



1. **Call to Order**

2. **Ratification of Meeting Chair**

Motion

Moved: Kourtis Seconded: Hoang

**Be it resolved that Daman Singh be appointed as Chair for the remainder of the 2018 Annual General Meeting**

3. **Call to Order**

4. **Land Acknowledgement Statement**

Discussion Item

5. **Introductory Statements**

Discussion Item

6. **Adoption of Agenda**

Motion

Moved: Kourtis Seconded: Hoang

**Be it resolved that the agenda be approved as presented**

7. **Previous Meeting Minutes**

Motion

Moved: Kourtis Seconded: Hoang

**Be it resolved that the minutes of the previous Annual General Meeting be approved as presented**

8. **Approval of Audit**

Motion

Moved: Negatu Seconded: Kourtis

**Be it resolved that the society approve the audit for the 2017-2018 Fiscal Year**

## 9. **Approval of Auditors**

Motion

Moved: Negatu Seconded: Kourtis

**Be it resolved that the Society appoint, Pardeep Gill Aggarwal, CA, as Auditor of the Society for the 2017-2018 Fiscal Year.**

## 10. **Approval of Bylaw Amendments**

Motion

Moved: Kourtis Seconded: Hoang

**Be it resolved that the Bylaw Amendments contained in Appendix A be approved as presented**

## 11. **UC Building Renovations**

Discussion Item

## 12. **Other Business**

Discussion Item

## 13. **Adjournment**

Motion

Moved: Kourtis Seconded:

**Be it resolved that the meeting be adjourned**

## CONSTITUTION

### Article 1 — Definitions

In this By-law,

“**Act**” means the Corporations Act (Ontario), as amended from time to time;

“**College**” means University College;

“**Constitution**” means the Letters Patent and by-laws of the Society;

“**Council**” means the body that fulfills the function of the Board of Directors as described in the Act and whose composition is described in Article 6;

“**Council Meeting**” means either a Regular Council Meeting, or an Emergency Council Meeting, unless the context demands otherwise;

“**Council Policy**” means any policy created in accordance with Article 6, Section 7 of this by-law, and governs the operations of the Society in accordance with the Constitution;

“**Executive**” means the body described in Article 12;

“**Representative**” means the body described in Article 13;

“**Governing Council**” means the governing body of the University of Toronto;

“**Letters Patent**” mean the Letters Patent of the Society as amended or restated from time to time by means of Supplementary Letters Patent or otherwise;

“**Member**” shall have the meaning assigned to it in Article 4;

“**Residence**” means a residence as identified by Council from time to time as being principally for the use of University College students and, until otherwise determined by Council, includes Whitney Hall, Sir Daniel Wilson, and Morrison Hall;

“**SAC**” means the Students’ Administrative Council of the University of Toronto (also referred to as U.T.S.U.);

“**School Day**” means a day from Monday to Friday inclusive, unless such a day is listed as a holiday in the Faculty of Arts & Science course calendar;

“**Society**” means the University College Literary and Athletic Society, a corporation without share capital incorporated under the Corporations Act (Ontario);

“**UC**” means University College;

“**University**” means the University of Toronto;

“**University College Council**” means the governing body of University College.

### Article 2 — Objects

The objects of the Society, as provided in the Letters Patent, are:

The establishment and operation of a students’ society for the purposes of

1. promoting an atmosphere of collegiality, community, **inclusivity** and opportunity that best serves the needs of the students of University College;
2. organizing social, cultural, academic, and athletic activities and events throughout the year;
3. representing the interests of its members within University College and the University of Toronto; and such other complementary purposes not inconsistent with these objects.

## Article 6 — Council: Composition and Authority

### Article 6.1 — Membership of Council

1. Council shall be composed of 34 members, consisting of the directors outlined as follows:
2. The Members shall elect the following officers, who shall serve as directors of the Society and who shall be voting members of Council by virtue of their office:
  - President,

<sup>1</sup> Changes made in ~~red, struck-through text~~ signify removals, changes made in **green text** signify additions

- Vice President,
- Finance Commissioner.

**3. The Members shall elect the following directors, who shall be voting members of Council by virtue of their office:**

- University and Academic Affairs Commissioner,
- Services Commissioner,
- Social Commissioner,
- Athletics Commissioner,
- Equity & Outreach Commissioner,
- Spirit and Communications Commissioner,
- Off-Campus Commissioner,
- Literary and Creative Arts Commissioner,
- Sustainability Commissioner
- three Upper Year representatives,
- six Mid-Year representatives,
- five First-Year representatives
- SAC Directors if elected exclusively by the UC constituency and ratified by council shall serve as directors of the Society and shall be voting members of Council by virtue of their office.
- One University College Residence Council President, elected exclusively by those living in a Residence, shall serve as a director of the Society and shall be a voting member of Council by virtue of their office.

**4. Council shall appoint the following directors as put forward by the Hiring Committee, who shall be non-voting members of Council:**

- Mental Health Commissioner

**Article 6.2 — Observers of Council**

The following Observers shall have speaking rights at all Council Meetings but shall not be directors and shall be considered non-voting members of Council:

- the Speaker of the Society,
- Secretary of the Society,
- Past President of the Society,
- UC's ~~Student Life Coordinator~~ Assistant to the Dean, Student Life,
- UC's Dean of Students,
- UC's Principal,
- one delegate for Diabolos' Coffee Bar
- one delegate for The Gargoyle,
- one delegate for The UC Review,
- one delegate from the UC Follies,
- one delegate from WUSC,
- Orientation Chairs,
- All public deputies

**Article 12 — The Executive: Membership and Authority**

**Article 12.1 — Membership**

1. The President, Vice-President, Finance Commissioner, University and Academic Affairs, Services Commissioner, Social Commissioner, Athletics Commissioner, Equity and Outreach Commissioner, Spirit and Communications Commissioner, Off-Campus Commissioner, Literary and Creative Arts Commissioner, Sustainability Commissioner, and Mental Health Commissioner shall be Executive members.
2. The University College Residence Council President shall be an Executive member by virtue of their office.

3. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the Secretary of the Society shall be non-voting members of the Executive.

## **Article 12.2 — Authority of Executive Members**

1. Executive members shall be responsible for enacting spending decisions pertaining to Society funds that are allocated to their position in budgets approved by Council.
2. Notwithstanding the above, the authority of an Executive member may be restricted in any action pertaining to the business of the Society by resolution of Council.
3. Executive members shall always act in accordance with duties laid out in the Constitution and Council Policies, and with resolutions of Council.

## **Add Article 13 — The Representatives: Membership and Authority**

### **Article 13.1 — Membership**

1. The (5) First Years, (6) Middle Years, and (3) Upper Years shall be Representative members.
2. The (3) SAC Directors shall be Representative members by virtue of their offices.

### **Article 13.2 — Authority of Representative Members**

1. Representative members shall be responsible for representing the interests of their respective years' constituencies with regards to spending decisions pertaining to Society funds that are allocated to Executive positions in budgets approved by Council.
2. Notwithstanding the above, the authority of a Representative member may be restricted in any action pertaining to the business of the Society by resolution of Council.
3. Representative members shall always act in accordance with duties laid out in the Constitution and Council Policies, and with resolutions of Council.

## **Article 14 — The Executive: Deputies**

### **Article 14.1 — Deputies**

There shall be the following Deputies. Any additional deputy positions shall be established in the Council Policies:

- Deputy Vice President – Operations,
- Deputy Vice President – Clubs,
- Up to 2 + Finance Deputies,
- Services Deputy,
- Social Deputy,
- University and Academic Affairs Deputy,
- Literary and Creative Arts Deputy,
- 2 Athletics Deputies,
- Off Campus Deputy,
- Up to 2 Equity and Outreach Deputies,
- Sustainability Deputy
- Mental Health Deputy
- and Up to 2 Spirit and Communications Deputies.

### **Article 14.2 — Appointment of Deputies**

Deputies are appointed by Council through a selection process. Positions are open to all society members through an application process. The application period for deputy positions must begin 14 days before the

JCM and the nomination period closes 7 days before the JCM. If there are deputy positions that remain unfilled, the process will occur again at future council meetings, until the position is filled.

### **Article 14.3 — Deputy Responsibilities**

The responsibility of Deputies shall be laid out in the Council Policies. Unless otherwise noted, the Deputies shall assist their respective Commissioners in fulfilling all responsibilities to be undertaken by the Commission. Additional responsibilities may be agreed upon by the Executive member and Deputy jointly.

## **Article 16 — Standing Committees**

### **Article 16.1 — Definition**

Standing Committees are composed of Council and Society members and carry out specific functions in the operation of the Society. They have such powers and follow such procedures as described in their respective Council Policies.

### **Article 16.2 — Striking Standing Committees**

The membership of Standing Committees is as outlined in the Council Policies. With the exception of First Year Representatives, membership of Standing Committees shall be ratified at the Joint Council Meeting.

### **Article 16.3 — List of Standing Committees**

1. Constitution Review Committee: reviews the Constitution and Council Policies and is chaired by the Vice President.
2. Elections Committee: supervises Council elections and referenda and is chaired by the President, or by another member selected by resolution of Council should the President resign from the committee.
3. Elections Appeals Committee: reviews appeals of Elections Committee decisions and is chaired by the Vice President, or by another member selected by resolution of Council should the Vice-President resign from the committee.
4. Hiring Committee: conducts hiring of paid employees of the Society and is chaired by the President, or by another member selected by resolution of Council should the President resign from the committee.
5. Feedback Committee: periodically seeks feedback from members on operations of the Society and is chaired by a Representative, selected by resolution of Council

## **Policy**

### Chapter Three: Policies on the Core Executive

## **I General Responsibilities**

The Core Executive shall meet weekly at a regular time. These meetings shall serve to facilitate the day-to-day operations of the Society. The time and day of this meeting must be posted in the Head Office of the Society.

## **II President and Vice President**

### **A. Shared Responsibilities**

1. Rent out the JCR in accordance with the JCR Booking Form.
2. Rent out Audio/Visual equipment in accordance with the AV Equipment Rental Form.
3. Maintain and keep inventory of all Audio/Visual equipment.
4. Manage and oversee all storage rooms, office spaces, and other facilities of the Society not delegated elsewhere.
5. These facilities shall include but not be limited to: the Main and Executive Offices of the Society; the Pubs Room; the Bell Tower, Balcony, and Back Hallway of the Junior Common Room.
6. Oversee the Deputy Vice President.
7. Manage and ensure the upkeep of the JCR and suggest improvements on an as-needed basis.
8. Oversee the Clubs Deputy.
9. Organize the Executive Joint Transition Meeting with the incoming President and Vice-President after Executive elections and before the Joint Council Meeting.
10. Ensure the receipt of Redbooks and any other transitional documents from all Executives and the following hired positions or ancillaries to the Head Office prior to the Joint Council Meeting, and ensure that they have transitioned their incoming position properly:
  1. Elections Coordinator
  2. UC Review Editor(s)
  3. WUSC Committee Director(s)
  4. Web Coordinator
  5. Diabolos' Manager(s)
  6. Orientation Chair(s)
  7. UC Follies Executive Producer
  8. Any other position hired by Hiring Committee.
11. Ensure the proper transition of the incoming Core Executive at the end and following their term in office, as outlined in Chapter 8, Section IV, Corporate Transition Duties
12. Ensure the proper training of council as outlined in Chapter 8, Section III, Training.
13. Create Employment or Hiring Contracts as laid out in Chapter 9, Policies on Hiring, for all positions hired by Hiring Committee.

## **B. Additional Responsibilities of the President**

The President shall have the following specific responsibilities:

1. Call meetings of the Council and the Executive.
2. Preside over Executive meetings.
3. Call and chair all meetings of the following, when appropriate: Elections Committee, Hiring Committee, Coffee Bar Board, Orientation Board, and UC Follies Board.
4. Chair Finance Commission meetings when Audit and Compliance matters are to be discussed.
5. Represent the Society on College Council.
6. Organize graduation photos.
7. Place the names of the previous year's Council on the JCR wall.
8. Consult with the Speaker of the Society on decision-making strategies to recommend to Council, when appropriate.
9. Organize All-Night Study Space during the December and April Examination periods, in conjunction with the UCRC President.
10. Inform the Orientation Executive Board of their responsibilities, as outlined in this policy.
11. In lieu of a report from the Orientation Chair(s), report at Council meetings on the status of Orientation.
12. Regularly liaise with the ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the College Administration on issues of mutual importance.
13. Cosign, with the Manager(s) responsible, all cheques for bank accounts separate from the Society's general account.
14. Must be a ratified member of the St. George Roundtable and, as such, adhere to the St. George Roundtable's Constitution.
15. If approached, handle any grievances brought forward by any individual involved in the operations of Orientation, any member of the UC Follies, and any Staff Member of Diabolos' Coffee Bar.
16. Act as the media representative of the society.

## **C. Additional Responsibilities of the Vice President**

The Vice President shall have the following specific responsibilities:

1. Advise and assist the President and when necessary act in his/her stead.
2. Manage the Society Head Office, including but not limited to ordering general office supplies and maintaining the photocopier, computer, telephones, and other Society property.
3. Schedule and monitor attendance of Office Hours by all elected Council Members.
4. Maintain a Handbook of procedures for Office hours, and ensure that a copy of this is available at all times in the Head Office for members conducting office hours.
5. Inform and remind Council members of their appropriate responsibilities and duties, as outlined in the Constitution and Council Policies.
5. Produce and distribute agendas prior to Council Meetings.
6. Correspond with the Secretary of the Society.
7. Ring the bell when deemed appropriate before every meeting of the Council.
8. Call and chair all meetings of the following committees, when appropriate: Constitutional Review Committee and Election Appeals Committee.
9. Implement all Constitutional and Policy changes that have been passed by Council, and promptly distribute updated copies of these documents to the Society.
10. File appropriate forms with the Provincial Government when Constitutional amendments have been approved by the Society.



11. Rent out the JCR in accordance with the JCR Booking Form.
12. Rent out Audio/Visual equipment in accordance with the AV Equipment Rental Form.
13. Maintain and keep inventory of all Audio/Visual equipment.
14. Manage and oversee all storage rooms, office spaces, and other facilities of the Society not delegated elsewhere.
15. These facilities shall include but not be limited to: the Main and Executive Offices of the Society; the Pubs Room; the Bell Tower, Balcony, and Back Hallway of the Junior Common Room.
16. Oversee the Deputy Vice President.
17. Manage and ensure the upkeep of the JCR and suggest improvements on an as-needed basis.
18. Be trained in the setup and use of all A/V equipment.
19. Prior to the Joint Council Meeting, collect and organize deputy applications and prepare the agenda for deputy selection with the incoming Vice President.

#### **D. Responsibilities of the Deputy Vice President – Operations**

The Deputy Vice President – Operations shall:

1. Assist the Vice President in the conduct of his/her specific responsibilities as outlined above.
2. Assist and advise the Vice President in all other endeavours undertaken.
3. When necessary, act in the Vice President's stead.
4. Fulfill any other specific responsibilities as may be delegated by the Vice President or the Council from time to time.
5. Be trained in the set up and use of all A/V equipment.

#### **E. Responsibilities of the Deputy Vice President – Clubs**

The Deputy Vice President – Clubs shall:

1. Inform and remind club executives of their appropriate responsibilities and duties according to the Constitution and council policy.
2. Act as a liaison between council and club executives.
3. Promote the formation of new clubs under the advisement of the President and Vice President in accordance with Council Policy on the formation of clubs.
4. Make available to Members of the Society the necessary information and resources for the creation of new UC Club.
5. Host a Clubs Recruitment event during Orientation.
6. Review applications for Clubs Recognition, in accordance with the Policies on Clubs Recognition, and recommend recognition of clubs to council.
- ~~7. Ensure that the Clubs office in the F-Wing is in good working order.~~

### Chapter Four: Policies on the Executive, Commissions, and Deputies

## **I General**

### **A. Composition of Commissions**

1. Unless otherwise stated in its respective policy, each Commission shall have at least the following voting members: the Commissioner and Deputy responsible for that Commission, the President, the Vice President, at least two other Members of Council, and as many General Members of the Society as the Commissioner and/or Council deems necessary. Council shall ratify the membership of each Commission.
2. Only members that are ratified by Council to sit on a Commission shall be voting members of that Commission. This applies to both Council Members and General Members of the Society.
3. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of all Commissions.
4. Each Commissioner shall chair the Commission pertaining to their office
5. The Commissioner responsible for each Commission shall make reasonable efforts to encourage Members of the Society to join the Commission and attend its meetings.
6. The Commissions in existence and Commissioners responsible for them shall number only those set forth in the Constitution of the Society and this Policy.

## **D. The Deputies**

1. The Deputy positions available to be filled shall number those outlined in the Constitution. ~~as well as the following additional position: University and Academic Affairs Deputy.~~
2. In addition to other Society duties, each Deputy shall:
  1. Assist and advise the Commissioner in all undertakings.
  2. When necessary, act in the Commissioner's stead.
  3. Fulfill all Additional Responsibilities outlined in the respective policy of their Commission.
  4. Fulfill any other specific responsibilities as may be delegated to them by the Commissioner from time to time.

## Chapter Five: Policies on the Standing Committees

### **I General**

#### **A. Composition of Committees**

1. Council shall ratify the membership of each Committee.
2. Except where otherwise indicated, the membership of each Committee shall be determined at the Joint Council Meeting. First Year Members may be added to the membership of each Committee at the September Council Meeting.
3. Only members that are ratified by Council to sit on a Committee shall be voting members of that Committee. This applies to both Council Members and General Members of the Society.
4. Except where otherwise indicated, the quorum requirement for a committee meeting shall be two thirds of all duly ratified, voting members.
5. The following Committees are chaired by the President: Elections Committee, Coffee Bar Board and Hiring Committee. Should the President be a candidate in an upcoming election or be an applicant for a Hired position, the Council shall appoint another Council member as Chair of the Elections Committee or Hiring Committee, respectively.
6. The following Committees are chaired by the Vice President: Election Appeals Committee, Constitutional Review Committee. Should the Vice President be a candidate in an upcoming election, the Council shall appoint another Council member as Chair of the Election Appeals Committee.

7. The following Committee is chaired by a Representative, selected by resolution of Council: Feedback Committee

## **II Elections Committee A. Composition**

1. The Elections Committee shall be formed at the Joint Council Meeting.
2. The Elections Committee shall have the following voting members: the President (chair), and two additional Members of Council.
3. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the Elections Coordinator shall be non-voting members of the Elections Committee.
4. Under no circumstances shall a member of the Election Appeals Committee be a member of the Elections Committee.
5. Under no circumstances shall a candidate in an upcoming election be a member of the Elections Committee.

## **III Election Appeals Committee A. Striking and Composition**

1. The Election Appeals Committee shall be formed at the Joint Council Meeting.
2. The Election Appeals Committee shall have the following voting members: the Vice President (chair), and four additional Members of Council.
3. Under no circumstances shall a member of the Election Appeals Committee be a member of the Elections Committee.
4. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the Elections Coordinator shall not sit on the Election Appeals Committee.

## **IV Constitutional Review Committee**

### **A. Composition and Quorum**

1. The Constitutional Review Committee shall have the following voting members: the Vice President (chair), the President, at least three additional Members of Council, and up to three additional general members of the society.
2. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of the Constitutional Review Committee.
3. Quorum for a meeting of the Constitutional Review Committee shall consist of, at a minimum, the larger of:
  1. Five ratified members of the committee, including the Chair; or,
  2. A majority of the ratified members of the committee, including the Chair.
4. Motions and recommendations arising from a meeting that has not met the above quorum requirement shall have no force on the Society.

## **V Hiring Committee**

### **A. Composition**

1. A single Hiring Committee shall be composed, which shall be responsible for undertaking hiring processes to fill each hired position of the Society. The membership of this committee must be ratified, and shall be limited to: the President, two additional Council members, and the **Student Life Coordinator Assistant to the Dean, Student Life** (non-voting).
2. Any member who resigns from the Committee for the purposes of applying to a hired position, shall re-cuse themselves of membership in any and all other hiring processes for the remainder of the Council Year.
3. The Committee shall invite outgoing position holder(s) to participate in the hiring of their successors. Should the outgoing position be held by more than one individual, they shall share a single vote in committee.
4. If the Hiring Committee sits after the Core Executive Elections have been completed, the incoming President shall be invited to join the committee as a non-voting member.

## **B. Responsibilities of the Hiring Committee**

1. Posts opening notices for hiring, receives & reviews applications, performs interviews, and recommends to Council the hiring of applicants for all hired positions as outlined in the Constitution and Council Policies.
2. These positions include the Orientation Chair(s), the Coffee Bar Manager(s), the Elections Coordinator, the Web Coordinator, the Council Speaker and Council Secretary, two WUSC Committee Co-Directors, the UC Review Editor in Chief, Mental Health Commissioner, and the UC Follies Executive Producer, Production Manager and Treasurer.
3. Recommends to Council its hiring selections for the upcoming year for ratification by the Joint Council meeting.
4. Act in compliance with the Council Policies on Hiring.
5. The WUSC Committee Co-Directors shall be hired before the deadline of the Intent to Sponsor for the following academic year, as selected by WUSC.

## **VI World University Service of Canada (WUSC) Committee**

### **A. Composition**

1. The WUSC Committee will consist of two (2) Co-Directors, the Equity and Outreach Commissioner, the **Student Life Coordinator Assistant to the Dean, Student Life**, and three (3) members of University College.
2. The WUSC Committee Co-Directors will be hired before the deadline of the Intent to Sponsor for the following academic year as selected by WUSC.
3. The WUSC Committee will have the following voting members: the Equity and Outreach Commissioner, two (2) Co-Directors, and three (3) members of University College.
4. The Student Life Coordinator Assistant to the Dean, Student Life shall be a non-voting member of the WUSC Committee
5. The Equity and Outreach Commissioner shall act as liaison between the University College Literary and Athletic Society and the WUSC Committee.

## **Chapter Six: Policies on the Ancillary Operations and Boards**

### **I Diabolos' Coffee Bar**

## A. Composition

The Coffee Bar Board is responsible for the oversight of the Coffee Bar management. The Coffee Bar Board is composed of the President (chair), the Finance Commissioner, Finance Deputy, ~~the Global Action Commissioner~~, one additional Council member (as ratified by the Council), the Coffee Bar Manager(s), and the ~~Student Life Coordinator~~ Assistant to the Dean, Student Life (non-voting). If the WUSC student is employed at Diabolos' Coffee Bar, one WUSC Committee Co-Director will also sit on the board.

## II Orientation

### A. Objectives

1. Orientation shall contribute to the overall wellbeing of the University College community by integrating incoming students with each other, with upper-year students, and with the College and University.
2. Orientation shall be managed and operated entirely by University of Toronto Students.
3. Orientation shall be managed and operated on a break-even basis.
4. Orientation shall remain free from corporate influence that adversely limits decision-making.
5. Orientation shall be managed and operated in an inclusive and welcoming manner.

### B. Composition and Responsibilities of the Orientation Board

1. The Orientation Board shall be responsible for the management of Orientation.
2. The Orientation Board shall be composed of the following voting members: the President (chair), the Finance Commissioner, and the Orientation Chair(s).
3. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of the Orientation Committee by virtue of their office.
4. The Orientation Board shall:
  1. Review and approve a balanced budget for Orientation, as presented by the Orientation Chair(s).
  2. Review all financial statements of Orientation.
  3. Approve the cost per student for attending Orientation.
  4. Ensure that all decisions made by the Orientation Committee are in the best interest of the Society
  5. In lieu of a contentious decision, the Board has the responsibility to bring it to Council.
  6. Recommend a fair and equitable honorarium for incoming Orientation Chair(s) to the council prior to their hiring, to be outlined in the Orientation Chair Hiring Contract and paid out of the Orientation budget.

### C. Composition and Responsibilities of the Orientation Committee

1. The Orientation Committee shall be responsible for the planning of Orientation.
2. The Orientation Committee shall be composed of the Orientation Chair(s) and the Orientation Executive Members as ratified by the Council.
3. The Orientation Executive Members shall be selected by the Orientation Chair(s), and ratified by Council.
4. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of the Orientation Committee by virtue of their office.
5. The Orientation Committee shall:
  1. Meet at least once per month from April to July, and at least twice in August.

2. Plan and run the events of Orientation Week.
6. All Orientation Committee members shall sign and adhere to the Orientation Code of Conduct.

### **III UC Follies**

#### **G. Composition and Responsibilities of the UC Follies Board**

1. The UC Follies Board shall be responsible for the long-term management of the UC Follies.
2. The UC Follies Board shall be composed of the following voting members: the Director and the Production Manager of the Follies, the President, the Finance Commissioner (or his/her Deputy), and the Literary & Creative Arts Commissioner (or his/her Deputy).
3. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of the UC Follies Board by virtue of their office.
4. The UC Follies Board shall:
  1. Meet at least twice per term, and once in the summer.
  2. Review all financial statements.
  3. Review internal and formal audits of books.
  4. Review and approve all capital projects/expenses.
  5. If necessary, submit any budget request to Council.
  6. Recommend to council the use of excess funds for projects which directly benefit University College students. If used for a student event, the UC Follies should directly be involved in the event.
  7. In consultation with the ~~Artistic Executive~~ Producer and the Production Manager review their objectives on an annual basis.
  8. Ensure proper transition between management from one year to the next.
  9. Approve all sponsorships of the company.

#### **H. Council UC Follies Responsibilities**

1. In addition to the responsibilities outlined below, Council is responsible for the long-term direction of the UC Follies and may fix long-term goals for the UC Follies as it sees fit.
2. Council must:
  1. Ensure the hiring of the Director and the Production Manager in accordance with the Society's Hiring Policy.
  2. If necessary, consider and fund capital expenditures and renovations essential for the long-term health of the UC Follies.
  3. Periodically review and recommend updates of this policy.
  4. Notify the Director and the Production Manager in the event of any proposed policy or constitutional revisions relating to the UC Follies at least ten days in advance.
  5. Ratify the members of the UC Follies Executive upon selection by the Selection Committee of the Follies.

#### **I. Additional responsibilities of the President**

1. Call and chair meetings of the UC Follies Board.
2. Inform UC Follies board members of their responsibilities as outlines in this policy.

3. Issue Hiring Agreements to the incoming **Artistic Executive** Producer and Production Manager upon their being hired.
4. If approached, consider any employment-related grievances.

## Chapter Seven: Policies on Other Hired Positions

### I General Responsibilities of the Council

1. By resolution, and before hiring opens to fill the position, Council may fix the honorarium to be paid to each of the positions listed in this Policy, for the upcoming Council year. Should no such resolution pass before this time, these honoraria shall be fixed at the respective amounts which follow.
2. The Elections Coordinator shall be paid an honorarium of \$700, with \$200 being remitted after the successful conclusion and report to council of the fall elections and the remaining \$500 being remitted after the successful conclusion and report to council of the spring elections. By resolution of the Council, the Elections Coordinator may be paid bonuses for any by-election or referendum held outside of these other elections. The bonus for any such by-election or referendum shall not exceed \$150.
3. The Speaker of the Society shall be paid an honorarium fixed at \$40 \$50 per Council Meeting, remitted after each meeting.
4. The Secretary of the Society shall be paid an honorarium fixed at \$50 \$60 per Council Meeting, remitted after each meeting.
5. The Photographer of the society shall be paid be honorarium of \$750, with \$150 remitted after the summer term, \$300 remitted after the fall term and \$300 remitted after the winter term.
6. The Web Coordinator shall be paid an honorarium of \$500, with \$100 being remitted after the summer term, \$200 after the fall term and \$200 after the winter term.

### VI UC Review Editor in Chief

#### A. Responsibilities of the UC Review Editor in Chief

1. Hire staff members as laid out in the UC Review Constitution, and delegate tasks accordingly by holding regular team meetings
2. Advertise and promote the UC Review to UC students, as well as putting out calls for submissions
3. Ensure the publication is printed by April of each academic year
4. Work closely with the Literary and Creative Arts Commissioner, as well as the Core Executive to ensure that the UC Review promotes the values of University College and reflects accurately upon these values
5. Manage the funds of the UC Review Levy collected by the UC Lit, and budget accordingly
6. Monitor the UC Review constitution, and devise responsible and procedurally sound amendments as seen fit
- ~~8. See that there is an election amongst UC Review members for the following year's Editor in Chief according to the UC Review Constitution by March 31st, or ensure that the election be organized by a member of the Hiring Committee should they wish to run in the election themselves, and see that the name of the individual is put forward to the Hiring Committee immediately following the election. Submit a Redbook and any other transition documents to the Core Executive prior to the Joint Council Meeting to be kept in the Head Office, and ensure the proper transitioning of their successor.~~
7. Abide by the responsibilities laid out in this policy and in their Hiring Contract.



8. Organize and host at least one writing and art submissions' workshop for UC students
9. Advertise the Editor in Chief position to UC students at least a month prior to the end of their term

## Chapter Eight: Policies on Transition and Training

### C. Full-Council Team-Building

1. Subsequent to the Fall Elections, and prior to the October Council Meeting, there shall be a team building period for the entirety of the Council, which shall consist of at least ~~one~~ three of the following, of which ~~a) d) and e)~~ **a) d) and e)** are mandatory:
  - a. Council Retreat, involving at least one full day of training
  - b. At least one full-day group training session
  - c. At least two half-day group training sessions
  - d. At least one training session on mental wellness
  - e. At least one training session on equity

## Chapter Nine: Policies on Hiring

### ~~V UC Review Editor in Chief Hiring~~

- ~~1. The UC Review Editor in Chief position shall be open to all society members~~
- ~~2. The position will be elected by members of the UC Review by March 31st according to the UC Review Constitution.~~
- ~~3. The elected individual, and only the elected individual, will be put forward to the Hiring Committee for final evaluation and then ratified by council.~~
- ~~4. The election shall be organized by the outgoing Editor in Chief. Should the outgoing Editor in Chief decide to run in the elections themselves, it shall be organized by a member of the Hiring Committee.~~
- ~~5. Should the Hiring Committee or Council reject the individual, a subsequent election may be organized where another individual can be elected by UC Review members.~~

## Chapter Ten: Policies on Elections

### I General

#### A. Coordination of Elections

The management of all Elections shall be undertaken by the Elections Coordinator, under the supervision of the Elections Committee.

#### B. Dates and Restrictions

1. Elections dates are set by the Elections Committee in accordance with the Constitution of the Society.
2. If a candidate should stand unopposed for any position, that candidate shall not be acclaimed. All such candidates must participate in a YES/NO election, where they must gain a majority of YES votes to be declared the winner.
3. Only ballots cast specifically for or against a candidate shall count towards their total: an abstention shall not be counted as a NO vote.



4. All candidates must be registered as Members of the Society as defined by the Constitution.
- ~~5. A candidate choosing to run for the Off-Campus Commissioner or Off-Campus Representative positions must not live in any UC residence at the time of nomination or voting.~~
- ~~6. A candidate choosing to run for the Residence Representative positions must live in a UC residence at the time of nomination or voting.~~
7. A candidate choosing to run for a First-Year Representative position must be a Member of the Society whose student number shows registration at the University of Toronto in their first year.
8. A candidate choosing to run for UCRC President must qualify for candidacy under guidelines established by the Residence Council.

## Chapter Twelve: Policies on Society Membership Fees

### III Levy Disbursement

#### C. Internal Levies

##### 1. Gargoyle Levy

1. This levy is dispersed in full in two installments as per the UC groups disbursement policy.
2. Any uncollected funds from the Gargoyle Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

##### 3. UC Review Levy

1. This levy is dispersed in full in two installments as per the UC groups disbursement policy.
2. Any unused funds from the UC Review Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

##### 4. Association of College Programs (ACP) Levy

1. This levy is dispersed in full in one installment before December 31st of the fiscal period.
2. The levy shall be divided equally between the following groups: Canadian Studies, ~~UC-Drama Program~~, Cognitive Science, Sexual Diversity Studies, Health Studies
3. Any unused funds from the ACP Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

##### 5. Contact UC Levy

1. The expenditure of funds from this levy account shall be made to directly support initiatives that benefit University College Off-Campus students.
2. This levy is budgeted by the Off-Campus Commission, with allocations approved by the Society in accordance with policies on Budgeting.
3. Any uncollected funds from this Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

##### 6. Charity Levy

1. The expenditure of funds from this levy account shall be made to directly support charitable initiatives.
2. These initiatives may be taken up by any Council Member.
3. If no specific charity initiatives are proposed, or if the Council does not fund any specific charity initiatives, these funds shall be rolled into the budget of the Outreach Commissioner.
4. Any unused funds from the Charity Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

##### 7. UC WUSC Committee Levy

1. This levy is collected to support the WUSC-related activities of the Society which do not pertain to the WUSC Student Sponsorship Program.

2. This levy is budgeted by the Outreach Commission, with allocations approved by the Society in accordance with policies on Budgeting.

3. Any uncollected funds from the UC WUSC Committee Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

8. Student Aid Fund Levy

a. This levy is held in trust for the Society by the College, for purposes detailed in the policies on External Awards and Scholarships.

b. Administration of this Levy is conducted in cooperation with the College Registrar's office.