

University College Literary and Athletic Society

COUNCIL POLICIES

University of Toronto

Approved by Council: April 10, 2010
Enacted by Council: April 10, 2010
Last Updated: January 28, 2016

CHAPTER ONE: PURPOSE OF THE COUNCIL POLICIES.....	1
CHAPTER TWO: POLICIES ON THE COUNCIL — RESPONSIBILITIES AND MEETINGS.....	1
I General Responsibilities of All Council Members.....	1
II Additional Responsibilities of Representatives and SAC Directors.....	2
III Regular Council Meetings.....	3
IV Working Meetings.....	3
V Other Meetings.....	3
CHAPTER THREE: POLICIES ON THE CORE EXECUTIVE.....	4
I General Responsibilities.....	4
II President and Vice President.....	4
III Finance Commissioner.....	6
IV Finance Commission.....	7
CHAPTER FOUR: POLICIES ON THE EXECUTIVE, COMMISSIONS AND DEPUTIES.....	9
I General.....	9
II University and Academic Affairs.....	11
III Services.....	12
IV Spirit and Communications.....	12
V Community Outreach.....	12
VI Social.....	13
VII Literary and Creative Arts.....	13
VIII Athletics.....	14
IX Off-Campus (UCOC).....	16
X UC Residence Council.....	17
CHAPTER FIVE: POLICIES ON THE STANDING COMMITTEES.....	17
I General.....	17
II Elections Committee.....	18
III Election Appeals Committee.....	18
IV Constitutional Review Committee.....	19
V Hiring Committee.....	20
VI World University Service of Canada (WUSC) Committee.....	20
CHAPTER SIX: POLICIES ON THE ANCILLARY OPERATIONS AND BOARDS.....	21
I Diabolos’ Coffee Bar.....	21
II Orientation.....	24
III UC Follies.....	27
CHAPTER SEVEN: POLICIES ON OTHER HIRED POSITIONS.....	31
I General Responsibilities of the Council.....	31
II Elections Coordinator.....	32
III Speaker of the Society.....	33
IV Secretary of the Society.....	33
V Society Photographer.....	33
CHAPTER EIGHT: POLICIES ON TRANSITION AND TRAINING.....	34
I The Joint Council Meeting (JCM)	34
II Redbooks.....	34
III Training.....	35
IV Corporate Transition Duties.....	36
CHAPTER NINE: POLICIES ON HIRING.....	36
I General.....	36
II Selection Process.....	37
III Formal Offers of Employment.....	38
IV Conflict of Interest in Hiring.....	39
CHAPTER TEN: POLICIES ON ELECTIONS.....	39
I General.....	39
II Elections Process.....	40
CHAPTER ELEVEN: POLICIES ON ABSENTEEISM AND NON-PERFORMANCE OF DUTIES....	41
I Elected Council Members.....	41
II Hired Positions.....	42
CHAPTER TWELVE: POLICIES ON SOCIETY MEMBERSHIP FEES.....	43

I	Changes to Fees and Levies.....	43
II	Fees Collected.....	43
III	Levy Disbursement.....	44
CHAPTER THIRTEEN: POLICIES ON FINANCIAL MANAGEMENT.....		46
I	Budgeting.....	46
II	Internal and External Control.....	48
III	Charity Money and Goods Raised.....	50
IV	Internal Awards and Scholarships.....	50
V	External Awards and Scholarships.....	51
CHAPTER FOURTEEN: POLICIES ON CLUBS RECOGNITION.....		51
CHAPTER FIFTEEN: APPENDICES AND SUPPORTING DOCUMENTS.....		54

Chapter One: Purpose of the Council Policies

1. This document, entitled the “Council Policies”, shall contain all policies of the Society as enacted by Council in accordance with the Constitution.
2. The Council Policies shall supplement the Constitution and act to guide the operation of the Society in accordance with the Constitution.
3. Every Council Policy contained within this document shall be binding on the Council.
4. The Articles of the Constitution shall take precedence in any instance where a contradiction should arise between the Constitution and the Council Policies.
5. By virtue of the amendments process detailed in the Constitution, this document should be reviewed and updated periodically to accurately reflect the operations and best practices of the Society.

Chapter Two: Policies on the Council — Responsibilities and Meetings

I General Responsibilities of All Council Members

A. Office Hours

1. Each elected member of Council is responsible for filling at least one hour per week in the Head Office of the Society. This includes all Executives, Representatives (both first-year and upper-year), and SAC Directors. It is recommended but not required that the President and Vice President designate several times per week during which they can be regularly reached at the office, as opposed to holding a single, individual office hour each week.
2. At the beginning of the year, office hours shall be coordinated by the Vice President in cooperation with requests from Council. Following the assignment of office hours, all changes must be made by trades between individual council members, and these changes must then be reported to the Vice President.
3. It is the responsibility of each Council Member to attend their office hour each week, or ensure that their office hour is filled by another Council Member.
4. It is the responsibility of the Vice President to ensure that each member of Council is aware of office hour duties at the beginning of the school year.
5. It is the responsibility of each Executive to subsequently ensure that procedures for any sign-ups, selling of tickets or other office jobs are made aware to members of Council.
6. Office hour duties shall be detailed in an “Office Hour Handbook”, which shall be available at all times in the Head Office of the Society.

B. Attendance at Meetings

1. Every Council Member is expected to attend all Council Meetings. Council Meetings include Regular Council Meetings, Working Meetings, and Other Meetings as defined below.
2. Every Council Member is expected to attend all General Meetings of the Society, including the Annual General Meeting.
3. Every Council Member is expected to attend all Meetings of Commissions, Committees, and/or Boards to which they have been ratified as a member.

C. Attendance at Workshops

1. Every Council Member is expected to attend all “workshops” pertaining to their office. These workshops may include: Executive/Council Retreats, Training Days, Team-Building Events, and/or Transition.
2. Missed Workshops shall count as one Missed Meeting, unless alternate arrangements have been agreed upon in advance with the Core Executive.

D. Participation in Events and Initiatives

Every Council Member is expected to organize or assist in Society Events or Initiatives each semester. “Assist”, in this case, may include: painting, designing, or distributing posters or other advertising; assisting in the set-up and/or cleanup of an event; selling tickets for events; staffing a polling station shift during an election; volunteering to work a job during an event (e.g. door, bartender, security, DJ); distribution of Spirit Wear orders; or other jobs not inconsistent with those listed here.

E. Advertising for Events and Initiatives

Every council member who takes on the responsibility of, or is in charge of, an event or initiative, is expected to advertise that particular event/initiative at least seven days prior to the event/initiative.

F. Audio/Visual Training

The council must have a minimum of seven members trained in the set up and usage of the A/V equipment. These include: Vice President, Vice President Deputy, LCA Commissioner, LCA Deputy, and a minimum of three other council members.

II Additional Responsibilities of Representatives and SAC Directors Voted in by the UC Population

A. Additional Responsibilities of the Representatives

In addition to the general responsibilities as detailed above, each Representative (as defined in the Constitution) must:

1. Sit as a voting member of at least three Committees, Commissions, or Boards; or be ratified as a Deputy Commissioner and sit as a voting member of at least one additional Committee, Commission, or Board.
2. Promote and encourage the involvement of their constituencies (first/mid/upper year).
3. Represent the interests of their respective constituencies (first/mid/upper year) to the Society to ensure that their concerns are sufficiently expressed.
4. Create initiatives to receive feedback from constituents, and report at all council meetings on this feedback.

B. Additional Responsibilities of the UC SAC Directors

In addition to the general responsibilities as detailed above, each SAC Director must:

1. Sit as a voting member of at least one Committee, Commission, or Board; or be ratified as a Deputy.
2. Report at all Regular Council Meetings on the activities at SAC.
3. Fulfill any other specific responsibilities as may be assigned by Council from time to time.
4. Represent the interests of UC students and the Society at SAC.
5. Be bound by resolution of Council on any issues at SAC.

III Regular Council Meetings

1. Council shall hold a Regular Council Meeting at least once in each month excluding December.
2. Regular Meetings held in May, June, July, and August, are known as “Summer Meetings” and are the same in every regard to other Regular Meetings, except where detailed in the Constitution.
3. Council shall meet twice in April (Joint Council Meeting) – once at the beginning of the term of office, after the final meeting of the Outgoing Council, and once at the end of the term of office, prior to the first meeting of the Incoming Council.
4. A schedule (including the date, time, and place) of the Regular Council Meetings for each upcoming Council year shall be determined by the incoming President and Vice President, and shall be distributed to the Council no less than 7 days before the first Regular Meeting,
5. Amendments to this schedule may be subsequently made at the discretion of the Core Executive, or by a resolution of Council. Amendments shall only be made to this schedule if at least two (2) weeks will elapse between the date that notice is given out and the amended meeting date.
6. Prior to each Council Meeting, the Vice President (or a designate in his/her absence) shall ring the Bell in the tower of the Junior Common Room.
7. In the event that the Speaker of the Society is not present or has not yet been ratified, the President shall call the meeting to order and immediately move a motion to ratify a designate as speaker pro tempore.

IV Working Meetings

1. The President and Vice President may, from time to time, call a “Working Meeting” of the Council, for the purposes of addressing an issue that they have deemed to be too difficult or time-consuming to productively address as a whole in a Regular Council Meeting.
2. Working Meetings should serve to give guidance on an issue to those involved, so that an agreeable resolution may be brought to the next Regular Council Meeting.
3. Notice of a Working Meeting must be distributed to Council no less than one week in advance; however the President and Vice President may also schedule working meetings for the year at the beginning of their term in office.
4. Working Meetings shall be chaired by the President, and shall be conducted using any procedure deemed appropriate by the President to maximize the productivity of the meeting. The President may, at his/her discretion, change the procedure as required during the progression of the meeting.
5. The agenda of a Working Meeting shall be determined by the Core Executive, but should be kept to a minimum number of pertinent items. This agenda must be distributed to the Council no less than 24 hours before the Working Meeting. No resolution of Council emerging from a Working Meeting shall be binding on the Council.

V Other Meetings

1. Other Meetings are defined as Emergency Council Meetings, General Meetings of the Society, and the Annual General Meeting.
2. These meetings shall be carried out in accordance with procedures outlined in the Constitution.

3. Resolutions arising from “Other Meetings” shall be binding on the Council.

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 A/V 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:
 - a. Elections Coordinator
 - b. UC Review Editor(s)
 - c. WUSC Committee Director(s)
 - d. Web Coordinator
 - e. Diabolos’ Manager(s)
 - f. Orientation Chair(s)
 - g. UC Follies Executive Producer
 - h. 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 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's 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.
6. Produce and distribute agendas prior to Council Meetings.
7. Correspond with the Secretary of the Society.
8. Ring the bell when deemed appropriate before every meeting of the Council.
9. Call and chair all meetings of the following committees, when appropriate: Constitutional Review Committee and Election Appeals Committee.
10. Implement all Constitutional and Policy changes that have been passed by Council, and promptly distribute updated copies of these documents to the Society.
11. File appropriate forms with the Provincial Government when Constitutional amendments have been approved by the Society.
12. Rent out the JCR in accordance with the JCR Booking Form.
13. Rent out Audio/Visual equipment in accordance with the A/V Equipment Rental Form.
14. Maintain and keep inventory of all Audio/Visual equipment.
15. Manage and oversee all storage rooms, office spaces, and other facilities of the Society not delegated elsewhere.
16. 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.
17. Oversee the Deputy Vice President.
18. Manage and ensure the upkeep of the JCR and suggest improvements on an as-needed basis.
19. Be trained in the setup and use of all A/V equipment.
20. 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.

III Finance Commissioner

A. Responsibilities of the Finance Commissioner

The Finance Commissioner shall have the following specific responsibilities:

1. Ensure that recipients of Society funds in excess of \$1,000 per fiscal year maintain books of accounts to indicate the nature of all their expenditures and keep receipts for internal Audits as conducted by the Society.
2. Process all money requests from clubs and commissions within the Society's budget.
3. Organize budget requests and meetings in accordance with the constitutional requirements.
4. Prepare the Society's budget in accordance with the Constitution and Council Policies.
5. Act as the main correspondent with the bank managing the Council's funds.
6. Sign, with either the President or the Vice President, all Society cheques.
7. Co-sign, with the Manager(s) responsible, all cheques for bank accounts separate from the Society's general account.
8. Report to the Society on the financial operation of Commissions, Committees, Boards, and Clubs of the Society, and obtain financial statements from these organizations on a regular basis.
9. Audit all clubs that have received past funding in excess of \$1,000 per fiscal year from Council and any other clubs as necessary.
10. Correspond with all groups receiving levies to distribute funds.
11. Make all arrangements for the audit of the Society's annual operating budget, and the budgets of the Ancillary
 1. Operations.
12. Make all arrangements for communicating the audit of financial statements to the internal auditor of the University.
13. Ensure the transferring of funds from the University.
14. Request from the Ancillary Operations, during their operating times through the year, financial statements at least once per month.
15. Inquire into the process used to maintain financial records, and review all financial-related matters of these Ancillaries for any irregularities or discrepancies.

16. Adhere to and enforce all terms set forth in the Council Policies pertaining to the Finances of the Society.
17. Perform or delegate to the Finance Deputy additional duties related to the ancillary operations as set out in the respective policies of those operations.
18. Hold individual budgeting and financial management seminar for all clubs requesting funding in excess of \$1,000 per Fiscal year, before the Fall/Winter budget meeting.
19. Oversee the operation of the Finance Commission.

B. Responsibilities of the Finance Deputy

The Finance Deputy shall have the following specific responsibilities:

1. Assist and advise the Finance Commissioner in all other endeavours taken.
2. When necessary, act in the Finance Commissioner's stead.
3. Perform additional duties related to ancillary operations as outlined in the respective policies of those operations.
4. Fulfill any other responsibilities as may be delegated to them by the Finance Commissioner from time to time.

IV Finance Commission

A. Composition

The Finance Commission will be composed of the Finance Commissioner (chair), the Finance Deputy, at least one additional member of Council, and as many General Members of the Society as Council deems necessary.

B. Responsibilities of the Commission

The Finance Commission:

1. Assists the Finance Commissioner and Finance Deputy in the conduct of their duties.
2. Performs the additional duties outlined in section C of this policy.

C. Audit and Compliance Responsibilities of the Finance Commission

The following responsibilities shall be carried out by the Finance Commission under the leadership of the President, who shall Chair the Commission when these functions are to be fulfilled:

1. The Commission shall conduct an internal audit of the Society's finances semi-annually, at least five days before the closure of each of the Society's semi-annual operating budgets, and report the findings to Council.
2. The Commission shall conduct an internal audit of the operations of the Coffee Bar and Pubs, at least once per semester, and no later than December 31 and April 30 of the academic year, and report the findings to Council.
3. The Commission shall conduct an internal audit of the operations of the Orientation Board, at least once during the summer council, no later than August 30 and subsequently at least once during the fall term following Orientation, no later than December 31, and report the findings to Council.
4. The Commission shall conduct an internal audit of the operations of the Services Commission, at least once during the Spring session, no later than March 30, and report the findings to Council.
5. The Commission shall conduct an internal audit of the operations of all outside groups which receive funding in excess of \$1,000 and/or via a dedicated levy, at least once per semester, and no later than December 31 and April 30 of the academic year, and report the findings to Council.

6. The Commission shall receive the budgets of the Society, all its Ancillaries, and outside groups that receive funding in excess of \$1,000 and/or via a dedicated levy. The Commission shall pre-approve and refer these budgets to be ratified by the Council. All budgets outlined previously must be pre-approved by the Commission before being referred to the Council. The Commission shall receive these budgets and approve them as outlined in the Council Policies.
7. The Commission shall act as the liaison and representative between the Provincial Government and the Society on all matters pertaining to the continuity of the Society's status as an incorporated body.
8. The Commission shall act to fulfill the administrative obligations of the Society as an incorporated body, referring decisions that need to be made by the Council to the Council, as required by the Corporations Act.
9. The Commission shall establish and oversee the Society's internal control mechanisms.
10. The Commission shall be responsible for detecting fraud. The Commission shall report immediately to the Council about the nature of suspected fraudulent activity and shall provide recommendations on appropriate reparation, which may include, but not be limited to, criminal charges, impeachment or civil action against the persons or parties implicated in committing fraud.
11. The Commission shall correspond with the Chief Administrative Officer of the College on all matters of mutual importance.

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 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.

B. Responsibilities of the Commissions

1. Each Commission shall:
 - a. Meet at least once in September, extending an invitation to all Society members, to set goals for the Commission for that year, and at least once in January to review the Commission's activities to date.
 - b. Create and approve the proposed fall budget for that Commission prior to its submission to either the Executive or the Council.
 - c. Review its respective policy to determine whether any changes are necessary.
 - d. Assist the Commissioner(s) and Deputy/Deputies in any events or initiatives undertaken.
 - e. Encourage and partake in environmentally sustainable practices whilst attempting to run a successful commission.
 - f. Designate a member of their commission, not excluding the Commissioner or Deputy, to be in frequent communication with the Spirit and Communications Commission.
2. Any additional responsibilities of the Commission shall be explicitly outlined in its respective policy.
3. The Finance Commission shall be detailed under the Policies on the Core Executive.

C. The Commissioners

1. With regards to their position as a Member of Council and as a Member of the Executive, each Commissioner shall:
 - a. Attend and participate in all Executive and Council meetings.
 - b. Report the activities of the Commission to the Executive and Council at each meeting.
 - c. Submit semi-annual budget requests to the Society in accordance with the policies on budgeting.

- d. Fulfill all Additional Responsibilities outlined in the respective policy of their Commission.
 - e. Fulfill any other specific responsibilities as may be assigned by Council from time to time.
 - f. Maintain and pass on to their successor a complete and detailed Redbook, and participate in the training of their successor during the transition period, as described in the Policies on Transition.
 - g. Sit as a voting member of at least one additional committee, commission, or board.
2. With regards to their respective Commission(s), each Commissioner shall also:
 - a. Call and chair meetings of their respective Commission(s).
 - b. Maintain minutes from Commission meetings and supply these to the Secretary.
 - c. Monitor attendance of all Commission members, and report any unexcused absences to the Vice President.
 - d. Assign duties and responsibilities to all members of the Commission.
 - e. Delegate responsibilities to their Deputy as the need arises.
 3. Each Commissioner shall fulfill any and all other general duties of Council Members as defined in the Constitution and Council Policies.

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:
 - a. Assist and advise the Commissioner in all undertakings.
 - b. When necessary, act in the Commissioner's stead.
 - c. Fulfill all Additional Responsibilities outlined in the respective policy of their Commission.
 - d. Fulfill any other specific responsibilities as may be delegated to them by the Commissioner from time to time.

E. Additional Council Responsibilities

1. In addition to its other functions, Council shall be responsible for the long-term direction of the Commissions.
2. Council shall be responsible to:
 - a. Select and ratify Deputies and voting members of each Commission.
 - b. Fix long-term goals for each Commission as needed.
 - c. If necessary, solve any issues referred to it from the Commission.
 - d. If necessary, consider and fund capital expenditures and renovations essential for the long-term health of the Commissions.
 - e. Periodically review and update this policy; providing notification to the Commissioner(s) concerned of any potential changes at least ten school days in advance.

F. Inclusivity and Accessibility

1. Every council member who is involved in planning and executing events, meetings, or other activities of the Council will try to work to create activities and events that are inclusive of all UC students regardless of gender, race, class, sexual orientation, disability, etc.
2. Council members will make every possible effort to the best of their ability to offer fully accessible events, and to remove or reduce physical, environmental, attitudinal, communicational and technological barriers from Council events and activities. Efforts must include, but are not limited to, ensuring all campus event that require lighting will be sure to use still lights only, with no strobe or laser lights. Event coordinators must choose a location and or venue with still lighting, unless no such feasible option exists.
3. Where an issue of accessibility exists, council members will consult with affected individuals to determine reasonable accommodations or alternative options.

II University and Academic Affairs

A. Additional Responsibilities of the UAA Commissioner

In addition to the responsibilities outlined in Section I, the UAA Commissioner shall:

1. Formulate and present to the Society appropriate responses to all University Affairs, particularly student and government affairs and policies.
2. Execute the Society's policies in such affairs.
3. Call and chair meetings of the Student Caucus of University College Council, prior to all College Council meetings.
4. When necessary, act as a liaison between the Society and College Council.
5. Seek out, and inform the Society on, major opportunities for student involvement.
6. Advertise the opening of relevant positions on University College Council and College Council Standing Committees to the Society. Recommend nominees to be ratified by the Council to hold these positions.
7. Submit a list of all student members of College Council and College Council Standing Committee members to the Principal's office promptly after ratification.
8. In the absence of, or in the partnership, with the President or Vice President, represent the interest of UC students and the UC Lit at C.S.U or any other body. Furthermore, seek council's intent on any policy endorsements considered by these bodies and abstain from voting in any motion of endorsement that the UC Lit has not passed judgment upon.
9. Organize information sessions for relevant student and/or political issues.
10. Organize academic initiatives at the College.
11. Assist with the running of UC Day in partnership with UC Orientation and the UC Registrar's Office

III Services

A. Composition

The Services Commission shall have at least the following voting members: the Services Commissioner, the Services Deputy, the President, the Vice President, the Finance Commissioner, at least four other Members of Council, and as many General Members of the Society as the Commissioner and/or Council deems necessary.

B. Additional Responsibilities of the Services Commissioner

In addition to the responsibilities outlined in Section I, the Services Commissioner shall organize the Red and White Ball (following Orientation), Fireball, and Disorientation run jointly with the Social Commission.

IV Spirit & Communications

A. Additional Responsibilities of the Spirit and Communications Commissioner

In addition to the responsibilities outlined in Section I, the Spirit and Communications Commissioner shall:

1. Design, order, and sell UC Clothing (Spirit Wear) in cooperation with the President, when Council deems this appropriate.
2. Design, order, and distribute other promotional materials in cooperation with the President, when Council deems this appropriate.
3. Act as a liaison between Council and the Website Coordinator, to help ensure that the website is kept as up-to- date as possible.
4. Conduct surveys in the UC community in order for Council to better understand what is desired by its constituents.
5. Organize events and activities designed to increase collegiality and College pride within the UC student body.
6. Occasionally assist other Commissions in large-scale advertising campaigns that require creative interaction with the UC student body.
7. Actively recruit spirited (and other) students during Orientation Week in an effort to give such students an opportunity to be involved and maintain the spirit of Orientation.
8. Promote “UC Spirit” among college members through all of the above activities, as well as through the use of multi-media, such as photographs and the Internet.

V Community Outreach

A. Additional Responsibilities of the Equity and Outreach Commissioner

In addition to the responsibilities outlined in Section I, the Community Outreach Commissioner shall:

1. Organize charitable events and initiatives to assist those in need at the University and in the city of Toronto.
2. Advise the Society on all issues relating to inequalities and marginalization of individuals and/or groups based on gender, race, or sexual orientation, etc., at the university and in the city of Toronto.
3. Work with the Orientation team in facilitating an Equity workshop for both leaders and incoming undergraduate students that promotes inclusivity, equity, positive space and language use.
4. Manage the Charity Levy.

5. Provide and make public, information to UC students about local volunteerism opportunities, both at the university and in the city of Toronto.

B. Responsibilities of the Outreach Deputy

The Outreach Deputy will be responsible for assisting the Equity and Outreach Commissioner in his/her event planning duties.

C. Responsibilities of the Equity Deputy

In addition to aiding the Community Outreach Commissioner with his/her duties, the Equity Deputy shall:

1. Attend a minimum of (1) event planning meeting for each commission and advise commissioners on all issues relating to inequities and/or accessibility
2. Be the liaison between the Society and Student Accessibility Services and Students for Barrier Free Access.
3. Organize events that promote equity and inclusivity.
4. Assist the commissioner in organizing a minimum (2) hour mandatory equity workshop/event/initiative for incoming undergraduate students. Organize a minimum (1) hour mandatory workshop for all leaders, hired members, the Society and Orientation Co-chairs.

VI Social

A. Additional Responsibilities of the Social Commissioner

In addition to the responsibilities outlined in Section I, the Social Commissioner shall:

1. Organize social events that are designed to increase collegiality within University College.
2. Organize Disorientation jointly with the Services Commission.
3. Oversee and assist in events organized by the Representatives, while allowing the primary direction of these events to lie in the hands of the Representatives involved.

VII Literary and Creative Arts

A. Additional Responsibilities of the Literary and Creative Arts Commissioner

In addition to the responsibilities outlined in Section I, the Literary and Creative Arts Commissioner shall:

1. Encourage, organize and implement all literary and creative arts activities of the Society, as determined by the Council.
2. Promote literary and creative arts activities in the College and in student groups.
3. Act as a liaison between Council and the UC Review, the UC Follies, and the Gargoyle.
4. Organize arts events within the College and/or outings to arts events in the Greater Toronto Area.
5. Be trained in the set up and use of all A/V equipment.

B. Additional Responsibilities of the Literary and Creative Arts Deputy

In addition to the responsibilities outlined in Section I, the Literary and Creative Arts Deputy shall be trained in the set up and use of all A/V equipment.

VIII Athletics

A. Additional Responsibilities of the Athletics Commissioner

In addition to the responsibilities outlined in Section I, the Athletics Commissioner shall:

1. Promote, encourage and ensure equal opportunity for the involvement of any Society member in College intramurals and athletic events.
2. Call and chair the Athletics Commission meetings to fulfill Commission responsibilities.
3. Organize and conduct UC Intramural Captains Training and/or Meeting at least once a session.
4. Attend at least one game of each team per session.
5. With the help of the Athletics Intramural Deputy, ensure necessary performance bonds for any intramural teams have been paid.
6. Sit on the UC Lit ad-hoc committee for the UC Waterdragons Dragonboat Club.
7. Work with the Athletics Intramural Deputy to fulfill intramural responsibilities.
8. Work with the Athletics Event Deputy to fulfill event responsibilities.
9. Be an ISC representative. See Section D.
10. Ensure Intramural teams are provided with appropriate uniforms.
11. Promote awareness and enthusiasm among Society members of College sports, participation, and support.

B. Additional Responsibilities of the Athletics Intramural Deputy

In addition to the responsibilities outlined in Section I, the Athletics Intramural Deputy must:

1. Coordinate co-ed, men's and women's intramural teams for participation in University of Toronto Intramural leagues:
 - a. Administer sign-ups for summer, fall and winter intramural sessions
 - b. In coordination with the outgoing captain and the Athletics Commission, assign incoming team captain for each team before the start of the Captain's meetings.
 - c. Appoint support positions to intramural teams, such as coaches and/or managers, on a volunteer basis as necessary.
 - d. Enter teams into their respective leagues as per balloting instruction from the Intramural Programs Office
 - e. Ensure captains and/or a team representative attends their pre-season Captains' meeting and Playoff meeting
 - f. Ensure each team has a uniform sanctioned by the UC Athletics Commission
 - g. Keep track of all team performances and roster numbers

- h. Shut down intramural teams appropriately, including collecting any equipment that was loaned to the team.
- 2. Assist the Commission in event planning.
- 3. Attend UC Athletics Commission meetings, UC Intramural Captains Training and/or Meeting as scheduled.
- 4. Be an ISC representative. See Section D.
- 5. Promote awareness and enthusiasm among Society members of College sports, participation, and support.

C. Additional Responsibilities of the Athletics Events Deputy

In addition to the responsibilities outlined in Section I, the Athletics Events Deputy must:

- 1. Coordinate one or more co-ed, men's and women's teams to represent UC at all University of Toronto Intramural tournaments.
- 2. Organize the UC Athletics Banquet to be held at the end of second semester.
- 3. Encourage every intramural team to have non-game events to promote team bonding and spirit.
- 4. Coordinate a follow-up survey of Athletics events and intramural teams in conjunction with the Spirit and Communications commission. Compile results and present findings per session.
- 5. Assist the Commission in event planning.
- 6. Attend UC Athletics Commission meetings, UC Intramural Captains Training and/or Meeting as scheduled.
- 7. Be an ISC representative. See Section D.
- 8. Promote awareness and enthusiasm among Society members of College sports, participation, and support.

D. Additional Responsibilities of University College's representatives on the University of Toronto Intramural Sports Council

- 1. The Athletics Commissioner, the Athletics Intramural Deputy and the Athletics Event Deputy will each sit as either the Co-Ed/Men/Women representative on the Intramural Sports Council (ISC).
- 2. Representatives will be responsible for the communication and the relay of team and league issues between the respective ISC sub-committee represented and the relevant UC team, i.e. The Co-ed representative communicates with UC Co-ed Captains, etc.
- 3. Representatives will be responsible for the communication and the relay of team and league issues between the respective ISC sub-committee and the commission and Society

E. Additional Responsibilities of the Athletics Commission

In addition to the responsibilities outlined in Section I, the Athletics Commission must:

- 1. Meet at least twice per semester.
- 2. Organize events and activities that offer non-intramural opportunities for Society members to lead a more active lifestyle.
- 3. Administer awards, in consultation with team captains, as per Chapter 13 Section V C.
- 4. Promote awareness and enthusiasm among Society members of College sports, participation, and support.

IX Off-Campus (UCOC)

A. Composition

The Off-Campus Commission shall be composed of the Off-Campus Commissioner (chair), the Off-Campus Deputy, at least three (3) Off-Campus Representatives, and as many General Members of the Society as Council deems necessary. These members are to be ratified by Council at the JCM.

B. Additional Responsibilities of the UCOC Commission

In addition to the responsibilities outlined in Section I, the UCOC Commission must:

1. Meet at least twice per semester.
2. Organize events and activities targeted towards all off-campus students.
3. Oversee the proper execution of the Off Campus Mentorship Program (as described in section E) with the Commuter Dons.
4. Promote and encourage the involvement of off-campus students in College activities and programs.
5. Administer the “Contact UC” levy through budgeting practices.
6. Run the UCOC Office space and set hours of operation, (as described below).

C. Additional Responsibilities of the Off-Campus Commissioner

In addition to the responsibilities outlined in Section I, the Off-Campus Commissioner must:

1. Promote and encourage the involvement of off-campus students in College activities and programs.
2. Represent the off-campus student population at the Society, College Administration, and general College community levels to ensure that their concerns are sufficiently expressed.
3. Work with the Commuter Dons to undertake the Off Campus Mentorship Program (as described in section E).
4. Work with the Orientation Chair(s) to advertise and initiate the Off Campus Mentorship Program (as described in section E), the UCOC newsletter/Listserv (see item 6 below), “My Definition” (as described in section F), and UCOC initiatives as a whole.
5. Work with the Deputy and the UCOC Commission to organize activities that are accessible to off-campus students.
6. Produce, publish, and distribute an off-campus newsletter or Listserv that communicates University, College, Lit, UCOC, and residence-related activities to off-campus students.
7. Operate and publicize the UCOC Office Space at the Commuter Student Center.

D. Additional Responsibilities of the Off-Campus Deputy

1. The Off Campus deputy shall be responsible for assisting the Off-Campus Commissioner in planning and deploying “My Definition”.
2. The Deputy shall fill at least one hour per week in the UCOC Office Space.
3. The Deputy shall perform the following additional duties:
 - a. Organize events and activities that are accessible to off-campus students in all years.
 - b. Organize events and activities targeted towards off-campus students sharing similar interests.

- c. Work with the Society and UC Residence Council in an effort to make all events accessible to off-campus students.
- d. Assist members of the Commission in organizing activities for off-campus students.
- e. Assist the Off Campus Commissioner with the mentor program.

X UC Residence Council

A. Definition

The Residence Council is a separate body from the Society that represents the students living in the UC residences, and thus shall not be a Commission of the Society.

B. UC Residence Council President's Responsibilities to the Society

Notwithstanding part A, the Residence Council President remains an ex-officio member of the Executive and the Council, and as such shall:

1. Attend and participate in all Executive and Council meetings.
2. Promote an atmosphere of collegiality and cooperation between the Residences and the Society.
3. Represent the residence population to the Society to ensure that their concerns are sufficiently expressed to the Society.
4. Perform any tasks and duties with regards to the Society that may be outlined in the UCRC Constitution or other UCRC documents or resolutions.
5. If the need should arise, submit a budget request to Council in accordance with the policies on budgeting.

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.

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 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.

B. Responsibilities of the Elections Committee

1. Sets nomination, campaigning, and voting dates for the elections.
2. Sets rules for elections prior to the announcement of election dates.
3. When necessary, advise the Elections Coordinator on matters involving the enforcement of election rules. Rulings on election-related matters shall be made only by the Elections Coordinator.
4. Promotes and publicizes the elections, including distributing candidate statements of all interested candidates, to the College community, in advance of the election. 6 Coordinates, with the Elections Coordinator, the polling stations for voting.
5. Counts, with the Elections Coordinator, ballots within four hours of the close of polling.
6. Along with the Elections Coordinator, fulfill the responsibilities to the best of their abilities as outlined Chapter 7, 2A in Council Policies.

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 and the Elections Coordinator shall not sit on the Election Appeals Committee.

5. Under no circumstances shall a candidate in an upcoming election be a member of the Election Appeals Committee.

B. Responsibilities of Election Appeals

1. Presents Committee's purpose at the all-candidates meeting.
2. Remains uninvolved with all election matters, except on receipt of appeals to decisions passed down by the Elections Coordinator. Such appeals must be duly submitted to the Chair of the Election Appeals Committee by a candidate or group of candidates in a Society election, or by petition of no fewer than ten Members of the Society.
3. Considers all appeals within forty-eight (48) hours (two school days) which are submitted within one week of the announcement of election results.
4. Rules on appeals within one week of their submission.

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 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:
 - a. Five ratified members of the committee, including the Chair; or,
 - b. 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.

B. Responsibilities of Constitutional Review Committee:

The Constitutional Review Committee shall:

1. Meet at least once in the Fall Semester, and at least once in the Winter Semester, to review the Constitution and Council Policies.
2. Ensure that the Constitution and Council Policies accurately reflect the desired operating practices of the Society.
3. Consider all proposed amendments referred to it by the Council.
4. Consult with affected Commissioners/Managers/etc. before proposing amendments pertaining to their offices.
5. Ensure that amendments to the Constitution or Council Policies that have been passed in accordance with the articles of the Constitution are incorporated into the appropriate document, and updated versions distributed to Council Members.
6. Ensure that Council Members are aware of relevant policies at all times.
7. Ensure that the "Form 3: Articles of Amendment" form and any supporting documents or fees are filed with the Provincial Government, and similar notification is provided to the Governing Council of the University, after Constitutional amendments are approved by 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 Coordinator of Student Life (non-voting).
2. Any member who resigns from the Committee for the purposes of applying to a hired position, shall recuse 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, 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, 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 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.

B. Responsibilities

1. Coordinate and oversee the successful operation of the WUSC Student Refugee Program as well as the adequate dispensation of the WUSC Levy. This includes requesting WUSC Levy funds from the College for the student's initial necessities, providing basic initial necessities for the student, assisting with immigration documents and acquiring government issued identification, establishing weekly contact (except in cases when the student deems it

unnecessary), ensuring that monthly allowances are paid to the student and ensuring that the student is successfully acclimated to the University of Toronto and Canadian environment.

2. Stay apprised of the programs being run by World University Services Canada, and involve the UC student body in the necessary and appropriate programs to maintain the WUSC Committee as declared by WUSC.
3. Send at least one member to attend each local, regional and national WUSC meeting and conference.
4. Should the WUSC student be employed by Diabolos' Coffee Bar, one WUSC Committee Co-Director will sit on Coffee Bar Board, acting as a liaison between the WUSC student and Coffee Bar Managers.
5. Ensure the hiring of second year WUSC student at Diabolos' Coffee Bar for the upcoming academic year, should the student deem it necessary.
6. Coordinate with other University of Toronto WUSC Committees to promote WUSC and its campaigns and events on campus.
7. Ensure the hiring, by the Hiring Committee, of two WUSC Committee Co-Directors before the deadline of the Intent to Sponsor for the following academic year.
8. Supervise the successful transition of the WUSC student into their second year.

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 (non-voting). If the WUSC student is employed at Diabolos' Coffee Bar, one WUSC Committee Co-Director will also sit on the board.

B. Definitions

1. (Co-)Manager Employment Agreement – the **“(Co-)Manager Employment Agreement”** and **“Employment Agreement”** are both defined as the contract agreed upon, and signed by, the Coffee Bar Manager(s) at the beginning of their term as Manager(s).
2. Excess funds – **“Excess funds”** are defined as unspent reserves in excess of \$5,000 which are not required for capital expenditures or contingency.
3. Financial Handbook – the **“Financial Handbook”** is defined as the document that accompanies this policy and includes information pertaining to the handling of Coffee Bar Finances by Managers and the Finance Commissioner.
4. Staff Handbook – the **“Staff Handbook”** is defined as the document that accompanies this policy and includes guidelines for conduct and responsibilities of all hired members of the Coffee Bar.

C. Responsibilities of the Coffee Bar Board

In addition to its other functions, the Coffee Bar Board is responsible for the long-term direction of the Coffee Bar. The Coffee Bar Board will:

1. Meet at least twice per term.

2. Review all financial statements of the Coffee Bar at least once per semester and, if necessary, serve as a forum to examine them.
3. Review internal and formal Audits of Coffee Bar books.
4. Review and approve (where necessary) all capital projects and expenses not pertaining to normal day-to-day operations.
5. Set regular hours of operation.
6. Fix a fair, equitable and consistent remuneration for Coffee Bar staff, to be paid out of coffee bar sales.
7. Fix a fair and equitable remuneration (including both salary and performance bonuses) for Coffee Bar Managers, to be outlined in the (Co-)Manager Employment Agreement and paid out of Coffee Bar sales.
8. The final performance bonus will be tendered only after all Coffee Bar files, keys, contact information, and signing authority on bank and tax accounts is given to the succeeding managers in accordance with the operational concerns outlined in Chapter 6, Section D, Subsection K of the Council Policies.
9. If necessary, submit to the Council a budget request for capital expenditures and renovations.
10. Recommend to council the use of excess funds for projects which directly benefit University College students. If used for a student event, the Coffee Bar should be directly involved in the event.
11. Review the prices of goods at least once per year.
12. If necessary, consider and/or resolve employment-related grievances raised by Coffee Bar Staff Members and/or the Coffee Bar Manager(s). In consultation with the Manager(s), review manager's objectives at least on an annual basis. The objectives shall be taken into account by the Coffee Bar Board when assessing the Manager's performance.
13. Conduct a performance review of the Manager(s) on at least an annual basis. This review will be taken into account in any salary reviews.
14. Ensure proper transition between management from one year to the next.
15. Ensure Manager compliance with the Employment Agreement.
16. Ensure that City of Toronto Health and Safety Regulations are known and observed by the Manager(s).

D. Coffee Bar Manager(s) Responsibilities

1. The Coffee Bar Manager(s) is/are responsible for the day-to-day operations of the Coffee Bar. The Coffee Bar Manager(s) is/are selected according to the Policy on Hiring.
2. The Coffee Bar Manager(s) must adhere to the statutes outlined in the Employment Agreement, and additionally, must:
 - a. Hire, train, schedule, and supervise Coffee Bar Staff Members in a fair and equitable manner.
 - b. Set the prices of goods to ensure that they are as affordable as possible given the non-profit nature of the Coffee Bar.
 - c. Order appropriate supplies and stock.
 - d. Ensure all accounting practices comply with the Canadian Generally Accepted Accounting Principles.

- e. Maintain complete and accurate financial records as outlined in the Financial Handbook. Ensure monthly financial statements are completed by the end of the following month and are available in the Coffee Bar/Executive office at all times. These records must be submitted to the Finance Commissioner within five school days of request.
- f. Consider and approve temporary changes to regular hours of operation.
- g. Wherever financially possible, ensure the Coffee Bar's availability to UC student groups outside of regular operating hours. This is subject to the management's receiving one week's notice of the event. Wherever financially possible, the student group must pay the wages of the employee working the event.
- h. Promote and advertise the Coffee Bar when necessary.
- i. Address employment grievances using policies outlined in the Staff Handbook. j. Inform the Coffee Bar Board of any dismissals.
- j. Prepare a Redbook and participate in the training of successor(s). All Coffee Bar files, keys, contact information, and signing authority on bank and tax accounts should be given to the succeeding managers no later than June 1st, unless otherwise agreed upon by the Coffee Bar Board.
- k. Ensure the Coffee Bar operates in compliance with City of Toronto Health and Safety Regulations.
- l. Present reports to Council at least twice per year or when prompted by Council.
- m. Ensure all staff members comply with the statutes outlined in the Staff Handbook and any employment agreements or contracts.
- n. Will reserve a one-year Coffee Bar Staff Member position, for second year WUSC SRP student.

E. Coffee Bar Staff Members

1. The Coffee Bar staff members work at the Coffee Bar and are hired by the Coffee Bar Manager(s).
2. The Coffee Bar staff members are subject to these policies as well as those laid out in the Staff Handbook.
3. The Coffee Bar Staff Members must:
 - a. Provide equitable service to all customers of the Coffee Bar.
 - b. Fulfill all work-related duties, as outlined by the Coffee Bar Manager(s).
 - c. If necessary, approach the Coffee Bar Manager and/or President with employment-related grievances.
4. The term of employment of all Coffee Bar staff members concludes at the end of the term of employment of the year's Coffee Bar Managers. Re-hiring of staff can only be done at the discretion of the incoming year's Coffee Bar Managers.

F. Council Coffee Bar Responsibilities

1. In addition to the responsibilities outlined below, Council is responsible for the long-term direction of the Coffee Bar and may fix long-term goals for the Coffee Bar as it sees fit.
2. Council must:
 - a. Ensure the hiring of Coffee Bar Manager(s) in accordance with the Society's Hiring Policy.
 - b. Ratify the members of the Coffee Bar Board.

- c. If necessary, consider and fund capital expenditures and renovations essential for the long-term health of the Coffee Bar.
- d. Periodically review and recommend updates of this policy.
- e. Notify the Coffee Bar Managers in the event of any proposed policy or constitutional revisions relating to the Coffee Bar at least ten days in advance.

G. Responsibilities of the President

- 1. Call and chair meetings of the Coffee Bar Board.
- 2. Inform Coffee Bar Board members of their responsibilities, as outlined in this policy.
- 3. Issue a Hiring Agreement to the incoming Coffee Bar Manager(s) upon their being hired.
- 4. If approached, consider any employment-related grievances.

H. Responsibilities of the Finance Commissioner and Deputy

- 1. Review the financial statements of the Coffee Bar once per month.
- 2. Meet with the Coffee Bar Managers when necessary to make recommendations in the interest of ensuring the financial stability of the Coffee Bar.
- 3. Conduct an audit once per semester to check for irregularities or discrepancies.
- 4. Conduct with the Coffee Bar Manager(s), when deemed necessary, a complete inventory of all Coffee Bar supplies, stock, and assets, to ensure consistency with the Coffee Bar's financial documents.
- 5. With the Coffee Bar managers, review and update the Financial Handbook at least once per year.
- 6. Pay the remuneration fixed by the Coffee Bar Board to the Manager(s) out of Coffee Bar sales.
- 7. Attend Coffee Bar Board Meetings.
- 8. Act as a liaison between the Coffee Bar and the Lit.

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 shall be a non-voting member of the Orientation Committee by virtue of their office.
4. The Orientation Board shall:
 - a. Review and approve a balanced budget for Orientation, as presented by the Orientation Chair(s).
 - b. Review all financial statements of Orientation.
 - c. Approve the cost per student for attending Orientation.
 - d. Ensure that all decisions made by the Orientation Committee are in the best interest of the Society
 - e. In lieu of a contentious decision, the Board has the responsibility to bring it to Council.
 - f. 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 shall be a non-voting member of the Orientation Committee by virtue of their office.
5. The Orientation Committee shall:
 - a. Meet at least once per month from April to July, and at least twice in August.
 - b. Plan and run the events of Orientation Week.
6. All Orientation Committee members shall sign and adhere to the Orientation Code of Conduct.

D. Responsibilities of the Orientation Chair(s)

1. The Orientation Chair(s) shall be responsible for all operations of Orientation.
2. The Orientation Chair(s) shall:
 - a. Oversee all operations of Orientation.
 - b. Promote and advertise Orientation.
 - c. Call and chair at least meetings of the Orientation Board as necessary.
 - d. Select, train, schedule, and supervise the Orientation Executive and Leaders in a fair and equitable manner.
 - e. Design a balanced budget, which must be presented to the Orientation Executive Board for approval.
 - f. Ensure that finances are managed in compliance with the Canadian Generally Accepted Accounting Principles and the Law.
 - g. Maintain complete and accurate financial records, at all times ensure financial statements are available, and at all times submit the records to the Finance Commissioner within five days of request.

- h. Report to Council on the status of Orientation at the April, May, June, July, and August Meetings.
- i. Report to Council on the success of Orientation at the September Council Meeting.
- j. Present a written Final Report and Audit of Orientation activities and finances at the first regular meeting of Council in January.
- k. Conclude their term as Acting Chair(s) no later than the first school day after submission to Council of the Final Report.
- l. Maintain and pass on to their successor(s) a complete and detailed Redbook, and participate in the training of their successor(s), as described in the Policy on Transition.
- m. Ensure that all Leaders and Board members adhere to the Orientation Code of Conduct, and enforce sanctions against any member who fails to comply with the Code.

E. Honorarium for Orientation Chair(s)

- 1. The Orientation Chair(s) shall be entitled to an honorarium fixed by the Council as H outlined below. This Honorarium shall be paid out of Orientation Revenues.
- 2. The Honorarium may be divided among several Co-chairs, and the total paid shall not exceed the fixed amount.
- 3. The Honorarium shall be dispensed as follows:
 - a. First installment: a maximum of 40% of the total honorarium, paid no earlier than August 1st, and no later than August 8th, upon the successful completion of criteria as to be determined by the Core Executive in a meeting with the Chair(s). Such criteria will include but not be limited to: Executive and Leader Hiring; Executive training including CPR, alcohol, and risk-management training; a provisional schedule and balanced budget having been received and approved by the Council no later than the July Council Meeting; at least one mail-out having been sent to all incoming students; and any other criteria deemed necessary by the Core Executive.
 - b. Second installment: a maximum of 40% of the total honorarium, paid no earlier than one day, and no later than two weeks after the successful completion of Orientation Week activities.
 - c. Third installment: a maximum of 20% of the total honorarium, paid in January, no earlier than one day, and no later than two weeks after the submission and receipt of a full written report and passed financial audit to the Council.
 - d. Should the Chair(s) fail to meet all criteria established in part (a), this installment of the honorarium shall be paid with the second installment, upon successful completion of those criteria.

F. Orientation Leaders

- 1. Orientation Leaders shall assist in the implementation of all facets of the Orientation Week.
- 2. Orientation Leaders shall be selected by the Orientation Chair(s) in consultation with the Orientation Executive.
- 3. Orientation Leaders shall:
 - a. Attend mandatory training as coordinated by the Orientation Chair(s).
 - b. Provide a welcoming, inclusive environment for all participants in Orientation.
 - c. Fulfill all relevant duties outlined by the Orientation Chair(s).
 - d. Sign and adhere to the conditions outlined in the Orientation Code of Conduct.

G. Additional Responsibilities of Council

1. In addition to its other functions, Council shall be responsible for the long-term direction of Orientation.
2. Council shall:
 - a. Set long-term goals for Orientation.
 - b. Hire the Orientation Chair(s) in accordance with the Policy on Hiring, no later than the February Council Meeting.
 - c. Ratify the members of the Orientation Executive upon selection by the Orientation Chair(s).
 - d. If necessary, consider a start-up financial grant for Orientation at the Joint Council Budget Meeting.
 - e. Upon recommendation from the Orientation Board, and before hiring opens to fill the position(s), fix the honorarium to be paid to the Orientation Chair(s). Should no such resolution come to pass before this time, the honorarium shall be fixed at the amount of the previous year. In the event of a number of individuals sharing the position (Co-chairs), the fixed amount of the honorarium shall be divided evenly among these co-chairs.
 - f. Periodically review and update this policy; providing notification to the Orientation Chair(s) of any potential changes at least ten school days in advance.

H. Additional Responsibilities of the President

The President or a designate in his/her absence, shall:

1. Inform the members of the Orientation Executive Board of their responsibilities, as outlined in this policy.
2. In the absence of a report from the Orientation Chair(s), report at Council Meetings on the status of Orientation, when necessary.
3. Call and chair meetings of the Orientation Board once a month throughout the summer, or when deemed necessary.

I. Additional Responsibilities of the Finance Commissioner and Deputy

The Finance Commissioner and Deputy, or a designate in their absence shall:

1. Review the financial statements of the Orientation operations at least once per month from April 1 to October 31.
2. Meet with the Orientation Chair(s) when necessary to make recommendations in the interest of ensuring the financial stability of Orientation.
3. Inquire into the process used to maintain Orientation financial records.
4. Review all financial-related matters of Orientation for any irregularities or discrepancies.
5. Pay the honorarium fixed by Council to the Orientation Chair(s) out of Orientation revenues.

III UC Follies

A. Membership

1. The UC Follies consists of all members of the production team, executive, and the company.
2. Membership in the UC Follies is open to the following:

- a. all members of the University of Toronto, including staff, faculty, alumni, and students, privileging University College students.
 - b. participants from outside of U of T, if an attempt to fill the position with U of T talent has been made.
3. The Members of the UC Follies Board are ex-officio members of the UC Follies

B. UC Follies Executive

The following roles are required for the company to operate:

1. Executive Producer

- a. Oversees all operations of the company and ensure it is fulfilling its mandates.
- b. Oversees all financial matters of the company.
- c. Acts as signing officer of the company.
- d. Ensures the quality of all productions meets the standards of the company under the discretion of the Executive Producer.
- e. Works to expand the company and promote its growth and development
- f. Assists other executives and subsidiary production teams with any tasks required to ensure a successful production
- g. Along with the other executives, puts together a viable season (financially and artistically)
- h. Act as a liaison with the company and the University College Literary and Athletics Society
- i. Keeps accurate financial records and ensuring that the UC Follies is staying within their budget.

2. Production Manager

- a. Oversees management for all subsidiary productions
- b. Assists subsidiary productions with staffing their production teams
- c. Conducts regularly scheduled meetings with subsidiary production teams to get updates on progress of productions; if productions are lacking in any one area, Production Manager ensures problems are taken care of
- d. Acts as signing officer for the company
- e. Responsible for booking rehearsal space for rehearsals

3. Treasurer

- a. Handles all petty cash and Box Office monies
- b. Collect all receipts and ensures all company members are reimbursed within 2 weeks of show closing
- c. Primary liaison to the UCLit Finance Commissioner

- d. Acts as a signing officer for the company

The following roles are recommended for the company to operate successfully:

4. Director

- a. Works with Executive Team and subsidiary production teams to ensure quality of productions meets standards of the company
- b. Along with other Executive Members, puts together a viable season
- c. Leads the creation of company mandate and yearly artistic goals & vision
- d. Assists other Executive Members and subsidiary production teams with any tasks required to ensure a successful production

5. Assistant Producer

- a. Assist in organizing production in whatever capacity deemed necessary by the Executive Producer at the time.
- b. Manage conflict to assist Producer
- c. Coordinates with Producer to attend some rehearsals to uphold company standards and facilitate communication
- d. Facilitate some meeting of the Executive Team and Production Teams
- e. Help maintain listerv within companies of individual productions

6. Assistant Manager

- a. Assist General Manager
- b. Attend rehearsals when possible
- c. Track and ensure return of items borrowed from UC Follies storage
- d. Assist in building sets and facilitating technical designs, load-ins, and strikes
- e. Build and manage volunteer crew

7. Media and Marketing Manager

- a. Responsible for orchestrating all online promotional material including Monthly Newsletters, posters, programs, press releases.
- b. Responsible for contacting media outlets to promote shows and events.
- c. Responsible for maintenance of website, Facebook, Twitter and other representations of the company in the media.

8. Assistant Media & Marketing Manager

- a. Responsible for assisting Media & Marketing Manager on all promotional needs
- b. Responsible for orchestrating all print promotional material including posters, postcards, and programs

4. Costume and Props Master/Mistress

- a. Responsible for archiving all current costumes and props owned by the company.
- b. Responsible for ensuring there is no excessive purchasing of costumes or props and minimizing crossover between productions.
- c. Oversees costume and prop designs for each production, ensures viability, and assists in costumes and props for each production.

9. Technical Director

- a. Responsible for cataloguing all available set, lighting, and sound equipment owned by the company.
- b. Responsible for ensuring each production is adequately staffed for set, lighting, and sound.
- c. Oversees set design and construction for each production to ensure safety and artistic integrity.

10. Sketch Comedy Director

- a. Responsible for scheduling and running meetings.
- b. Acts as primary liaison to the UC Follies

11. Sketch Comedy Head Writers (2)

- a. In charge of leading the comedy writing process by delegating specific sketches to members and deciding which sketch are performed, recorded, and submitted to competitions, etc.

12. Sketch Comedy Logistics Coordinator

- a. Responsible for booking shows, and working with Media & Marketing Manager to coordinate public relations and media communications.
- b. Responsible for coordinating props and costumes for Sketch Comedy shows.

13. Fundraising Director

- a. Responsible for organizing pub nights, cabarets, and other events to raise money for the company.
- b. Responsible for applying for sponsorships and grants.
- c. Organizes advertising for programs, posters, lobby displays, etc. to raise funds for the company.

14. Drama Coalition Representative

- a. Attend weekly and/or bi-weekly Drama Coalition Meetings on UTSG, UTM, and UTSC and 50% of Drama Coalition Productions

b. Contact the Stage Manager of each subsidiary production to collect contact information, Drama Coalition Membership forms, and materials for Drama Coalition Awards Packages

c. Liaise with Production Manager or act as Production Manager for each show submitted by the UC Follies to the University of Toronto Drama Festival

15. The Literary & Creative Arts Commissioner (UC Lit)

a. Shall be a non-voting member of the UC Follies Executives by virtue of their office.

C. Selection of the Executive

1. The Executive Producer, Treasurer, and the Production Manager shall be hired by the University College Literary & Athletic Society in accordance with the Society's Hiring Policy. The candidates shall provide 2 letters of recommendation from 2 Follies members.
2. Members can support more than one candidacy.
3. The subsequent Executive members will be selected by a selection committee through a process of interview. The selection committee will be comprised of the following members, selected by the UC Follies Board:
 - a. The Executive Producer and/or the Production Manager and Treasurer
 - b. One (1) Outgoing Executive Member (if applicable)
 - c. Up to three (3) members of the company

D. Finances

1. All profits (if they exist) go to the UC Follies exclusively.
2. The UC Follies are financially responsible to any organization which recognizes its existence and provides funding or which provides it with a service (i.e.: Costume rentals).
3. The signature of either the Artistic Producer or the Production Manager, and the signature of either the Society President or its Finance Commissioner.

E. The Company

The Company includes the Production team for each production, all members of the executive, all cast, crew, and orchestra members as such is credited in that musical theatre show program, all present musical theatre show orchestra members, any University College student having interest in the UC Follies, any UC Follies company member from the past five years.

F. Annual Review Meeting

There will be at least one Annual Review Meeting (ARM) organized before the winter academic session is complete. For the ARM to be recognized at least 30% of company members must be in attendance or the meeting is void. ARMs will include:

- a. A year-end report from the Executive.
- b. Plans for the following year.
- c. Amendments to the Constitution put to a vote.
- d. Feedback and discussion to help improve the company
- e. UC Lit Council Members shall be invited to participate as non-voting members

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 shall be a non-voting member of the UC Follies Board by virtue of their office.
4. The UC Follies Board shall:
 - a. Meet at least twice per term, and once in the summer.
 - b. Review all financial statements.
 - c. Review internal and formal audits of books.
 - d. Review and approve all capital projects/expenses.
 - e. If necessary, submit any budget request to Council.
 - f. 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.
 - g. In consultation with the Artistic Producer and the Production Manager review their objectives on an annual basis.
 - h. Ensure proper transition between management from one year to the next.
 - i. 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:
 - a. Ensure the hiring of the Director and the Production Manager in accordance with the Society's Hiring Policy.
 - b. If necessary, consider and fund capital expenditures and renovations essential for the long-term health of the UC Follies.
 - c. Periodically review and recommend updates of this policy.
 - d. 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.
 - e. 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 Producer and Production Manager upon their being hired.
4. If approached, consider any employment-related grievances.

J. Additional responsibilities of the Finance Commissioner (or his/her Deputy)

1. Review the financial statements of the UC Follies once per month.
2. Meet with the Director when necessary to make recommendations in the interest of ensuring the financial stability of the UC Follies.
3. Conduct an audit once per semester to check for irregularities or discrepancies.
4. Act as a liaison between the UC Follies and the Lit.

K. Additional Responsibilities of the Literary & Creative Arts Commissioner (or his/her Deputy)

1. Act as liaison with UC Follies Executive and Council
2. Ensure the promotion of the activities of the Follies by the UC Lit c Ensure the participation of UC students in UC Follies activities.

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 per Council Meeting, remitted after each meeting.
4. The Secretary of the Society shall be paid an honorarium fixed at \$50 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.

II Elections Coordinator

A. Responsibilities of the Elections Coordinator

1. The Election Coordinator shall not be a member of the Council and shall not hold any other employed position affiliated with the Lit during his/her term of office.
2. The Elections Coordinator shall have the following responsibilities:

- a. Attend all meetings of the Elections Committee.
- b. Coordinate election dates with the Elections Committee.
- c. Be responsible for Election publicity including: notification of the opening of nominations and positions available, advertisement of voting times and locations, and posting of election results.
- d. Create and, on approval on the Elections Committee, distribute nomination forms and information packages for prospective candidates
- e. Ensure a constant supply of nomination forms is available throughout the nomination period.
- f. At the close of the nomination period, ensure that all candidates are eligible to stand for election.
- g. Coordinate an All-Candidates meeting prior to the opening of the campaign period, where at least the following topics are covered:
 - i. The rules of the election
 - ii. The roles of Election Coordinator, Elections Committee, and Election Appeals Committee
 - iii. The route of appeal
- h. Ensure that polling stations are open throughout voting period.
- i. Be personally responsible for filling in any empty spaces in the schedule.
- j. Ensure that the rules of the election are being followed: may impose penalties against candidates who breach election rules.
- k. Coordinate ballot counting with at least two other members of the Elections Committee.
- l. Notify all candidates of elections results with 24 hours of announcement.
- m. Maintain all nomination forms and other candidate information until after the appeals window has closed.
- n. Deliver a report detailing the operation of the elections at the first Council Meeting following each election.
- o. Ensure that all elections materials are collected from each polling station and locked away at the end of each polling day.
- p. 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.
- q. Abide by the responsibilities laid out in this policy and in their Hiring Contract.

III Speaker of the Society

A. Responsibilities of the Speaker of the Society

The Speaker shall perform the following duties:

- a. Attend, call to order, and chair meetings of the Council in accordance with the Constitution and Council Policies.
- b. Attend and chair General Meetings and the Annual General Meeting of the Society.

- c. Sit as a member of the Judiciary, as defined in the Constitution.
- d. Promote discourse and the sharing of ideas and opinions at all meetings.
- e. Where appropriate, and in consultation with the President, suggest alternative decision-making models to the Council to facilitate discussion and problem solving within the meeting.
- f. Abide by the responsibilities laid out in this policy and in their Hiring Contract.

IV Secretary of the Society

A. Responsibilities of the Secretary of the Society

The Secretary shall perform the following duties:

- a. Attend meetings of the Council, General Meetings of the Society, and the Annual General Meeting.
- b. Record detailed minutes for all above meetings, and distribute these minutes to the Society within two (2) weeks of the conclusion of these meetings for review.
- c. Conduct a full attendance, including an enumeration of guests and observers, at all above meetings, and distribute this with minutes. This attendance shall in all cases specify the names and times of any member who arrives at the meeting after the call-to-order, or departs the meeting prior to the adjournment motion.
- d. In consultation with the Vice President, maintain records of Committee, Commission, and Board memberships, as well as contact information of all Council members.
- e. Abide by the responsibilities laid out in this policy and in their Hiring Contract.

V Society Photographer

A. Responsibilities of the Society Photographer

- 1. The Photographer shall not be a member of the Council and shall hold any other employed position affiliated with the Lit during his/her term of office.
- 2. The Photographer shall have the following responsibilities:
 - a. Attend all events assigned by the Core-Executive.
 - i. Duration of attendance at event to be decided and agreed upon before the event.
 - ii. Entrance fees for events to which the Photographer has been assigned shall be waived.
 - b. Distribute promotional cards at the event directing attendees to the Society's website.
 - c. Upload appropriate pictures within two days of the event, to be overseen by at least one member of the Executive prior to uploading.
 - d. Abide by the responsibilities laid out in this policy and in their Hiring Contract.

VI Web Coordinator

A. Responsibilities of the Web Coordinator

1. The Web Coordinator shall not be a member of the Council and shall not hold any other employed position affiliated with the Lit during their term of office.
2. Monitor and maintain databases, ensure server is working properly, and responsible for implementing website backup.
3. Explore the possibilities of redesigning the website so that students may find it more functional, accessible, and attractive.
4. Work closely with the Spirit and Communications Commissioner (SCC) and their Deputy(ies) to make sure the website is updated often and kept current
5. Work with UC clubs either directly or through the Clubs Deputy to ensure all lit affiliated clubs have the opportunity to post announcements on the website
6. Work closely with the Elections Coordinator to ensure all elections updates are posted online
7. Work closely with council as a whole to make sure everything posted online is up to date, including meeting agendas, meeting minutes, announcements for hired positions and events, contact information, etc.
8. Should the Web Coordinator desire an increase in pay for additional responsibilities assigned by the Core Executive, they may bring this forward to the Core Executive. Once discussed, the Core Executive may choose to bring this motion forward to council at the earliest scheduled council meeting.
9. Submit a report, upon request of the Core Executive, prior to receiving each payment installment, detailing the achievements and tasks completed that term.
10. 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.

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
7. 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.

8. 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.
9. Abide by the responsibilities laid out in this policy and in their Hiring Contract.

Chapter Eight: Policies on Transition and Training

I The Joint Council Meeting (JCM)

1. The Joint Council Meeting shall take place in the spring session before the end of classes. This meeting shall signify the end of the term of office for the outgoing Council.
2. The JCM shall be divided into two halves – the first half shall constitute the final meeting of the outgoing year’s Council, the second half shall constitute the inaugural meeting of the newly elected Council.
3. The first half of the JCM shall be composed of at least the following elements:
 - a. All outgoing Executive members, Committee Chairs, and Hired Managers shall give summary reports of the year’s activities.
 - b. All outgoing Council members and Hired Managers shall submit Redbooks, as defined below, to the Council for receipt.
 - c. Council shall ratify all incoming Council Members.
 - d. Council shall move to dissolve itself.
4. The second half of the JCM shall be composed of at least the following elements:
 - a. Positions of all Commissions, Committees, and Boards shall be filled and ratified.
 - b. Deputy Selection
 - i. Positions are open to all society members through an application process.
 - ii. Applications must be advertised 14 days prior to the JCM with the application period ending seven (7) days prior to the JCM.
 - iii. The incoming and outgoing vice presidents will compile applications and list the applicants as nominees for their respective deputy positions on the agenda
 - iv. During the meeting, council will review the applications, ask relevant questions to candidates in attendance, and conduct a blind vote.
 - v. Deputy nominees are encouraged to attend the JCM to answer questions from council.
 - vi. Before council begins the deputy selection process, the Equity and Outreach Commissioner will read a brief anti-harassment statement, reminding council to be respectful to all of our constituencies while asking questions, and in discussion of their individual qualifications.
5. The Summer Budget shall be approved and enacted during or after the JCM. The Summer budget shall be approved and enacted no later than May 31st.

II Policies on Transition

1. Redbooks are transition documents prepared for incoming position holders by outgoing members.
2. Each Redbook should consist of at least the following:
 - a. A guideline to the incoming person about the position and its duties.
 - b. Details of processes by which jobs are carried out.
 - c. A calendar of the year which describes what jobs must be carried out and when.
 - d. An evaluation of programs and initiatives run by the outgoing member.
 - e. Contact information for important people related to the position.
 - f. Copies of any budgets or other financial documents related to the position.
 - g. Any Year plans or other visioning documents from the term in office.
 - h. Any supporting documents for the position.
3. Each Executive Member must submit two copies of a Redbook to the Council at the end of their term of office: one to be passed on to the incoming Executive, the other to be held on Record in the Head Office of the Society for no less than five years.
4. Ancillary manager(s) (as defined in the Policy on Hiring) must assemble a Redbook which, in addition to the above, contains a statement of the operation's Financial Position, to be handed down to the incoming manager(s). Payment of honoraria or final salary installments shall be contingent on the completion of the Redbook and Financial Statements to ensure the effective transition of positions from one year to the next.
5. Representatives shall meet to compose a single Redbook that includes their experiences and suggestions in regards to involvement: The level of detail noted in said Redbook will be at the discretion of the Core Exec.

III Training

A. Executive Training

Subsequent to Executive Elections and prior to the Joint Council Meeting, there shall be an Executive Joint Transition Meeting attended by acting and incoming core executive and executive members. This meeting is to hand over Redbooks, explain responsibilities specific, and the deputy application process organized by the outgoing and incoming Presidents and Vice-Presidents.

B. Council Training

1. Subsequent to the Representative elections and prior to the Joint Council Meeting, there shall be a Council training period, which should consist of any or all of the following:
 - a. Meetings with the President and/or Speaker to review procedures and Governing Documents
 - b. Group training sessions
 - c. Outgoing council members meeting individually with their incoming successor.

2. Subsequent to the First-year Elections and prior to the Fall Budget Meeting, first-year representatives shall have a training period similar to the above Council 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 of the following:
 - 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

IV Corporate Transition Duties

1. Given the incorporated nature of the Society, it is imperative that the outgoing Core Executive ensures business matters are appropriately transitioned from outgoing members to those incoming.
2. Corporate transition duties shall include, but not be limited to, the following:
 - a. Ensure the changeover of signing officers for all bank accounts of the Society, in accordance with the Constitution.
 - b. Ensure the changeover of signing officers for the bank accounts of all Ancillary Operations of the Society, in accordance with the Constitution.
 - c. Ensure that all keys to offices and other spaces of the Society are returned by outgoing members before the JCM, and distributed to incoming members thereafter.
 - d. File appropriate documents with the Provincial Government indicating the change of officers and directors. These documents, which may vary from time to time according to Provincial Law, should include the Form 1 – Initial Return/Notice of Change, as stipulated by the Corporations Act (Ontario).
 - e. Ensure that Listservs or other mechanisms for the communication of incoming Council members are created.
 - f. Ensure that the incoming Core Executive is made aware of all Policies of immediate importance.
 - g. Ensure that new Executive and Core Executive members are introduced to College and University Administrators of importance to their respective positions.

Chapter Nine: Policies on Hiring

These policies must be distributed to all members of the hiring committee prior to the opening of any hiring process.

I General

A. Principles

- a. All Members shall be eligible to apply for and receive equal consideration for any hired position within the Society, except as outlined in this section.
- b. Due to the need for financial oversight, personal accountability, and checks-and-balances on the authority of individuals, the President, Vice President, and/or Finance Commissioner cannot serve during their term in office in any hired position detailed in the Constitution and/or Council Policies. This policy echoes that which is established in Article 17 of the Constitution.
- c. Due to the need for an early start to Orientation activities, the Orientation Chair(s) should be hired no later than February of any Council Year. Should extenuating circumstances prevent a hiring from being made by February, Orientation Chair(s) should be hired as soon as possible thereafter.
- d. Due to the need for an incoming Council to have its hires established in advance of the term of office, all other positions should be hired prior to the Joint Council Meeting, unless extenuating circumstances prohibit this.

B. Definitions

1. The following positions involve supervision of personnel and/or a budget, and the position-holders are thus referred to as Managers, and shall be advertised for as Management positions:
 - a. Coffee Bar Manager(s)
 - b. Orientation Chair(s)
 - c. Elections Coordinator
2. The following positions involve directly assisting the Society in the overall administration of its business, and the position-holders are thus referred to as Assistants.
 - a. Speaker of the Society
 - b. Secretary of the Society
 - c. Web Coordinator
3. The term “Applicant” may refer to an individual or a small group of people who apply together for a position.

II Selection Process

A. Opening of Applications

For each position open for hiring, an “Official Hiring Notice”, containing at least the following information, shall be made available at the Society’s office and online throughout the application period to all interested parties:

1. Relevant skills and/or experience expected, if any.
2. Duties and/or responsibilities of the position.
3. Professional qualifications (if required), or a statement that such professional qualifications must be obtained if the application for employment is successful (e.g. Campus Beverage Services training, CPR/First Aid training).
4. Approximate time commitment.
5. Rate of pay, if any.
6. Specific information on how to apply (e.g. covering letter, resume, proposal).

B. Unofficial Hiring Notices

Notices such as posters or e-mails shall be considered “Unofficial Hiring Notices”, and should contain as much information as is practically and aesthetically possible. At a minimum, all unofficial hiring notices must inform people of the existence and availability of the official hiring notice.

C. First Application Period

An opening for any position must be publicized throughout the College for at least ten school days before the deadline for submitting applications.

D. Second Application Period

If a position remains vacant after the first opening for applications, or if a position becomes vacant after a person(s) leaves that position, the opening must be publicized throughout the College for at least five school days before the next deadline for submitting applications.

E. Consideration of Applications

1. Following the deadline for submitting applications, all members of the hiring committee must review all information submitted by all applicants. This may be done independently or in a meeting of the committee, and shall be referred to as the “Preliminary Review”.
2. Following the Preliminary Review, the hiring committee shall invite a number of applicants deemed to be sufficiently qualified for an interview. This process shall be referred to as “Preliminary Selection”. All decisions related to Preliminary Selection shall be made in a meeting of the committee.

F. Interview

Following the preliminary selection, the hiring committee must interview each remaining applicant. Under no circumstances shall “group interviews” (consisting of more than one Applicant as defined in section B) be conducted. Interviews must proceed in the following format:

1. The hiring committee chair must introduce hiring committee members to the applicant.
2. The hiring committee chair must inform the applicant of the procedure and method of evaluation.
3. A detailed job description and rate of pay shall be provided to each applicant during the interview.
4. The applicant must be given the opportunity to describe their application.
5. The hiring committee members must pose a standard set of questions to the applicant that focus specifically on the person’s suitability for the position.
6. The applicant must be given the opportunity to pose questions to the hiring committee.

G. Discussion and Decision

1. Following the interview(s), the hiring committee shall discuss the suitability of the interviewed applicants in relation to the position. All members of the hiring committee shall be permitted to speak. From this discussion, the hiring committee shall decide to take one of the following courses of action:
 - a. Recommend to the Council that it ratify one applicant to the relevant position.
 - b. Re-interview certain applicants.
 - c. In the event that no applicant is deemed suitable for the position, re-open the application process. In this circumstance, previously unsuccessful applicants must be given the opportunity to re-apply.
2. Should the hiring committee resolve to recommend the hiring of an applicant, the chair of the committee must inform the applicant of these intentions at least 48 hours before the Council Meeting at which the recommendation will be made. The chair shall further inform the applicant that the intention to hire is contingent on approval by the Council, and that only after ratification by the Council may a formal offer of employment be made or work be started.

III Formal Offers of Employment

1. Within forty-eight (48) hours of ratification of a hiring recommendation by the Council, the President shall formally offer employment to the successful applicant.
2. Within two weeks of a formal offer of employment, the Core Executive shall, in consultation with the successful applicant, draft an employment agreement with the applicant, which is in accordance with the Constitution and Council Policies. This document shall be signed by both parties.

3. A Formal Offer of Employment shall not be made to any applicant who has in any way publicly commenced their term of work prior to ratification of the hiring recommendation by the Council.
4. Commencement of the work term prior to ratification shall null any offer of employment.

IV Conflict of Interest in Hiring

1. Conflict of interest is defined as the inability of hiring committee members to reach an impartial decision regarding an applicant due to extenuating personal factors that extend beyond interactions within the Society, or as otherwise defined in the Constitution.
2. In the event of conflict of interest between applicants and members of the hiring committee, committee members may voluntarily withdraw themselves from the committee when such a conflict is apparent.
3. In the event of conflict of interest between applicants and members of the hiring committee, the other committee members may collectively request by a two-thirds vote that an individual be required to withdraw from the committee when such a conflict is apparent.
4. Should a committee member withdraw from a given hiring committee, Council may fill the vacancy in accordance with the Council Policies.

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.

C. Vacancies

1. Should a vacancy arise among the elected positions, the Elections Committee may elect to hold a by-election or recommend that the Council appoint a Society Member to fill the vacancy.
2. The Council may appoint a Society Member to fill the vacancy only after advertising for the position and inviting applications from members.
3. Should a position on the Executive remain open after the closing of Spring elections, or should an Executive position become vacant during the Summer, the remaining Executive members may elect to appoint a Council member to fill the vacancy until a by-election can be held. For Commissioners, this vacancy is normally held pro tempore by the Commission's Deputy.
4. By-elections due to positions becoming vacant during the summer shall be held with the First Year Representative elections in September.
5. Only those individuals who were eligible to run in the original election are eligible to run in a by-election.
6. No by-elections shall be held in the Winter term.
7. Should a current Council member wish to run in any by-election for a vacant position, they must formally resign from their current position no less than two weeks prior to the date of the by-election.

II Elections Process

A. Notice of Elections

Notice of all election and nomination dates must be published in appropriate College publications, posted in conspicuous places around the College, and publicized at the Office.

B. Nominations

1. Nominations for all elections shall be open for at least five (5) school days.
2. Nominations for all positions must bear the signatures of the candidate, a seconder, and ten (10) nominators; all of whom must be Members of the Society.

3. Any rules pertaining to nomination procedures must be attached to the 4 nomination forms. All nomination forms shall remain confidential until the closing of nominations.
4. If a candidate chooses to register a scrutineer, he/she must do this on the nomination form. Absolutely no nominations may be accepted after the posted deadline.
5. If, after the nomination deadline has passed, a position stands with no nominated candidate(s), the Elections Committee may reopen nominations for a period of three (3) days to fill the vacancies. The decision to reopen nominations shall in no way affect the date and time of the original election.
6. Only one nomination form may be submitted by a potential candidate during any nomination period.

C. Campaigning

1. The campaign period shall last at least seven days, to be specified by the Elections Committee.
2. Neither a candidate nor his/her agents may actively campaign outside the campaign period, and cannot post or distribute campaign material.
3. Verbal campaigning outside of the campaign period is a serious violation that receives the same sanctions as distributing campaign materials outside of the campaign period.
4. Neither the candidate nor anyone acting on his/her behalf, or with their knowledge and implicit consent, may maliciously interfere with the campaigns of other candidates in any way.

D. Voting

1. The UCRC President will be elected through a YES/NO vote in accordance with the UCRC Constitution.
2. SAC Directors are elected only by Members whose student number shows them to be registered members of the University of Toronto Student's Union
3. For all other elections, all Members of the Society as defined by the Constitution shall be eligible to vote.
4. Questions of voter eligibility shall be determined by the Elections Committee.
5. Every ballot must feature a NO option despite however many candidates appear on a ballot.
6. If the NO option has the highest number of votes, then no candidate will be ratified and a by-election will be held.

E. Run-Off Elections

If several candidates receive an equal number of votes cast for a particular position, a run-off election must be held. Only candidates from a previous tied ballot may participate in a run-off election. The Elections Committee shall determine the date of the run-off election. Tied candidates may not be ratified to Council until a run-off election has been held.

Chapter Eleven: Policies on Absenteeism and Non-Performance of Duties

I Elected Council Members

A. Absenteeism

1. A cumulative record of attendance at all Meetings (including Regular and Emergency Council Meetings, Working Meetings, Commission Meetings and General Meetings) shall be kept by the Vice President and attached to all minutes of Council meetings; this record will also include number of office hours missed and all workshops missed.

2. Inexcusably missed Commission meetings shall be considered as one-half of a Missed Meeting. All other missed Meetings shall be considered as one Missed Meeting. Council Meetings at which the member is indicated as having arrived late or left early shall count as one Missed Meeting if the member has failed to attend 75% of the meeting.
3. Absences may only be excused due to illness or bereavement. In the case of Commission Meetings and Emergency Council Meetings, class conflicts may also serve as an excusable reason for absence.
4. After one (1) inexcusably Missed Meeting, or three (3) missed office hours, the Vice President will issue a warning in writing to the member in question, explaining the consequences of further absenteeism and requesting an explanation.
5. After one further missed meeting or office hour, the Vice President will request an explanation from the member in question. If this explanation is not satisfactory to the President or Vice President, the President will make a motion to dismiss the member at the next scheduled Council Meeting.
6. The Core Executive are exempt from missed Commission meetings.
7. Should a President or Vice President be impugned, a member of the Executive will make a motion to dismiss the member.
8. If there is a disagreement between the Core Executive and the council member who is subject to a missed meeting over whether their reason for missing the meeting/workshop/office hours constitutes excusability, the matter is to be put forth to either the Council or Student Life Coordinator. The aforementioned council member holds the right to decide if it will be taken up in a council meeting or privately with the Student Life Coordinator. Until the Council determines or Student Life Coordinator advises on the matter, the Council member shall not have received a missed meeting.

B. Non-Performance of Duties

1. The President shall be responsible for overseeing the performance of Executive and Representatives in accordance with the Constitution, Council Policies, and any other standing resolutions of the Council.
2. If a member of Council consistently fails to perform their responsibilities as outlined in the Constitution and Council Policies, the President will issue a warning in writing to the member in question, explaining the consequences of further neglect of responsibilities and requesting an explanation.
3. After a further incidence of a Council member neglecting their responsibilities, the President will request an explanation from the member in question. If this explanation is not satisfactory to the President or Vice President, the President will make a motion to dismiss the member at the next scheduled Council Meeting.
4. Should a President or Vice President be impugned, a member of the Executive will make a motion to dismiss the member.

C. Removal from Office due to Absenteeism or Non-Performance of Duties

1. Motions for removal from office shall be made in accordance with the Constitution.
2. At the meeting where the motion of dismissal is discussed, the President (in consultation with the Vice President) will move a motion for dismissal, and present the reasons.
3. It is recommended that immediately following the motion for dismissal, the Council move in camera.
4. The member in question will be given a chance to explain his or her reasons for missed meetings.
5. The Council shall be entitled to consider other contributing factors to Council as a balancing factor to missed meetings. The motion will then be put to a vote.

II Hired Positions

A. Supervisors

With regards to performance of duties:

1. The President shall supervise the Managers as defined in the Policy on Hiring, and any other hired positions not listed here or below.
2. The Vice President shall supervise the Assistants as defined in the Policy on Hiring.

B. Non-Performance of Duties

1. If an Employee consistently fails to perform their duties as outlined in the Constitution and Council Policies, or in their terms of Employment, the supervisor shall report this to the Core Executive.
2. Upon report by a supervisor, the Core Executive shall issue a warning in writing to the person in question, explaining the consequences of further neglect of responsibilities, requesting an explanation, and establishing a meeting with the Employee and Supervisor to review the situation.
3. A meeting shall be called with the Employee, Supervisor (if applicable), and the Core Executive. This meeting shall be for the purpose of attempting to resolve the situation. All proceedings of the meeting shall be confidential.
4. After a further incidence of neglected responsibilities, the President shall request an explanation from the member in question. If this explanation is not satisfactory to the President, he/she will make a motion to dismiss the person at the next scheduled Council Meeting.

C. Motion of Dismissal

1. At the meeting where the motion of dismissal is discussed, the President shall move the motion for dismissal and present the reasons.
2. The Employee in question shall be given an opportunity to fully explain his/her reasons for dissatisfactory job performance.
3. It is recommended that immediately following the motion for dismissal, the Council move in camera.

III Grievances

1. In order to be valid, a Grievance shall be submitted to the Grievance Officer within thirty (30) days of the alleged violation taking place.
2. The Grievance Officer shall ask for a written response from the person or persons responsible for the matter in contention. This response must be received within two weeks of the request.
3. The Grievance Officer shall meet with the parties concerned within two weeks of receiving the response referred to in (2) above, and attempt to affect a mutually satisfactory resolution of the matter.
4. If the matter cannot be resolved in the above manner, then a council meeting must be called within thirty days of the meeting referred to in (3) above
5. At this meeting, one authorized representative from each side shall present their case and answer any questions from the floor.
6. The resolution of the issue shall be decided by a two-thirds majority vote of those present at the council meeting.

Chapter Twelve: Policies on Society Membership Fees

I Changes to Fees and Levies

1. Council may, by simple resolution, adopt cost-of-living increases not exceeding the annual Consumer Price Index (CPI) to the Society General Fee without referendum. Such a resolution shall be promptly reported to the Governing Council for approval.
2. Any other change, addition, or deletion of fees or levies of the Society shall be determined by Referendum in accordance with the Constitution and Council Policies, and approved by Governing Council.

II Fees Collected

This policy may be automatically amended to correctly reflect the fees collected by the Society, upon ratification by Council and the Governing Council of any referendum or resolution of Council which effects a change in fees.

The following fees are collected per student per session (Fall and Winter sessions only):

- a. Society General Fee: \$9.95 (full-time), \$3.33 (part-time)
- b. Refugee Sponsorship Levy: \$1.88 (full-time and part-time)
- c. Capital Fund Levy: \$0.50 (full-time and part-time)
- d. Gargoyle Levy: \$1.50 (full-time and part-time)
- e. UC Review Levy: \$0.88 (full-time only)
- f. Association of College Programs Levy: \$0.66 (full-time only)
- g. Contact UC Levy: \$0.50 (full-time only)
- h. Charity Levy: \$0.13 (full-time only)
- i. UC WUSC Committee Levy: \$0.13 (full-time and part-time)
- j. Student Aid Fund Levy (UC Lit-OSOTF Scholarship Fund), through 2010: \$1.50 (full-time and part-time)

III Levy Disbursement

A. Capital Fund Levy

1. The Capital Fund Levy is held in trust for the Society by the College, and is budgeted in accordance with the Policy on Budgeting.
2. Funds requested from the capital account shall be for the acquisition and upkeep of capital assets, and must therefore meet at least one of the following criterion:

- a. Purchase of any asset that will benefit the Society for more than one year.
 - b. Expenses that add to the value or useful life of any asset.
 - c. Expenses arising from installation costs pertaining to assets.
 - d. Purchase of modifications, attachments, or accessories for existing assets.
3. Expenses that keep an asset in ordinary operating condition, do not add to its value, or do not substantially prolong its useful lifetime, shall not be considered capital expenditures.
 4. Money requested from the capital account must be in the form of a reimbursement, and is requested by invoice to the College for the required funds. The actual invoice or receipt of purchase must be enclosed.
 5. Society members may not be reimbursed for any Capital purchase prior to the College's release of funds from the trust account.

B. WUSC Student Sponsorship Levy

1. The WUSC Student Sponsorship Levy is held in trust for the Society by the College, and is budgeted in accordance with the Policy on Budgeting, to annually sponsor a refugee to study at the College.
2. The total levy amount collected from the WUSC student Sponsorship Levy each year shall be released by the College, to be directly transferred to the sponsored WUSC Student and for WUSC Student Sponsorship related expenditures.
3. Of the total annual levy amount, up to \$3,000 may be released, at the discretion of the WUSC Committee Co-Directors, in advance of and upon the arrival of the WUSC student, for the purposed of defraying upstart expenses (e.g. purchase of clothing, computers, etc.). A further \$2750 may be released for the WUSC Intent to Sponsor Fee. The balance of the total levy shall be paid directly to the student in monthly installments thereafter.
4. Funds requested from the WUSC Student Sponsorship account, other than those paid directly to the WUSC Student, shall be for purposes of supporting the WUSC Student Sponsorship program in general, and therefore must meet at least one of the following criterion:
 - a. The expense is directly related to preparing the WUSC Student personally for arrival. This includes such expenses as care packages mailed to the student before arrival.
 - b. The expense is directly related to preparing for the reception of the WUSC Student on arrival. This includes such expenses as Residence Room decorations, taxi fares to/from the airport, etc.
 - c. The expense is directly related to the transportation of the WUSC student from his/her own country to Canada, including but not limited to: taxi/bus costs, air fares, parking, or any other transport costs not absorbed by the World University Service Canada (WUSC).
 - d. The purchase is directly related to the WUSC conference.
5. Any other expense that is directly related to the WUSC student while he/she is in Canada is considered above and beyond normal sponsorship and thus shall not be requested from the WUSC Student Sponsorship account.

C. Internal Levies

1. Gargoyle Levy
 - a. This levy is dispersed in full in two installments as per the UC groups disbursement policy.
 - b. 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.

2. UC Review Levy
 - a. This levy is dispersed in full in two installments as per the UC groups disbursement policy.
 - b. 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.
3. Association of College Programs (ACP) Levy
 - a. This levy is dispersed in full in one installment before December 31st of the fiscal period.
 - b. The levy shall be divided equally between the following groups: Canadian Studies, UC Drama Program, Sexual Diversity Studies, Health Studies
 - c. 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.
4. Contact UC Levy
 - a. The expenditure of funds from this levy account shall be made to directly support initiatives that benefit University College Off-Campus students.
 - b. This levy is budgeted by the Off-Campus Commission, with allocations approved by the Society in accordance with policies on Budgeting.
 - c. 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.
 - d.
5. Charity Levy
 - a. The expenditure of funds from this levy account shall be made to directly support charitable initiatives.
 - b. These initiatives may be taken up by any Council Member.
 - c. 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.
 - d. 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.
6. UC WUSC Committee Levy
 - a. This levy is collected to support the WUSC-related activities of the Society which do not pertain to the WUSC Student Sponsorship Program.
 - b. This levy is budgeted by the Outreach Commission, with allocations approved by the Society in accordance with policies on Budgeting.
 - c. 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.
7. 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.

Chapter Thirteen: Policies on Financial Management

I Budgeting

A. Internal Budgeting

1. The Finance Commission shall make available an outline of the budget procedure and how to make budget requests to any interested party, and shall publicly communicate this information through reasonable means.
2. There shall be three categories of budget request:
 - a. Executive: Each executive commission and/or office shall prepare a budget based on its projected activities in the upcoming budget term. For the Summer Budget, outgoing Executive members should assist incoming Executive with their budget planning. These budget requests shall use form "BRQ-1".
 - b. UC Clubs/Groups: UC organizations that are not covered by a fee levy are entitled to make budget requests as follows:
 - i. Type A: UC-Recognized Clubs that request amounts less than \$500 shall be considered for funding under the Literary and Creative Arts Commission's budget as a component in an expense line item entitled "Clubs Funding". The amount of this line item shall not exceed \$3,000 during any semi-annual budgeting cycle.
 - ii. Type B: UC-Recognized Clubs that request amounts greater than \$500 shall have a line item with the group name consolidated under the budget section entitled "UC Groups". These budget requests shall use form "BRQ-2".
 - c. Outside groups: Budget requests from Non-UC (outside) groups shall be generally discouraged. Council, however, may elect to consider an outside group's budget request by a simple majority vote. Outside groups may make budget requests under the budget section entitled "Outside Funding Allocations". In the circumstance that Council should allocate funds, the respective outside groups shall each have a line item with the group name consolidated under this budget section. These budget requests shall use form "BRQ-OG".
3. The Society's budgeting procedure, for each budget as outlined in the By-laws, shall be as follows:
 - a. The Core Executive shall release a memorandum of the impending closure of the Society's current effective semi-annual budget 30 days before the upcoming scheduled budget meeting.
 - b. The Finance Commission shall release a financial statement to the Council entitled "Reconciliation of Funds Available", 30 days before the scheduled budget meeting. This statement will be for the period beginning at the ratification of the current enacted budget, and ending at the time of drafting of the Reconciliation (for a period of five months). The Finance Commission shall disclose the nature of materially significant estimates in the notes to this statement.
 - c. The due date for all budget requests, as outlined in Section 1 above, is ten (10) days prior to the scheduled budget meeting. Late submission of a budget request by groups shall disqualify the group from consideration.
 - i. Exception: Groups disqualified on grounds of lateness shall be reported to Council during the budget meeting prior to the consideration of the draft budget. Council and only Council, through a two-thirds majority vote on each late requestor, may consider the late budget request(s) and

include the late request(s) into the draft budget retroactively during its consideration. Any late club, including UC recognized clubs, funding requests can be brought to council at the budget meeting only if the Finance Commissioner was notified beforehand and provided they submit to council a complete budget request documentation.

- d. Upon receiving a complete set of budget requests, the Finance Commission shall compile a budget which shall disclose the calculation of funds available and the original amounts of all requests. The Operating budget for the Fall/Winter term should consist, under the Restricted Funds, 8% of the Funds Available for the “Summer Portion of Student Fees”.
- e. The Executive shall amend and approve the compiled budget and present it to the Council at least 5 days before the budget meeting. This budget shall be balanced (i.e. revenues will equal expenditures) and shall be referred to as the “Draft Budget”.
- f. During the budget meeting, the Council shall adopt to close the old budget with a two-thirds affirmative vote.
- g. During the budget meeting, the Council shall consider the new Draft Budget via three readings detailed below in section B, to carry the budget through to approval.
- h. The Revised Budget shall only take force as the Operating Budget after:
 - i. Council passes the Revised Budget with a two-thirds affirmative vote.
 - ii. The Society Seal (if so adopted) is affixed to the Revised Budget.
 - iii. The Finance Commissioner, and either the Vice President or the President affix their signatures to the Revised Budget.

B. Readings of the Budget

1. First Reading: The Finance Commissioner shall provide a summary of the Draft Budget and answer procedural questions related to its compilation or any other inquiries relating to the information presented. The Finance Commissioner may, at his/her discretion, refer these questions to the executive responsible for specific allocations. There shall be no debate during the First Reading. Outside groups or UC groups appearing in the budget may make presentations during First Reading. The Speaker must extend speaking rights to these groups.
2. Second Reading: The Second Reading of the budget shall consist of Three (3) Phases that will serve to amend the budget as the Council may deem necessary. These three phases are as follows:

- a. *Phase I – Increases:*

In the *increases* phase, the Speaker shall solicit all proposed amendments to the budget which are intended to increase the amount of money allocated (either in an individual line item, or over the total budget, or both).

The speaker shall compile a list of all proposed amendments, and permit council to address them in descending order of monetary value, beginning with the largest dollar-increase. When the speaker’s list of amendments is exhausted, the Speaker shall ask Council if there are any further increases to be entertained. If no more increases are proposed, the Speaker shall proceed to Phase II.

- b. *Phase II – Decreases:*

In the *decreases* phase, the Speaker shall solicit all proposed amendments to the budget which are intended to decrease the amount of money allocated (either in an individual line item or over the total budget, or both) – these amendments shall serve to re-balance the budget. The speaker shall compile a list of all proposed amendments, and permit council to address them in descending order of monetary value, beginning with the largest dollar-decrease. When the budget is no longer in a deficit position, the speaker

shall inquire as to whether the Council desires to make further decrease amendments to the budget. Only when the budget has been balanced or is in a surplus position, may the Speaker proceed to Phase III.

c. *Phase III – Final Considerations:*

At this point, the budget shall no longer be in a deficit position. The Speaker shall invite any final motions to increase or decrease the monies allocated. Before debate on any such motion is opened, Council must elect to do so with a two-thirds (2/3) affirmative vote. When all final motions to amend the budget have been exhausted, the Speaker shall deem the Second Reading as closed, and the budget shall thenceforth be referred to as the “Revised Budget”.

3. Third Reading: The Finance Commissioner shall read the Revised Budget and then introduce a motion to adopt it as the Operating Budget of the Society.

C. External Budgeting Oversight

The Council is financially accountable to its Members for all monies entrusted to its management. The Council, as Board of Directors, shall receive the report of the Audit and Compliance Committee and approve and ratify the budgets of the following ancillary and external operations/groups:

1. Ancillary Operations: The following ancillary operations shall not operate without a budget which has been approved by the Council:
 - a. Coffee-Bar
 - b. Orientation

Subsequent changes to these approved budgets shall be reported immediately to the Core Executive, and to Council at the next Council Meeting.

2. External Operations: External groups shall not be given funds without a budget which has been approved by the Council.
 - a. Any UC or non-UC group that receives more than \$1,000 of funding from the Society shall provide a budget which shall be approved by the Council.
 - b. All Student Groups affiliated with the Association of College Programs Levy shall provide a budget which shall be approved by the Council.

II Internal and External Control

A. Disbursement Methods

1. Cheque Requisition
 - a. Where the size of a disbursement exceeds \$40, a cheque drawn against the relevant Society account shall be issued.
 - b. All cheques must be associated with an expense report through the financial system chosen by the Finance Commissioner.
 - c.
 - i. Exception: The Finance Commissioner shall assume responsibility for cheques which are issued against request forms which are incomplete, or that do not have associated proof documentation (receipts, invoices, etc.) by co-signing the request form’s authorization section.

- d. These forms and their associated receipts and returned cheques shall be archived for a period of 5 years. Each annually expiring set of records shall be destroyed. The Secretary of the Society shall be responsible for the custody of these records.
2. Petty Cash system
 - a. Where the size of a disbursement is less than \$40, cash may be drawn from the Society's petty cash account.
 - b. This account must be reconciled with balancing receipts and closed out at the end of each month.
 - c. The Finance Commissioner may set the balance of this account, but it shall never exceed \$400.
 3. Payments to Levy Recipients and Outside Groups
 - a. Except for non-levy recipients or outside or UC groups that receive less than \$1,000, the Society shall disburse all levies and budgeted funding to outside or UC groups in two installments. The first installment shall be 60% of the total amount allocated, and the second installment shall be 40% of the total amount allocated.
 - b. In order to be eligible for the first installment (or all funding if the group is a non-levy recipient or receives less than \$1,000), the group in question must provide a budget to the Finance Commission which is deemed satisfactory.
 - c. Where the group in question is a levy fund recipient or the allocated funds exceed \$1,000, the budget of that group must also be approved by the Council before the first installment is paid out.
 - d. Groups who seek eligibility for the second installment of their funding must:
 - i. Pass an internal audit by the Finance Commission, which is found to be satisfactory by the Audit and Compliance Committee.
 - ii. Attend a budget and financial management seminar which shall be administered by the Finance Commission before December 31 of the given Fiscal Year.

B. Internal Control

The Finance Commission shall establish internal control mechanisms that satisfy the following principles, ensuring that all Commissions and Ancillary operations satisfy the following:

1. Separation of Duties: Duties shall be divided so that no one person has complete control over a key function or activity.
2. Authorization and Approval: Proposed transactions are authorized when they are consistent with policy and funds are available.
3. Custodial and Security Arrangements: Responsibility for custody of assets is separated from the related recordkeeping.
4. Review and Reconciliation: Records are examined and reconciled to determine that transactions were properly processed and approved.
5. Physical Controls: Equipment, inventories, cash and other assets are secured physically, counted periodically, compared with amounts shown on control records, and amortized in accordance with generally accepted accounting principles.
6. Training and Supervision: The proper training and supervision of employees shall ensure that control processes function properly. The onus of the provision of such training shall fall on the Finance Commission.

7. Documentation: Policies and procedures shall be well documented in order to ensure understanding of job duties and to ensure continuity during absences or turnover.
8. Cost versus Benefit: Costs associated with control processes shall not exceed expected benefits. These costs include explicit resource costs and implicit costs such as opportunity costs, transaction costs, and conformity costs.

C. Standing Directives

Council may, from time to time, adopt motions that may have a binding effect on financial reporting and internal control processes. These “standing directives” shall be listed here, in descending order of date enacted.

III Charity Money and Goods Raised

1. During any Society event or initiative, the organizers may choose to raise money or goods such as clothes, food, or money to give to charities.
2. Money collected shall be deposited in the Society’s bank account and a cheque shall be written within two weeks by the Finance Commissioner for that amount to the designated charity.
3. Goods collected must be forwarded to the charity within one week of the event.
4. No tax receipts may be collected or issued for goods or monies collected or donated.

IV Internal Awards and Scholarships

1. From year to year, the Executive may, in a desire to recognize outstanding first-year leadership, confer the “UC Lit First Year Volunteerism Award”. This award may be presented at the Joint Council Meeting, to no more than one Member per Council Year, and only under the following conditions. In accordance with the language enacted by the 2004-2005 Council in creating this award, the recipient will:
 - a. Be a First Year Representative on the Council.
 - b. Have demonstrated integrity, initiative, assiduousness, and leadership.
 - c. Have demonstrated notably extravagant volunteerism related to the Society’s core values and mission.
 - d. Be selected at the discretion of the Executive at a duly convened Executive Meeting.

The award recipient shall be rewarded a one-time scholarship fixed at \$250 to come out of the incoming council’s budget prompted by the incoming President, and any such trophy, plaque, certificate, or other memorabilia as deemed appropriate by the Executive and presented at the JCM; and shall be given the privilege of having their name added to any such trophy, plaque, certificate, or other memorabilia as deemed appropriate by the Executive.

2. Aside from the award detailed above, no member of the Society's Council shall receive financial remuneration in the form of a Society award or scholarship during his/her term of office.
3. From time to time, the Society may choose to honour the previous year's members of Council by conferring awards, which shall not be a financial remuneration. The decision to confer such an award shall be made by the new Council. In the event that a member of Council is serving more than one consecutive term, they shall refrain from voting on the motion to make such an award.

V External Awards and Scholarships

A. UC Lit-OSOTF Scholarship

The “Student Aid Fund” fee is collected from all students and held in trust by the College. The funds are matched by the University Provost’s Office and the Provincial Government. The total funds are held to create an endowment for needs-based bursaries within the College starting in the 2011 Academic Year. The fund shall be collected through 2010, after which point the Society shall, with the College Registrar, establish comprehensive policy governing the disbursement of the scholarships. Determination of scholarship recipients should consider financial needs as well as non-academic contributions to the College and University.

B. Volunteer Scholarships

1. The Outreach Commission may, from time to time, distribute “Volunteer Scholarships” which recognize outstanding contributions to life within and outside the College and University.
2. Only Members of the Society shall be eligible to receive Volunteer Scholarships, and no Member shall be eligible to receive more than one per Academic Year.
3. Elected Members of Council shall not be eligible to receive Volunteer Scholarships.
4. No Volunteer Scholarship shall be valued at more than \$200.

C. Athletic Awards

1. The Athletics Commission may, at the Annual Awards Banquet, distribute non-monetary awards which recognize outstanding contributions to Athletics within the College. Such awards may include: Intramural Captain Awards, “MVP” awards, “Athlete of the Year” Awards, and other awards not inconsistent with those listed here.
2. Laura Tan Award: by resolution the Council may, from time to time, confer the Laura Tan Award to a single member who has made profound commitments to influencing and improving the Athletic culture of the College. Such a recipient will have been actively involved in a number of different facets of campus Athletics, and will have consistently demonstrated leadership, initiative, sportsmanship, and above all, concern for the UC community. The recipient shall be awarded any plaque or other implement deemed appropriate by the Council, and shall have their name engraved on any College trophy or plaque which the Council deems appropriate.
3. Rose Lin Award: The Athletics Commission may, at the annual Awards Banquet, confer the Rose Lin Award to a single team captain who has made profound commitments to influencing and improving the Athletic culture of their team and/or the College. Such a recipient will have gone above and beyond the call of duty to improve the intramural and extracurricular experiences of their team. The recipient shall be awarded any form of physical recognition by the Council and have their name engraved on the Rose Lin Award Trophy.

D. Other External Awards

1. The Society may, from time to time, confer other awards or prizes to winners of draws, competitions, etc., for the purposes of fostering College community and drawing interest to particular initiatives.
2. Terms for the distribution of such awards, including eligibility requirements and maximum award values, shall be approved by resolution of the Council prior to advertisement or disbursement.
3. Under no circumstances shall an elected Council Member be eligible to receive any such award.

Chapter Fourteen: Policies on Clubs Recognition

A. Principles

1. Council shall strive at all times to ensure that clubs are formed to be of maximum service to the students of University College, and that the Society is able to play a supportive role in their function.

2. Policy shall be designed to ensure that all clubs receive fair treatment and have full access to the resources available to them.
3. Clubs recognized by the Society shall be considered autonomous. The Society shall not interfere in the affairs of any recognized club, except in circumstances in which the club has violated its Charter or Constitution, or has acted in a way not congruent with this Policy.
4. While respecting the autonomy of Recognized Clubs, the Society shall encourage Recognized Clubs to fulfill the Objects of the Society, as outlined in Article 2 of the Constitution.

B. Application for Recognition

1. Any Society Member may form a Club.
2. Application for official recognition must be filed at the Head Office to the attention of the Clubs Deputy. This may be done at any time during the academic year.
3. Status as a recognized club shall be granted by resolution of the Council, on the recommendation of the Clubs Deputy and the Core Executive.
4. Should a recognized club act in a manner that is inconsistent with its Constitution, or with this Policy, Council may revoke recognition at its discretion.
5. A group which has had its recognition revoked may apply again in the next academic year, unless otherwise stipulated by the Council.
6. Status as a “Recognized Club” shall be automatically renewed for the next year if the club submits to the Head Office, no later than the last day of classes in the current academic year, the following items:
 - a. Audit – a financial statement including a budget, journal of financial transactions for the preceding fiscal year, and any other supporting financial documents or receipts.
 - b. Application form
 - c. Any and all Constitutional Amendments
 - d. New membership list (including executives and contact persons)
7. Status as a “Recognized Club” may be otherwise renewed within six months of the last day of classes, by submission of the above items to the Head Office.

C. Membership Requirements for Recognition

To be recognized by the Society, each Club must fulfill the following requirements, unless otherwise agreed upon by $\frac{3}{4}$ of the Council:

1. A majority of the total club membership consists of Members of the Society.
2. The club consists of no less than ten total members.
3. Submit, and regularly update, a member list at the Head Office of the Society.
4. Allow all club members to have full participatory rights in general meetings and elections for that Club.
5. Participate in all “Clubs Day” activities during the year as a regular recruitment drive.

6. Clearly specify no fewer than three executive members and a primary contact person, mailing address, phone number, and e-mail address on the member list submitted to the Society. The information relating to the primary contact person shall be made available to the general public by the Society.
7. Actively sign up Club Members each year in order to be counted for membership.
8. Never assume individuals are members of their club due to membership in a program, course, cultural group, religion, previous club membership, or other.

D. Duties of Recognized Clubs

The duties and requirements of each Recognized Club shall be as follows:

1. Recognized Clubs shall hold at least two open meetings during the academic year. If applicable, informal minutes (attendance list, summary of proceedings, etc.) may be requested.
2. Recognized Clubs shall hold at least one of the following events per year, advertised widely and open to all members of the Society:
 - a. Cultural
 - b. Educational
 - c. Fundraising
 - d. Community-building
3. Recognized Clubs shall submit the following each year:
 - a. Current membership list, including a list of the executive board (specifying whether or not each member is a UC student)
 - b. A budget for the year and calendar of events
 - c. Updated Constitution or Charter
 - d. Accounting procedures, receipts, journals, etc.
 - e. An information sheet and sign up sheet for the Lit office
4. Recognized Clubs must make every effort to remain accessible to Members of the Society. Accordingly, clubs shall be expected to advertise all events, meetings, etc. to all Members of the Society.

E. Privileges of Recognized Clubs

1. Recognized Clubs are qualified to make budget requests to the Society's Summer and Fall budget meetings by the method outlined in the Policies on Financial Management.
2. Recognized Clubs are permitted to:
 - a. Share the "Clubs Office" space in the F-Wing of UC with other UC Clubs. This allows the opportunity to use the computer/internet, store files in a dedicated and secure filing cabinet, etc.
 - b. Use the office copier/fax free of charge.
 - c. Request and/or be assigned a mailbox in the Head Office.
 - d. Use the Head Office as a mailing address.

- e. Utilize space on the Society web server to host webpages.
 - f. Request advertisement of events on the Society's website.
 - g. Rent Society-controlled facilities without a fee.
 - h. Rent Society-controlled equipment at a minimal cost, or at the discretion of the Core Executive.
3. These privileges are extended to Clubs subject to revocation by the Core Executive if a Club is deemed to:
- a. Be abusing above privileges.
 - b. Have ceased to meet the requirements for definition as a "UC Club" as defined in the Council Policies.

Chapter Fifteen: Appendices and Supporting Documents

1. Council may, by resolution, affix to this section of the Council Policies any important document pertaining to the operation of the Society.
2. These documents, once adopted, shall become binding on the Society's operation in the following sequence of descending priority: Constitution, Council Policies, Other Standing Resolutions of Council, and Appendices.
3. The following documents, at least, must at all times be affixed, but may be amended by the indicated parties:
 - a. The "Financial Handbook" and "Staff Handbook" of the Coffee Bar (may be amended by resolution of the Coffee Bar Board).
 - b. The Orientation Code of Conduct (may be amended by resolution of the Orientation Board).
 - c. Cheque and Budget Request Forms (may be amended by resolution of the Finance Commission).
 - d. The Elections Code (may be amended by resolution of the Elections Committee).
 - e. JCR and AV Equipment Booking Forms (may be amended by the Vice President).
 - f. Guidelines and procedures for Office Hours (may be amended by resolution of the Core Executive).
 - g. Guidelines for Sustainable Practices (may be amended by resolution of the Sustainability Committee)
4. Amendments to the documents listed must be communicated to the Vice President, so that the Council Policies may be updated accordingly.
5. Other appended documents shall be listed here, in descending order of date adopted.