week following the close of the nomination period and shall last for two (2) weeks.

(G2.4.3) The last four (4) days of the elections campaign shall be days on which votes can be cast.

(G2.4.4) Candidates who wish to drop out of the race after declaring their intention to run must provide a written notice to the CRO at least twenty-four (24) hours before the start of voting.

(G2.4.5) Candidates are responsible for familiarizing themselves with the relevant University and Union Policies, Bylaws, and Codes (e.g. Harassment, Student Conduct), and to ensure that they and their supporters adhere to those Policies, Bylaws, and Codes.

G2.5 Campaigning

(G2.5.1) “Campaigning” is defined as any activity that, in and of itself, publicizes or promotes a candidate or referendum position in a UTGSU election or referendum. Furthermore, campaigning in physical spaces shall be confined to the three campuses of the University of Toronto. Candidates are free to campaign online using social media, websites, etc. if such promotions and interactions are conducted in a manner that does not violate University Policies and Codes. Campaigning includes, but is not limited to policy statements, paid advertising in media, promotional materials and the distribution of candidate information, and online material including social media, websites, etc. as approved by the Elections and Referenda Committee.

(G2.5.2) No campaigning of any form is permitted in the Union offices, or any area that can be perceived to be under Union jurisdiction, including but not limited to the UTGSU Pub and UTGSU Board of Directors meetings.

(G2.5.3) Candidates may not campaign in any classroom without the express permission of the instructor and the person(s) in charge of the class. Such permission must be obtained before the beginning of the class. Campaigning may not interrupt or interfere with classroom activity. The CRO may request at any time that a candidate provides proof of having obtained permission to speak to a class. This proof may be in the form of prior written permission or a follow-up note from the instructor.

(G2.5.4) Candidates may not use in their campaign any service or tangible benefit conferred on them by virtue of their holding any position in any organization on campus or external to campus. This includes office supplies, equipment, advertising space, administrative services, privileged email lists (i.e. listservs), staff time, and funding.

(G2.5.5) Elections candidates and their supporters who are current UTGSU executive team members, directors, course union executives, or members of UTGSU levy groups, committees, and caucuses shall not use any service or tangible benefit conferred on them by virtue of them holding positions within the UTGSU structure in order to directly or indirectly promote a candidate.

(G2.5.6) Candidates and members of the electorate must make all requests related to elections and referenda through the CRO or the CRO’s designate. UTGSU Staff are not to be contacted or approached by candidates for the purpose of providing administrative or other support services during the elections process.

G2.6 Campaign Materials

(G2.6.1) “Campaign materials” are defined as any physical or online materials and/ or publications that, in and of themselves, serve to promote a candidate. Materials and statements by the candidates or their campaign deemed to be offensive, derogatory, and/or in violation of the rules of fair play are strictly prohibited. Any campaign materials must be removed no later than twenty-four (24) hours after receiving a removal request from the CRO.

(G2.6.2) If the CRO or the CRO's designate rejects a campaign material or advertisement, they must provide a reason for the rejection.

(G2.6.3) Campaign or election-related materials or advertisements that seek to oppose the election of one or more candidates (e.g. naming them, showing their likeness, identifying them by their political affiliations, etc.) will not be approved and will be penalized accordingly.

(G2.6.4) Campaign or election-related materials or advertisements that are discriminatory based on gender, ethnicity, race, class, ability, religion, spiritual beliefs, sexuality, sexual orientation, nationality, or age will not be approved.

(G2.6.5) Candidates are allowed to utilize public listservs where anyone can have access and/or place a request to include their materials.

(G2.6.6) The limit for election-related expenses for each candidate is one hundred Canadian dollars (\$100) at the Canadian dollar value on January 1, 2022 and indexed to inflation thereafter.

(G2.6.7) Candidates must keep track of their expenses, save receipts and proof of payments, and submit these to the CRO no later than six (6) days following the end of voting. Expenses incurred by candidates for the purpose of campaigning will be reimbursed by the UTGSU up to the limit specified in G2.6.9. Only expenses incurred during the campaign period are eligible to be reimbursed.

(G2.6.8) Each candidate is allowed a maximum of one hundred (100) physical posters no larger than 11x17 sized paper.

(G2.6.9) All text on campaign materials must have an accurate English translation that appears in equal stature and size.

(G2.6.10) Distribution and display of campaign materials must be in accordance with the regulations of Facilities & Services' Procedure on Distribution of Publications, Posters, and Banners, and the rules governing posting within each building. Campaigning material being posted improperly on university property causing damage to it will be at the expense of the candidate.

(G2.6.11) All posters may only contain information that is relevant to the election.

(G2.6.12) Campaign materials may not overlap or be attached to any campaign materials, including one's own, already affixed to an object or surface. This rule is inclusive of UTGSU elections and all other current campus elections including but not limited to those for Governing Council.

(G2.6.13) Campaign materials may not be affixed to surfaces in classrooms or seminar rooms.

(G2.6.14) Candidates may not remove from any location, whether materials are posted legally or illegally, the materials of other candidates or third parties without the express authorization of the CRO.

(G2.6.15) Posters containing the logo of the UTGSU and/ or the University of Toronto and any of its affiliated groups (i.e., levy groups, caucuses, committees, or course unions) will not be approved.

(G2.6.16) Candidates may use electronic format (e.g. websites, email, etc.) in their campaigns so long as the materials adhere to all the rules contained in this Code, and have received explicit approval from the CRO.

(G2.6.17) Electronic fora that are normally considered “free” (e.g. Facebook, email accounts, University of Toronto personal webspace, etc.) shall be allowed and considered as costing \$0.

(G2.6.18) In addition to adhering to the rules contained in this Code, electronic campaign materials must be in accordance with the University of Toronto’s policies regarding information and communication technology, and must respect the privacy of students, faculty, and staff. Any postings or material that infringes on these policies or those outlined in the UTGSU Bylaws and Policies shall be removed by the CRO.

(G2.6.19) The CRO reserves the right to reject postings or order their removal if the CRO finds that the postings and/ or their locations violate the rules outlined in this policy or other relevant documents.

G2.7 Violation of Rules

(G2.7.1) The CRO has the authority to enforce the elections rules. The Elections and Referenda Committee may enforce the elections rules where no ruling is given by the CRO.

(G2.7.2) The Elections and Referenda Committee has the discretionary power to make decisions about issues and events not otherwise covered by this Code.

(G2.7.3) Candidates may appeal a ruling of the CRO to the Elections and Referenda Committee, which reserves the right to modify any ruling of the CRO.

(G2.7.4) Appeals of the rulings of the CRO shall be dealt with by the Elections and Referenda Committee no longer than three (3) days after the time of appeal submission.

(G2.7.5) Allegations of violations of the elections rules must be submitted by email to the CRO. Such allegations will only be accepted until eight (8) days after the close of voting.

(G2.7.6) If the Elections and Referenda Committee finds evidence of a violation, a candidate will be charged directly.

(G2.7.7) Rulings of the Elections and Referenda Committee will be distributed by email to the complainant and candidates in question no later than three (3) days after the submission of the complaint.

(G2.7.8) It is the responsibility of each candidate to be aware of every decision made by the Elections and Referenda Committee, especially decisions regarding violations committed by that candidate.

(G2.7.9) Where the Elections and Referenda Committee finds there has been a violation of the elections rules by a candidate, it shall assign a penalty and demerit points.

(G2.7.10) The Elections and Referenda Committee reserves the right to assign demerit points for a given penalty sufficient to disqualify a candidate should they feel that the severity of the penalty warrants such action.

(G2.7.11) The CRO must seek approval of the Elections and Referenda Committee before issuing demerit points. The Elections and Referenda Committee must provide approval or rejection of the CRO's request for the assigning of demerit points no later than three (3) days after the request has been submitted.

(G2.7.12) A total of thirty-five (35) or more demerit points will result in a candidate's disqualification from the elections.

(G2.7.13) Demerit points may be changed at the discretion of the Elections and Referenda Committee and made known to candidates by email within twenty-four (24) hours of amendments.

G2.8 Voting Procedures

(G2.8.1) A candidate running for the position of an executive officer or director shall be elected using an online voting system. All UTGSU members may vote for all Executive Committee positions and for directors in their division.

(G2.8.2) A third-party online voting system unaffiliated with the University of Toronto will be administered by the CRO.

(G2.8.3) The Chief Returning Officer will sign any relevant confidentiality forms associated with the online system and will oversee the voting process.

(G2.8.4) In the event of a tie for a position the CRO will extend the voting period by two (2) days for each position for which there is a tie no later than two (2) days after issuing of the results indicating a tie.

(G2.8.5) If there is only one candidate running for any given position in the office, a vote of confidence shall be held.

(G2.8.6) If there are more than two candidates running for any given position in the office, candidates shall be elected using a ranked-choice, or "instant runoff," ballot. The ballot shall allow voters to rank choices in order of preference equal to the total number of candidates for each position being contested.

G2.9 Demerit Points

(G2.9.1) Unintentional misrepresentation of facts in a campaign material or communicated orally or in writing by a candidate or volunteer for a candidate or referendum campaign team shall garner 15 demerit points.

(G2.9.2) The use of materials that have not been approved by the CRO shall garner 25 demerit points.

(G2.9.3) Campaigning in an unauthorized area shall garner 5 demerit points.

(G2.9.4) Intentional misrepresentation of facts shall garner 25 demerit points.

(G2.9.5) Distribution of campaign material within six meters of a polling station shall garner 15 demerit points.

(G2.9.6) Improper distribution of campaign materials shall garner 10 demerit points.

(G2.9.7) Exceeding the spending limits of the election by up to 20% shall garner 20 demerit points.

(G2.9.8) Exceeding the spending limits of the election by more than 20% shall garner 35 demerit points.

(G2.9.9) Conducting a class talk without the permission of a course instructor shall garner 35 demerit points.

(G2.9.10) Impersonating or pretending to be a volunteer for another candidate or referendum committee and violating election rules on purpose to get the candidate or referendum committee disqualified, or encouraging an external organization to do so, shall garner 35 demerit points.

(G2.9.11) A violation of a clause of Policy G2 for which there is no specified demerit point amount shall garner 5 demerit points.

(G2.9.12) The unsanctioned use of UTGSU resources or the resources of an external organization shall garner 35 demerit points.

(G2.9.13) An Intentional violation of University Policies, Codes, and Student Code of Conduct, or applicable municipal, provincial, or federal laws due to the way in which a candidate or referendum committee conducted election or referendum activities shall garner 35 demerit points.

(G2.9.14) Harassment, violence, or intimidation by a candidate or their organization against another candidate or their organization shall garner 35 demerit points.

(G2.9.15) Abuse of position or status shall garner 25 demerit points.

G2.10 Documents the CRO Must Issue

(G2.10.1) The CRO must send a document to all confirmed candidates containing the election dates, the CRO and Election and Referenda Committee's contact information, a reminder for candidates to read the applicable Bylaws and Policies pertaining to elections, polling locations if any, and the name of the company hired to administer the online voting system.

G2.11 Amendments to This Policy

(G2.11.1) If Policy G2 is amended during an ongoing elections process, the amendments shall take effect after said elections process has concluded.

G2.12 General Referenda Guidelines

(G2.12.1) 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.

(G2.12.2) Prior to a referendum, Board of Directors 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 2.13.1.1.

(G2.12.2.1) 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.

(G2.12.3) A referendum can be initiated by members at large via petition. The petition must garner at least 1% of digital or physical signatures from current members and be submitted to the VP Internal before January 1st of each year so it can be presented to the Board of Directors.

(G2.12.3.1) In the event of a member-initiated referendum petition, the petition shall be added to the agenda of the next January Board of Directors meeting at which the Board of Directors shall follow the process in G2.12.2

(G2.12.4) 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 Board of Directors and shall be made available to all candidates, Deputy Returning Officers, and Poll Clerks.

(G2.12.5) 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 Board of Directors 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.

(G2.12.6) The Union may not verify, sanction, or endorse third-party campaigns.

(G2.12.7) Members of the Board of Directors, the Executive, and Chairs of Committees and Caucuses may not participate in campaigns that are unverified and unsanctioned.

G2.13 Yes or No Referendum Campaigns

(G2.13.1) Council shall allocate up to a maximum of \$200.00 at the Canadian dollar value on January 1, 2022 and indexed to inflation thereafter to fund one Yes committee and up to a maximum of \$200.00 at the

Canadian dollar value on January 1, 2022 and indexed to inflation thereafter 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.

(G2.13.1.1) 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 2.14.

(G2.13.2) 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:

(G2.13.2.1) The signatures and student numbers of the members that constitute the Yes or No Committee; and

(G2.13.2.2) 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.

(G2.13.3) 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 G2.13.2 above are those of members.

(G2.13.4) In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of clause G2.13.2 above, provided that it includes on the petition for a referendum a list of committee members as required by clause G2.13.2

(G2.13.5) 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 Elections and Referenda Committee may decide to put a different committee in place or to add or subtract members from the original committee.

(G2.13.6) 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.

(G2.13.7) The Yes and No committees shall function as regular ad hoc committees, making spending decisions by Resolution.

(G2.13.8) 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.

G2.14 Information-Based Referendum Campaign

(G2.14.1) 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.

(G2.14.2) 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.

(G2.14.3) 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.

G2.15 Voting Procedure and Conduct for Elections and Referenda

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

(G2.15.1) Elections and referenda shall be conducted using an online voting system or a paper ballot system as approved by Council.

(G2.15.2) Recommendations for the type of voting system shall be provided by the Chief Returning Officer and approved by a majority vote of the Board of Directors.

(G2.15.3) If voting is to be conducted using an online voting system:

(G2.15.3.1) The rules and guidelines determining how a candidate will be elected will be established in the Election and Referenda Code.

(G2.15.3.2) Voting shall be secret and protected by security measures adequate to ensure the privacy of the election, its results, and the UTGSU Membership.

(G2.15.3.3) Mail-in paper balloting shall be permitted by the Elections and Referenda Committee if online voting is not possible.

(G2.15.3.4) Proxy voting shall not be permitted.

(G2.15.3.5) 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 UTGSU Bylaws and Policies and approved by the Election and Referenda Committee.

(G2.15.3.6) Should Board of Directors 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.

(G2.15.3.7) There shall be a minimum of minimum 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.

(G2.15.3.8) 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 G2.15.4, as outlined below.

(G2.15.3.9) If possible, the candidates shall be elected using a ranked choice, or "instant runoff," ballot.

(G2.15.3.10) If there is only one candidate running for any given position in office, a vote of confidence shall be held.

(G2.15.4) If voting is to be conducted using a paper ballot system:

(G2.15.4.1) Voting shall be by secret ballot.

(G2.15.4.2) Voting must be voluntarily cast; it will not be permitted to coerce or intimidate a member to vote.

(G2.15.4.3) Each Poll Clerk is responsible for ensuring proper voting procedures are followed at her or his poll.

(G2.15.4.4) The Poll Clerk must make certain that all candidates' campaign materials (election posters, etc.) are removed from the general area of the polling station.

(G2.15.4.5) A candidate must not be allowed to loiter within twenty (20) meters of the polling station before or after her or his vote is cast.

(G2.15.4.6) The Poll Clerk must ensure, as far as possible, the secrecy of voting.

(G2.15.4.7) 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.

(G2.15.4.8) 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).

(G2.15.4.9) There shall be three (3) 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 Policies or other documents issued by the CRO.

(G2.15.4.10) 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.

(G2.15.4.11) 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.

(G2.15.4.12) The voter will then mark their ballot, fold it, and place it in the ballot box.

(G2.15.4.13) 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.

(G2.15.4.14) If a candidate receives a simple majority of the first choices, that candidate shall be declared elected.

(G2.15.4.15) 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.

(G2.15.4.16) If there is only one candidate running for any given position in office, a vote of confidence shall be held.

(G2.15.4.17) 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.

(G2.15.5) These rules and procedures shall only be used for election of Union officers, Board of Directors and for referenda. Procedures for the election of departmental representatives to the General Assembly are in Bylaw Article 5. Board of Directors shall establish procedures for other elections, whenever the need arises.

(G2.15.6) 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 three (3) days. These decisions may not involve the Chief Returning Officer, due to an inherent conflict of interest.

(G.2.15.6.1) Further appeal of the decision shall be taken to the Board of Appeal, as established in Policy G10.

(G2.15.7) There shall be no quorum for elections or referenda.

(G2.15.7.1) 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.

(G2.15.7.2) Should quorum not be met, the results shall be declared null and not made public.

(G2.15.8) 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.

G2.16 By-Elections

(G2.16.1) 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 9 of the UTGSU Bylaw where applicable.

(G2.16.2) 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.

(G2.16.3) Any Officer or Director 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.

(G2.16.4) Any Officer or Director 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.

(G2.16.5) Officers of the Union elected in a by-election shall assume office twenty four (24) hours after the Chief Returning Officer declares the election results.

(G2.16.6) Notwithstanding the above, vacancies on the Officers of the Union shall be filled at the discretion of the Board of Directors, under Bylaw 7.3.

G2.17 Responsibilities of UTGSU 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, February 2022

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

G3.1 Representatives of the Union on University and Other Bodies

(G3.1.1) The Board of Directors should nominate a full slate of representatives of Union members to central committees of the University of Toronto.

(G3.1.2) The Board of Directors 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.

(G3.1.3) The representative(s) of the Union on all committees, councils, and other bodies external to the Union shall actively represent the Board of Directors' interests and perspective. When necessary, representatives shall consult with the UTGSU Executive and staff. The representative may be asked to attend and report to a UTGSU Executive or Board of Directors meeting and should submit a written report to the UTGSU 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.

(G3.1.4) 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.

(G3.1.5) All representatives covered by Clauses G3.1.1 and G3.1.2 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) Standing committees are to serve as the working bodies of the Union to aid the Board of Directors in its deliberations, recommending and creating materials related to the issues contained in committees' terms of reference. Unless specified, Standing Committee membership must first be filled by members of the UTGSU Board of Directors.

(G4.1.2) Meetings of committees should occur at least once per month.

G4.2 Governance Committee

(G4.2.1) The Committee's base membership shall consist of

(G4.2.1.1) The Vice-President Internal

(G4.2.1.2) One (1) other member of the Executive Committee appointed by the Board of Directors Vice-Chairperson (voting); and

(G4.2.1.3) Four (4) Members, elected from the Board of Directors, who are not members of the Executive but represent each of the four (4) School of Graduate Studies Divisions

(G4.2.1.4) Vacancies shall be filled at the next Board of Directors 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 Board of Directors meeting, and the member will either remain on the committee or their position will be vacated.

G4.3 Graduate Affairs

(G4.3.1) The Graduate Affairs 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:

Vice-President Academics as co-chair persons (non-voting)

Four (4) Members, elected from the Board of Directors, who are not members of the Executive but represent each of the four (4) School of Graduate Studies Divisions

(G4.3.2.1) Quorum for the committee will be one co-chair and two members.

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

(G4.3.3) The committee can be open to general members of the Union at the discretion of the Committee.

(G4.3.3.1) General members will be non-voting.

(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 will be elected by the Board of Directors

G4.5 Finance Committee

(G4.5.1) 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.

(G4.5.2) 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 Board of Directors as Vice-Chairperson (voting);

Four (4) members of Board of Directors, elected by Board of Directors, who are not members of the Executive and who represent each of the four divisions of the School of Graduate Studies; and

(G4.5.2.1) A quorum of the committee shall be three (3) voting members: two (2) of whom shall not be either the Chairperson, Vice Chairperson, or member of the Finance Committee.

(G4.5.2.2) The term of office for members of the Finance Committee shall be from May 1st to April 30th of any given year.

(G4.5.2.3) No other member of the Union shall have voting rights within this committee.

(G4.5.3) 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 Board of Directors 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 Board of Directors.

(G4.5.4) 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.

G4.6 Elections and Referenda Committee

(G4.6.1) The Elections and Referenda Committee shall be described in Policy G2.

G4.7 Grad Minds Committee

(G4.7.1) 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.

(G4.7.1.1) This committee shall also be empowered to make recommendations to Council on these matters.

(G4.7.2) The committee shall, at minimum, consist of:

Two general members appointed by the Board of Directors 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).

(G4.7.2.1) The above base membership of the committee shall serve as quorum for the committee.

(G4.7.2.2) The above members shall be confirmed by Board of Directors at its first meeting following the beginning of a session of Council.

(G4.7.3) The committee shall, additionally, be open to all members of the Union.

(G4.7.3.1) New members of the committee shall gain voting rights within the committee at the second meeting of the given committee which they attend.

(G4.7.4) 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.

(G4.7.4.1) 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 the Union are open to any member of the Union who identifies as a constituent of said caucus.

(G5.1.2) Caucuses are to serve as student-led bodies of the Union and can aid the Board of Directors 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.

Meetings and Participation:

Meetings shall be held at least three times within a 4 month semester. 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/or national levels

A 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

To be considered active, each Caucus should have one (1) Chair, one (1) Vice-Chair and two general members.

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.

(G5.2.2) 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.

G5.3 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.

(G5.3.2) 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.

G5.4 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.

(G5.4.2) The Caucus shall, at minimum, be open to international students of the Union as its constituent members.

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.

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

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.

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

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.

(G5.7.2) 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.

G5.8 Graduate Students of the Royal Ontario Museum (ROM) Caucus

(5.8.1) The Graduate Students of the Royal Ontario Museum (ROM) Caucus shall act the body that coordinates efforts centered around the interests and concerns of graduate students with working affiliation to the Royal Ontario Museum. Meetings will focus on issues relevant to the caucus' membership.

The Caucus shall, at minimum, be open to all graduate students who have work placements and/or work affiliation at the ROM

Adopted: April 2013

Amended: November 2013, January 2014, April 2015, and February 2020, February 2022

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 Board of Directors 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, one or more members of the Board of Directors will fill that role

Amended: June 2013

Policy G7: Annual General Meetings (AGM)

G7.1 General Information about the AGM

(G7.1.1) Motions may be submitted by the membership for consideration at the Annual General Meeting (AGM) at least ten (10) days before the date of the AGM. Motions that meet this deadline will be considered at the AGM.

(G7.1.1.1) The submission will be made officially in writing or by electronic means to the Chair of the Board of Directors and Internal Commissioner of the Union.

(G7.1.1.2) Any motions submitted fewer than ten (10) days before the AGM shall be added to the agenda of the next AGM unless notice is waived according to the procedure outlined in Policy G7.4.

G7.2 Motions

(G7.2.1) The Union shall advertise a call for motions:

At least thirty (30) days prior to an expected AGM date to the membership;

With the announcement of the AGM date and location; and

At the last Board of Directors Meeting prior to the Annual General Meeting.

(G7.2.1.1) Such advertisement shall be conveyed by all reasonable means of communication available to the Union.

(G7.2.2) 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.

(G7.2.3) Notice of motion may be waived for any given motion. Such a motion may be called from the floor with the approval of the AGM. Such a waiver will require a two-thirds (2/3) majority vote of the AGM.

(G7.2.3.1) The Board of Directors, Executive Committee, and all other bodies of the Union may not pass motions, policies, or positions that contradict the expressed will of the AGM.

Adopted: October 2013

Policy G8: Member Petitions

G8.1 General Information About Member Petitions

(G8.1.1) The Membership of the Union may put forward a petition to the Board of Directors, Board of Directors, or the Executive Committee compelling said bodies to utilize Council powers or carry out functions as described in the Union's Bylaw or Policies.

(G8.1.1.1) 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.

(G8.1.1.2) 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 three hundred (300) members, with at least sixty (600) members from each of the Union's membership divisions.

(G8.1.2) Petitions shall be given to the VP-Internal of the Union with notice of at least ten (10) days prior to the meeting of the petitioned body.

(G8.1.3) Any request contained in a petition shall name specific actions for the petitioned body to carry out.

(G8.1.4) 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.

(G8.1.5) Petitions may not request changes to the Operational Policy, Governing Policy, or Bylaw of the Union.

(G8.1.6) Any request contained in a petition may be rejected on the following grounds:

(G8.1.6.1) The Petition does not include sufficient notice, student support, or verifiable student information (as per G8.1.2).

(G8.1.6.2) The Petition asks the Union to overturn, without a further referendum vote, the results of a previous referendum.

(G8.1.6.3) The Petition asks the Union to overturn, without a further vote at a general meeting, the decisions of a previous general meeting.

(G8.1.6.4) 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.

(G8.1.6.5) The Petition asks the Union to violate the law or repudiate one of its legal responsibilities.

(G8.1.6.6) The Petition asks the Union to engage in an activity that is unfeasible under existing fiscal and operational restraints.

(G8.1.7) One of the following actions must be completed by the petitioned body:

(G8.1.7.1) If the petition meets the requirements of G8.6, the petition shall be accepted; or

(G8.1.7.2) If the petition fails to meet the requirements of G8.6, the petition shall be rejected.

(G8.1.7.2.1) If a petition is rejected, the petitioners may raise an appeal at the Board of Appeal.

(G8.1.7.2) 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.

(G8.1.7.2.1) The committee may consider legal or other expert advice.

(G8.1.7.2.2) The petitioned body shall make its final decision upon receipt of the committee's recommendations.

(G8.1.8) All decisions made due to a petition may be overturned at a general meeting of the membership or by a referendum.

(G8.1.9) If two or more petitions under consideration contain competing or opposing requests, the Union's Board of Directors shall either:

- a) Refer the requests to a general meeting of the membership, or
- b) Put the requests to a referendum.

(G8.1.10) If a second petition that challenges a first is delivered within two (2) years, Council request(s) shall be suspended. The Union's Board of Directors shall either:

- a) Refer the issue to a general meeting of the membership, or
- b) Put the issue to a referendum.

Adopted: December 2013

Policy G9: Anti-Oppression

G9.1. Anti-Oppression Workshop

(G9.1.1) Officers and Directors who take office after May 01 must attend an anti-oppression workshop by August 31.

All efforts will be made to hire an external facilitator for the Anti Oppression workshop.

Officers and Directors may make use of anti-oppression workshops already being offered at the University of Toronto.

Any associated costs will be covered by the Union.

Failure to attend an Anti-Oppression workshop will result in a suspension of honorarium

Following the suspension of honorarium, if an Officer or Director fails to attend an Anti-Oppression workshop within thirty (30) days will result in an automatic vacancy

G.9.2 Land Acknowledgement and 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 UTGSU events:

We acknowledge this land on which the University of Toronto Graduate Students' Union operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous peoples from across Turtle Island and we are grateful to have the opportunity to operate on this land.

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 past Board rulings or similar decisions 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 G10.5.2.3 to the affected parties and Board of Directors. 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 Board of Directors for actions, incidents, or events;
- e) 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.

(G10.5.2.4) Board of Appeal rulings shall be made publicly accessible on the UTGSU website no later than one (1) week after being issued. These public records shall not contain any confidential information as defined in Policy G10.7.

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:

Policy G11: Campaigns and Activism Team

G11.1 Mission and Composition

(G11.1.1) The UTGSU shall maintain a standing team to coordinate and implement activism campaigns of the Union, which shall be referred to as the Campaigns and Activism Team.

(G11.1.2) The SAT shall report directly to the Executive Committee but may also be assigned mandates by the Board of Directors, AGMs, and referenda.

(G11.1.3) The Executive Committee may appoint an Executive to directly oversee SAT operations.

(G11.1.4) The Executive Committee and/or its designate as outlined in 11.2.3 may appoint a UTGSU member to any of the following roles:

- a) overseeing a single campaign, herein referred to as a Campaign Organizer;
- b) overseeing multiple campaigns, herein referred to as a Campaign Marshal; and

- c) any other roles that the Executive Committee and/or its designate as outlined in 11.2.3 deem fit to create.

(G11.1.5) The CAT shall primarily be operated by UTGSU members, though auxiliary volunteers from outside the UTGSU membership are also permitted.

(G11.1.6) The Executive Committee and/or its designate may remove an individual from any CAT appointed position outlined in Policy 11.1.4 or any SAT volunteer from CAT as deemed necessary, or may decide to not grant a UTGSU member admittance as a SAT volunteer.

(G11.1.7) The CAT shall operate year-round.

(G11.1.8) The CAT shall not be used to influence a UTGSU election or referendum.

(G11.1.9) There shall be no limit to the size of the CAT.

(G11.1.10) The SAT shall only engage in campaigns assigned by the Executive Committee or through the procedures outlined in G11.1.2.

G11.2 Responsibilities of the Executive Committee or its Designate

(G.11.2.1) The Executive Committee or its designate shall be responsible for:

- a) notifying the CAT of campaigns assigned by the Executive Committee;
- b) evaluating ongoing CAT campaigns;
- c) notifying the CAT of Executive Committee decisions to cancel or otherwise conclude CAT campaigns;
- d) the appointment of Campaign Organizers and/or Campaign Marshals as outlined Policy 11.1.4;
- e) keeping stock of campaign resources and ensuring that CAT is adequately resourced;
- f) ensuring that the CAT has access to anti-oppression training;
- g) assigning the goals of CAT campaigns;
- h) ensuring that the CAT meets its campaign goals;
- i) ensuring that other facets of the UTGSU and external groups are adequately leveraged to support CAT campaigns;
- j) reporting on SAT operations and progress to the Board of Directors and the membership.

G11.3 Responsibilities of Campaign Organizers and Campaign Marshals

(G.11.3.1) Campaign Organizers and Campaign Marshals shall be responsible for:

- a) overseeing the regular operations of campaigns under their jurisdiction;
- b) recruiting campaign volunteers;
- c) coordinating campaign volunteers;
- d) developing campaign strategies;
- e) organizing and facilitating campaign meetings;
- f) ensuring campaign volunteers receive adequate campaigns training;
- g) ensuring campaign resources are used effectively and sustainably;

- h) ensuring reusable campaign resources are preserved for future use wherever appropriate;
- i) providing reports and updates on SAT operations to the Executive Committee and/or its designate.

(G.11.3.2) Any Campaign Organizer whose campaign falls under the jurisdiction of a Campaign Marshal shall report directly to said Campaign Marshal, and said Campaign Marshal shall be able to overrule any decision of the Campaign Organizer.

(G11.3.3) All Campaign Organizers and Campaign Marshals must take an anti-oppression training organized by the UTGSU at least once a year.

G11.4 Responsibilities of CAT Volunteers

(G.11.4.1) SAT volunteers shall be responsible for:

- a) adhering to the equity standards of the Union;
- b) reporting to their assigned Campaign Organizer, Campaign Marshal, or other appointee as outlined in G11.1.4;
- c) implementing campaign activities;
- d) attending campaign meetings.

G11.5 Campaign Planning, Reporting, and Conclusion

(G11.5.1) For each campaign assigned to it, the CAT shall develop a campaign strategy that shall outline clear campaign goals, timelines, and tactics.

(G11.5.2) Campaign Organizers and Campaign Marshals shall take leading roles in developing campaign strategies, and shall share campaign strategies with the Executive Committee and/or its designate.

(G11.5.3) The Executive Committee and/or its designate shall make any changes they see fit to CAT campaign strategies.

(G11.5.4) In April of each year, the Executive Committee shall review CAT campaign strategies as well as any progress made toward campaign goals, and may change or conclude campaigns as it sees fit.

(G11.5.4.1) The Executive Committee may evaluate campaigns as outlined in G11.5.4 anytime.

(G11.5.5) When the Executive Committee concludes a campaign, the CAT shall immediately cease all operations for said campaign.

(G11.5.6) The Executive Committee shall report on the results of a concluded campaign to the Board of Directors no later than sixty (60) days after the conclusion of said campaign.

(G11.5.7) The SAT shall fully comply with Executive Committee evaluations of campaigns and shall provide all relevant campaign information to the Executive Committee.

(G11.5.8) Each SAT campaign strategy shall be distributed beyond the Executive Committee and SAT on a need-to-know basis as deemed appropriate by the campaign's respective Campaign Organizer or Campaign Marshal.

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 UTGSU Bylaws.

(O1.1.2) Union Fund: The monies collected from members of the Union in an annual fee under Article 2.5 of the UTGSU Bylaw shall constitute the Union fund. Any change in the amount, or method of collection of the annual fee shall be subject to the relevant approved referendum results. When the decision to change the annual fee has been made, Board of Directors 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 UTGSU, 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 Board of Directors Meeting. Upon recommendation from the Executive, Board of Directors may alter the amount to be spent from this fund at any Board of Directors meeting following the October Board of Directors Meeting. The fund shall be annually reported to the Board of Directors at the October Board of Directors Meeting.

(O1.1.4) The Directors' Liability Fund shall be maintained to protect the Directors of the UTGSU in the event that the UTGSU 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 Board of Directors at the October Board of Directors 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 Board of Directors 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. Board of Directors 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 Board of Directors 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. Board of Directors 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 Board of Directors 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, Board of Directors 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 UTGSU 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 UTGSU 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 UTGSU Council.

O1.2 Financial Responsibilities

(O1.2.1) Board of Directors shall be empowered to control, manage and administer the Consolidated Union Fund and the other assets of the Union.

(O1.2.2) Board of Directors 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 the Board of Directors 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.

O1.4 Financial Duties of the Union

(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 Board of Directors Meeting as required by Subclause 4.3.2 of the Union Bylaw. The estimates as adopted by Board of Directors 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 Board of Directors 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) Board of Directors members shall receive a copy of all financial estimates and all supplementary estimates at least seven (7) days in advance of any Board of Directors 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 Board of Directors as Vice-Chair, and four (4) members of Board of Directors, elected by Board of Directors, 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 UTGSU Board of Directors 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) Board of Directors 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 Board of Directors. 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 Board of Directors.

(O1.7.4.2.2) Board of Directors 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 Board of Directors. Board of Directors 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 UTGSU 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 Board of Directors at a meeting after the annual election of officers and prior to May 01 shall vote signing powers to the six (6) officers. 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 the Finance Administrator or Executive Director 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 Executive Director 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 the Finance Commissioner and the Executive Director

(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 staff 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 Board of Directors Meeting.

O1.11 Honoraria

(O1.11.1) Board of Directors 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 \$16,800 as of May 1st, 2022.

(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 one hundred 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 UTGSU 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) Board of Directors 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 Board of Directors. The Executive Committee shall approve the monthly report before being circulated to the Board of Directors. Failure to provide reports to two consecutive Board of Directors meetings will result in an executive member's honorarium being suspended until a satisfactory report has been provided.

(O1.11.2) Board of Directors 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, Board of Directors shall request and be guided by the advice of the Finance Commissioner and Finance Committee.

(O1.11.3) The Executive Committee 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 Board of Directors. 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 honoraria, 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 September Board of Directors Meeting and before the end of October. Payment of the first installment will be based on at least two (2) course union representatives' completion of a mandatory 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 the 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).

(O1.12.6) A standard form for each course union to fill out information needed by the Union 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 January 01 will result in a 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 Board of Directors 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.

(O1.12.9) Head Grant Criteria

Each Course Union must fulfill all of the following criteria to receive its respective Course Union Head Grant for a given year.

(O1.12.9.1) Each Course Union must submit an updated copy of its Constitution to the UTGSU no later than October 15th of each year.

(O1.12.9.2) Each Course Union must submit an updated copy of its financial statements of its most recent fiscal year to the UTGSU no later than October 15th of each year.

(O1.12.9.3) Each Course Union must submit an updated copy of its most recent annual budget to the UTGSU no later than October 15th of each year.

(O1.12.9.4) Each Course Union must submit an updated copy of minutes of any General Members' Meetings it held during the past twelve (12) months no later than October 15th of each year.

(O1.12.9.5) Each course union must provide an activities report no later than February of each year

(O1.12.9.5.1) Failure to provide full documentation will result in a 50% reduction of the first installment

(01.12.9.5.2) Failure to provide a mid-year activities report will result in a 50% reduction of the second installment

01.13 UTGSU Supports for Course Unions

(01.13.1) The UTGSU shall offer the following supports for Course Unions.

(01.13.1.1) The UTGSU shall provide at least one (1) standing email address ending in “@utgsu.ca” to each Course Union to use for Course Union operations.

(01.13.1.2) The UTGSU shall list names of Course Unions and Course Union email addresses as outlined in [5.4.1.1](#) on its website in a way that is publicly accessible.

(01.13.1.3) The UTGSU shall make updated and historic copies of each Course Union constitution, financial statements, annual budgets, and Course Union General Members’ meeting minutes Course Unions have provided to the UTGSU in accordance with Bylaw 5.3.3 publicly available on the UTGSU website.

(01.12.1.4) The UTGSU shall make links to any Course Union websites publicly available on the UTGSU website.

01.13 Special Grants

(01.13.1) Each year Board of Directors 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.

(01.13.2) The Finance Committee may draw up a special grants allocation after the aggregate amount has been approved in the financial estimates each fall.

(01.13.3) 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.

(01.13.4) 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 Board of Directors.

(01.13.5) Distribution of special grants funds shall take place after Board of Directors has approved the Special Grants Allocation.

01.14 Motions to Spend Money without Notice

(01.14.1) Any Board of Directors 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 Board of Directors members then present.

01.15 Employee Contracts

(01.15.1) All contracts with employees of the Union shall have the force of Bylaw Article 15 while in effect.

01.16 Budgets, Audits, Minutes, and Other Written Reports

(01.16.1) The minutes of Board of Directors meetings and of any committees or other bodies of the Union, shall be submitted or tabled before a Board of Directors meeting.

(01.16.2) The budget, the audit, the auditor's report shall be available on the UTGSU website.

01.17 Other Groups

(01.17.1) The Union shall have no financial obligation to any society or organization that has not been recognized by Board of Directors. This does not prohibit Board of Directors from giving special grants to worthwhile groups subject to rules laid down by Board of Directors and incorporated into the Bylaws or Policy Handbook.

01.18 Budget Format Guidelines, Budget Narrative and Fund Budget Guidelines

(01.18.1) 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.

- a) Revenue – Includes but is not limited to Fees, Book Sales and Interest.
- b) Extra Levies – Includes all monies collected on behalf of external organizations.
- c) Expenses -

- i. Grants and Fees
 - ii. Union Expenses
 - iii. House Expenses
- d) Contracted Services
- e) 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 UTGSU fee. Other sources of revenue shall be described.

(O1.18.2.2) Extra Levies: Shall include a listing of fees collected by the UTGSU on behalf of the Canadian Federation of Students, Ontario Public Interest Research Group, the Women's 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:

- a) Grants and Fees shall include a description of the Departmental head grants, special grants and the Graduate Supplementary Health and Dental Insurance Plans.
- b) 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.
- c) 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, 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:

- a) An itemized budget showing proposed expenditures from the Fund.
- b) 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):

- a) Beginning balance of the fund
- b) Any transfers into or out of the fund during the year
- c) Fund expenditures during the year
- d) 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):

- a) Beginning balance of the fund
- b) Any transfers into or out of the fund during the year
- c) Fund expenditures during the year
- d) 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):

- a) Beginning balance of the fund
- b) Any transfers into or out of the fund during the year
- c) Fund expenditures during the year
- d) Closing balance of the fund

01.19 UTGSU Conference Bursary

(O1.19.1) The UTGSU Conference Bursary was established in 2015 by Board of Directors to financially assist Members attending and/or presenting at a conference.

(O1.19.2) 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 Board of Directors.

(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. Winner selection and reimbursement will take place 1 month after application close.

(O1.19.3.2) There shall be two cycles for the distribution of the Conference Bursary:

(O1.19.3.2.1) The Summer/ Fall Cycle is for applicants attending conferences between July 1st and December 31st. The application period will be open August 15th to December 15th.

(O1.19.3.2.2) The Winter/Spring Cycle is for applicants attending conferences between January 1st to June 30th. The application period will be open January 15th to June 30th.

(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 both application cycles, 60 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.

Amended November 2021

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. This bursary is available once per academic year.

(O1.20.2) Awards Subcommittee

(O1.20.2.1) There will be an Awards Subcommittee struck in November by the Board of Directors. 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 evaluate the applications and determine the recipients to be reviewed by the Finance Committee. The Finance Committee will review the list and evaluation process, make necessary changes, and provide their approval.

(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

(O1.20.4.1) 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:

(O1.20.4.1.1) Open:

(O1.20.4.1.1.1) This is a general award open to any current graduate students.

(O1.20.4.1.1.2) Out of the three awards, one must be awarded to a professional student every year.

(O1.20.5)-Accessibility:

(O1.20.5.1) This is an award open to graduate students self-identify as a disabled student/student with a disability based on physical, mental health or other related disabilities.

(O1.20.6) International Students:

(O1.20.6.1) 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.

(O1.20.7) Women and Trans Spectrum:

(O1.20.7.1) 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 self identifies under the Trans Spectrum.

(O1.20.8) IBPOC (Indigenous, Black, People of Color):

(O1.20.8.1) 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)

(O1.20.9) Award Process

(O1.20.9.1) Applications will be open once per academic year. The application will compose of two parts. An applicant must submit:

(O1.20.9.1.1) 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?”

(O1.20.9.1.3) Two Reference Letters, the first must be from a faculty member and the second a member from the university and/or public community.

(O1.20.9.1.4) The statement and references must be submitted online into a single PDF file with the application form.

(O1.20.9.1.5) Applicants may only apply to one category. Multiple applications will not be assessed.

(O1.20.11) 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, October 2021

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) UTGSU activities

(O2.1.1.2) Union members

(O2.1.1.3) UTGSU 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 UTGSU staff person. Staff may refer the approval of a booking to the Governance 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 UTGSU staff for Governance Committee review

(O2.1.3) When the building is closed at least one (1) UTGSU Executive or Staff member must be present at a booking at all times. In lieu of this a UTGSU Building Monitor must be hired by the individual making the booking and approved by the Governance Committee.

(O2.1.4) A security deposit may be requested to confirm bookings, to be paid to the UTGSU 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 Governance Committee

(O2.1.6) Appeals of bookings declined by the Governance Committee can be made to the Executive Committee.

O2.2 Gym Use

The UTGSU 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:

- a) Volleyball
- b) Basketball
- c) Badminton
- d) Dodge-ball
- e) 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 UTGSU 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 seventy five (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) UTGSU 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 UTGSU 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) UTGSU Executive or Staff members, must be present at a billeting booking at all times.

(O2.4.1.1) In lieu of this UTGSU Building Monitors must be present, hired by the bookers.

(O2.4.2) All billeters must sign a waiver absolving the UTGSU 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 UTGSU Council and UTGSU staff when a request for billeting is approved.

(O2.4.5) Billeting requests must be received by the UTGSU 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

03.1 Proxy Voting

(03.1.1) 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”.

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.

Proxy voting shall be permitted for the Board of Directors 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.

(03.1.2) Under extreme circumstances, requests for proxy voting must be sent to the Membership and Advocacy Coordinator and Board of Directors Chair. The Chair will make a ruling.

(03.1.3) 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

04.1 Minutes

(04.1.1) Within ten (10) business days, the minutes of Board of Directors meetings and the standing committees of the Union shall be submitted to the designated Union staff and archived in the Union’s Offices.

(04.1.2) All documents submitted or tabled before a Board of Directors meeting shall also be made available, where appropriate.

(04.1.3) All minutes and documents which are over thirty (30) years old will be copied, digitized and originals provided to an acceptable and agreed upon archive.

(04.1.4) It is the responsibility of the Secretary of Council and standing committee chairs for respectively ensuring these documents are submitted to the designated Union staff member.

(04.1.5) Notwithstanding the clauses above, the minutes of all Finance Committee meetings will be archived in the Finance Office and made available to UTGSU members on the UTGSU website.

(O4.1.6) Within ten (10) business days after being approved by Board of Directors, the minutes of Board of Directors meetings will be made available on the UTGSU website.

O4.2 Audits

(O4.2.1) The Union's audit and the auditor's report shall be made available to UTGSU Members on the UTGSU website. A summary of the Union's audit and auditor's report shall also be made available on the Union's website.

(O4.2.2) 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).

(O4.2.2.1) 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, March 2022

Policy O5: Donations

O5.1 Donations

(O5.1.1) 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.

(O5.1.2) 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.

(O5.1.3) 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.

(O5.1.4) 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.

(O5.1.5) 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.

(O5.1.6) 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.

(O5.1.7) 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.

(O5.1.8) 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 Old Equipment

(O6.1.1) If equipment previously used by the Union is deemed inappropriate for the UTGSU, but is still operational, said equipment may be offered by the Executive free of charge to the following organizations:

(O6.1.1.1) Organizations which the UTGSU funds through a levy, offering the equipment first to those the UTGSU executive committee deems most in need of said equipment.

(O6.1.1.2) Any charitable or non-profit organization which the Executive feels is most deserving and in accordance with the Union's Donations policy.

(O6.1.2) If equipment previously used by the Union is deemed inappropriate for the UTGSU, but is no longer operational, said equipment would be disposed of in the most environmentally safe manner possible.

Adopted: January 2013

Policy O7: Dependent Care

O7.1 Eligibility

(O7.1.1) Expenses incurred from Union activities related to care services for dependents will be reimbursed by the Union for the following eligible members:

- a) Members of the Executive Committee.
- b) Board of Directors Representatives.
- c) Members of the Union while acting on approved Union business.

(O7.1.2) Union business includes, but is not limited to:

- a) Board of Directors Meetings.
- b) Executive Committee Meetings.
- c) Other meetings or events as approved by the Executive Committee.

(O7.1.3) 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.

(O7.1.4) Eligible members may not be entitled to reimbursement of reasonable costs for dependent care if:

(O7.1.4.1) Dependent care would otherwise be provided by the member's spouse or partner; or

(O7.1.4.2) Expenses are those which normally would have been incurred as a result of employment or other regularly scheduled activities.

O7.2 Reimbursement

(O7.2.1) 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.

(O7.2.2) 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.

(O7.2.3) 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.

O7.3 Annual Cap

(O7.3.1) Reimbursement for dependent care shall be capped annually (from September 01 to August 31) per recipient to a maximum of:

- a) One thousand (1000) dollars for Executive Committee
- b) Four hundred (400) dollars for all other eligible members.

O7.4 Claim Form

(O7.4.1) There will be a reimbursement claim form which considers 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) starting from the Canadian dollar value on November 30, 2012.

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 Committee Duties

O8.1 Reports

(O8.1.1) Each Executive member shall provide a weekly work report to the Executive Committee and reports shall be distributed to Union staff.

(08.1.1.1) All reports will be written, unless there are noted circumstances.

(08.1.1.1.1) The Executive Committee may modify reports to correct known inaccuracies.

(08.1.1.2) The Executive Committee shall approve weekly reports after having been circulated.

(08.1.2) Each Executive member shall provide a monthly compilation report to the Board of Directors (Board of Directors).

(08.1.2.1) 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.

(08.1.2.1.1) These reports shall also be distributed to Union staff.

(08.1.2.1.2) 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.

08.2 Membership Engagement

(08.2.1) Each Executive must complete 5 hours of membership engagement and outreach per month, which must be reported to the Board of Directors. This includes but is not limited to: tabling in common areas, attending course union or UTGSU sanctioned events, contacting members and/or external groups for upcoming campaigns and promotions, liaising with UTGSU committees, caucuses and/or levy groups, virtual gatherings and other instances where members will be present.

(08.2.2) Failure to complete less than 10 hours within a semester, without acceptable reason, can result in a 50% reduction in honoraria by a decision made by the Board of the Directors

(08.2.3) Failure to complete less than 5 hours within a semester, without acceptable reason, will result in disciplinary action taken by the Board of Directors which can include vacancy or impeachment from the Executive Committee.

(08.2.4) Acceptable reasons are outlined in Policy O1.11.1.1

Adopted March 2022

08.3 Vacation

(08.3.1) Executives are eligible for three (3) weeks or fifteen (15) business days of vacation per term.

(08.3.1.1) Executives must provide at least one (1) months' notice in advance of a planned vacation

(08.3.1.2) Executives must ensure that individual vacations do not overlap with other Executives in order to maintain quorum

(08.3.1.2.1) Under special circumstances where an Executive Member may require time off to deal with personal emergencies, including illness or injury, may utilize their vacation time without penalty.

Adopted March 2022

Policy 09: Directors Duties

09.1 Minimum Duties

(09.1.2) Attend a mandatory Board Orientation and anti-oppression training

(09.1.3) Alert the UTGSU Chair and VP-Internal of absence from scheduled meetings

(09.1.4) Participate in the UTGSU Standing Committees and/or Caucuses

(09.1.5) Liase with UTGSU members, participating in a minimum of 2 hours of membership engagement

(09.1.6) Upon request, sit on at least one (1) Union or University of Toronto related body and provide updates to the Board of Directors.

09. 2 Director's Conduct

(09.2.1) Directors shall be required to disclose any conflict of interest, as outlined in Article 13 of the UTGSU Bylaws Confidentiality

(09.2.2) Directors shall not:

(09.2.2.1) Disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;

(09.2.2.2) Use any confidential information acquired by the viture of their position at the Union for personal or financial benefit or for that of their friends or relatives; not

(09.2.2.3) Permit any unauthorized person to inspect or have access to any confidential documents or other information.

(09.2.2.4) Directors must comply with all applicable government laws, rules and regulations, including and without limitation:

- a) The UTGSU Bylaws and Policy Handbook
- b) Canada Not for Profit Corporations Act
- c) Personal Information Protection and Electronic Document Act (Policy O13)
- d) All employment related laws, policies, and contracts

(09.2.3) Honorarium:

(09.2.3.1) An honorarium will be provided to cover expenses that may occur while participating in Union activities, such as travel and dinner,

(09.2.3.2) Honorariums will be paid at the end of each semester, based on attendance of meetings:

(09.2.3.3) If a Board Member fails to attend 2 meetings in a row, their honorarium will be reduced by one month

(09.2.3.4) If a Board Member fails to attend 3 meetings in a row, the position will be vacated.

Policy O11: Insourcing (Union Services)

O11.1 Definition of Insourcing

(O11.1.1) Any work estimated to cost more than five thousand dollars (\$5,000) to the Union, including that designated by its Board of Directors (~~Board of Directors~~) 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).

(O11.1.1.2) All contracted work must fall strictly ~~within~~ outside the parameters of the Collective Agreement in all circumstances, so as to avoid delegating staff work to others.

(O11.1.1.3) Contract work that is legal counsel shall be exempt from this policy.

(O11.1.1.4) Work that falls under the University's prerogative for building maintenance is not concerned by this policy.

O11.2 Advertising Insourced Projects

(O11.2.1) Insourcing will require that the Union will provide at least one (1) of the following for the benefit of the membership and University Community:

(O11.2.1.1) Advertise it prominently in the UTGSU Digest for at least two (2) weeks;

(O11.2.1.2) Place at least one poster in each department's bulletin boards;

(O11.2.1.3) Post the opening on the Union jobs and contracts board;

(O11.2.1.4) Place posters for the job or contract in at least three (3) University of Toronto library bulletin boards; or

(O11.2.1.5) Place advertisement in one of the University of Toronto student run newspapers.

(O11.2.2) Insourcing shall require that the Union will always:

(O11.2.2.1) Use any free advertising service which is on offer at the University of Toronto (including public message boards); and

(O11.2.2.2) Post the opening on the Union website.

O11.3 Lower Cost Projects

(O11.3.1) 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.

(O11.3.1.1) 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 O13: Privacy, Use and Disclosure of Personal Information

O13.1 Privacy, Use and Disclosure of Personal Information

(O13.1.1) 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.

(O13.1.2) 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.

(O13.1.3) 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.

(O13.1.4) 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 Executive Director, VP-Internal or the staff person who has permission to access such information.

(O13.1.5) 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.

(O13.1.6) 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 O14: Services for Campus Groups

O14.1 Services for Campus Groups

(O14.1.1) 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.

(O14.1.1.1) Requests for the use of Union facilities and services must be made to the Executive Committee.

(O14.1.1.2) No request will be deemed appropriate if said request conflicts with Union policies.

(O14.1.1.3) The Finance Committee of the Union may hear appeals of any recommendation and give a revised recommendation to the Executive Committee.

(O14.1.1.4) 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.

(O14.1.2) 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.

(O14.1.2.1) Said key may be replaced only once for a further payment of twenty-five dollars (\$25.00). No further replacements shall be issued.

(O14.1.3) 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.

Adopted: September 2013

Policy O15: Travel Per Diem

O15.1 Transportation Expenses

(O15.1.1) The Union will reimburse a designated member for the least expensive, reasonable form of transportation available.

(O15.1.2) 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.

(O15.1.3) 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.

(O15.1.3.1) Public transit costs will be reimbursed for the full amount.

(O15.1.3.2) Taxi and rental costs will be reimbursed for the full amount.

(O15.1.3.3) Other vehicular travel will be reimbursed at the rate of \$0.25 per kilometre.

(O15.1.4) 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.

(O15.1.5) Requests for reimbursement shall be directed to the Executive Director and Financial Administrator.

(O15.1.5.1) In cases where reimbursement is disputed, the Executive Director will make the final decision.

O15.2 Meal Expenses

(O15.2.1) 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.

O15.2.2 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.

(O15.2.3) 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.

(O15.2.4) 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.

(O15.2.5) Requests for reimbursement shall be directed to the Financial Administrator.

(O15.2.5.1) Prior to the event, the representative will inform the Financial Administrator of any foreseeable reimbursement requests.

(O15.2.5.2) In cases where reimbursement is disputed, this will be sent to the Finance Committee through the Finance Commissioner.

O15.3 Exception

(O15.3.1) Other expenses may be considered by the Financial Administrator, on a case-by-case basis.

(O15.3.1.1) In cases where reimbursement is disputed, this will be sent to the Finance Committee through the Finance Commissioner.

(O15.3.2) Exceptions to the above clauses can be given at the discretion of the Finance Committee.

Adopted: November 2013, and March 2018

O15.4 Communications – Listservs

(O15.4.1) A listserv intended for membership outreach (“UTGSU 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.

(O15.4.1.1) The UTGSU Membership Listserv shall usually be used once per week and be restricted to the Union Digest.

(O15.4.1.2) Use of the UTGSU Membership Listserv beyond the regular limits noted in O15.1.1 must be reserved for:

- a) Orientation Welcome Letters in August and December
- b) Changes within the health and dental insurance plan
- c) Information regarding referenda and elections
- d) Information regarding positions available at the Union
- e) Information regarding urgent Union communications

(O15.4.1.2.1) With the exception of the Union Digest, a motion must be passed by the Executive Committee or by Board of Directors to open the UTGSU Membership Listserv.

(O15.4.1.3) The Communications and Engagement Specialist and the Membership and Advocacy Coordinator will have access to the UTGSU Membership Listserv.

(O15.4.2) 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.

(O15.4.2.1) The Digest Subscription Listserv shall usually be used once per week and be restricted to the Union Digest.

(O15.4.2.2) Use of the Digest Subscription Listserv beyond the regular limits noted in O15.2.1 must be reserved for:

- a) Changes within the health and dental insurance plan
- b) Information regarding positions available at the Union
- c) Information regarding urgent Union communications

(O15.4.2.2.1) With the exception of the Union Digest, a motion must be passed by the Executive Committee or by Board of Directors to open the Digest Subscription Listserv.

(O15.4.2.3) The Communications and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the Digest Subscription Listserv.

(O15.4.2.4) The alias of the Digest Subscription Listserv shall be obfuscated and kept confidential.

(O15.4.3) The Communications and Engagement and Promotions Coordinator and the Membership and Advocacy Coordinator will have access to the Council Listserv.

(O15.4.4) The alias of the Council Listserv shall be obfuscated and kept confidential.

(O15.4.5) 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.

(O15.4.5.1) The Presidents Listserv must be reserved for:

- a) Presidents’ Lunch and other relevant UTGSU information
- b) Orientation Welcome Letters in August and December
- c) Changes within the health and dental insurance plan
- d) Information regarding referenda and elections
- e) Information regarding positions available at the Union
- f) Information regarding urgent Union communications

(O15.4.5.1.1) With the exception of the above, a motion must be passed by the Executive Committee or by Board of Directors to open the Presidents’ Listserv.

(O15.4.5.2) The Communications and Engagement Specialist ~~Promotions Coordinator~~ and the Membership and Advocacy Coordinator will have access to the Presidents Listserv. The VP-Internal shall have access if staff are not available.

O15.4.5.3) The alias of the Presidents Listserv shall be obfuscated and kept confidential.

(O15.4.6) 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.

(O15.4.6.1) Use of Committee or Caucus Listservs will be restricted to the membership of each Committee or Caucus.

(O15.4.6.2) Additional use of the Committee and Caucus Listservs can be made available to the Executive Committee or staff.

Adopted: September 2014

O15.5 Endorsements

(O15.5.1) An endorsement is defined as a formal or written statement or use of UTGSU 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 UTGSU Donations Policy including use of in kind and staff time.

(O15.5.2) Endorsements by the Union can only be made by a statement of Board of Directors or from a meeting of the membership.

(O15.5.3) Each Caucus or Committee may put forward an endorsement by a statement of the Caucus or Committee.

(O15.5.4) All approved endorsements from Committees must be reported upon by Executive members in their subsequent report to Board of Directors.

(O15.5.5) No Committee endorsement may contradict positions of Board of Directors, General Meetings, or bylaws and policies of the Union.

(O15.5.6) Board of Directors 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 University Outsourcing

(i1.1.1) 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).

(i1.1.2) 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.

(i1.1.3) 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.

(i1.1.4) 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 Freedom of Choice

(i2.1.1) The UTGSU supports the fundamental right of all women to control their own bodies, including:

(i2.1.2) 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 Democracy and University Governance

(i3.1.1) 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.

(i3.1.2) 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.

(i3.1.3) 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.

(i3.1.4) 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.

(i3.1.5) 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 Autonomy

(i4.1.1) 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.

(i4.1.2) 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 Honorary Degrees

(i5.1.1) 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.

(i5.1.2) 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.

(i5.1.3) The Union shall stand against any notion of a financial contribution, which is suspected to affect the decision-making process of this award.

(i5.1.4) 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.

(i5.1.5) 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.

(i5.1.6) 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 Language Rights

(i6.1.1) 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 Peace and Dissent

(i7.1.1) The Union opposes any action taken by governments, nation states or political organizations in the service of silencing opposition, coups, movements and parties.

(i7.1.2) The Union rejects the adoption of violent, coercive measures in the service of economic “gains” at the expense of human rights and the Environment.

(i7.1.3) 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.

(i7.1.4) 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.

(i7.1.5) The Union shall oppose, unequivocally, any action of the University which aids, materially, intellectually or otherwise, any oppressive governments, nation states, or political organizations.

(i7.1.6) 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 Housing and Homelessness

(i8.1.1) 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.

(i8.1.2) 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.

(i8.1.3) 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 Education Fees

(i9.1.1) 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.

(i9.1.1.1) 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.

(i9.1.3) 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.

(i9.1.4) 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:

(i9.1.5) Tuition freezes and reductions which are directly tied to the actual rate of tuition and firm in their application, while encompassing all students.

(i9.1.6) A progressive system of grants-based programs, funded nationally and provincially, which will provide debt-free aid to students.

(i9.1.7) Post-residency fees, a system of lower fees for graduate students who have completed the substantive course-work of their degrees.

(i9.1.8) Doctoral Completion Grants and other university-specific grant programs which will also provide debt-free aid to students.

(i9.1.8.1) 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.

(i9.1.9) 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:

- a) Income Contingent Loan schemes.
- b) Standard, needs-based loan systems.
- c) Grants which are intentionally misrepresented to be hard and firm reductions to tuition fees.
- d) Grants which are highly restrictive and reduce the ability of many groups to benefit.
- e) 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.

(i9.1.10) 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.

(i9.1.11) 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.

(i9.1.12) 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.

(i9.1.13) 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 Gun Control

(i10.1.1) The Union supports the federal government in moving swiftly to strengthen the current firearms control provisions of the Criminal Code and regulations pursuant thereto.

(i10.1.1.1) The Union, specifically, urges improvements in the screening procedures for the acquisition of all types of guns and the registration of all guns.

(i10.1.1.2) The Union also supports the restoration of a federally-operated and maintained gun registry, which is both comprehensive and cost-effective.

(i10.1.2) 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 Canadian Blood Services

(i11.1.1) 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.

(i11.1.2) The Union urges Health Canada and Canadian Blood Services to change policies and screening questionnaires to eliminate the appearance of racism and homophobia.

(i11.1.3) The Union recognizes the importance of proper blood screening and the safety of the blood supply and, as such, shall advocate for behaviour based donor screening.

(i11.1.4) 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 High Performance and University Athletics

(i12.1.1) The Union affirms its commitment to casual, amateur, and high performance recreation and intra- and inter-collegiate athletics at the University of Toronto.

(i12.1.2) The Union shall demand that:

- a) 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.
- b) 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.
- c) All services of Hart House as administered through the Board of Stewards are accessible to all members of the Union.

(i12.1.3) 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.

(i12.1.4) The Union rejects the subsidization of high performance intercollegiate sports or facilities built to support said activities through student ancillary fees.

(i12.1.5) 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.

(i12.1.6) 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.

(i12.1.7) 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: Equity and Anti-Discrimination [EXPAND]

i13.1 Equity and Anti-Discrimination

(i13.1.1) 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.

(i13.1.2) 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 201