



**UNIVERSITY COLLEGE LITERARY AND ATHLETIC SOCIETY  
AGENDA OF THE NOVEMBER MEETING OF COUNCIL  
11:00AM ON DECEMBER 3RD, 2017 AT CROFT CHAPTER HOUSE**

## **Attendance**

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### **Core Exec**

PRESIDENT: Albert Hoang  
VICE-PRESIDENT: Victoria Kourtis  
FINANCE COMMISSIONER: Raye Negatu

### **Executive**

ATHLETICS COMMISSIONER: Benjamin Wang  
SOCIAL COMMISSIONER: Tua Hytonen  
LITERARY AND CREATIVE ARTS COMMISSIONER: Kaitlyn Ferreira  
SPIRIT AND COMMUNICATIONS COMMISSIONER: Dan Proctor  
UNIVERSITY AND ACADEMIC AFFAIRS COMMISSIONER: Danielle Stella  
SUSTAINABILITY COMMISSIONER: Michelle Zhong  
SERVICES COMMISSIONER: Martha Beach Bartel  
MENTAL HEALTH COMMISSIONER: Thomas Pender *(late)*

### **Representatives**

UPPER YEAR: Michelle Beyn  
Mahzeb Ashraf  
Sameer Rai *(late)*

MIDDLE YEAR: Paul Schweitzer  
Sarita Bhukal *(late)*  
Priya Gupta  
Aster Gerard  
Miranda Desbiens  
Olivia Jordan *(late)*

FIRST YEAR: Brie Augustine  
Tony Liang  
Soli Yared *(late)*  
Brandon Lee *(late)*  
Sabrina Weinstein

UCRC PRESIDENT: Artur Khasanov *(late)*

### **UTSU Directors**

UTSU VOTING DIRECTOR: Aidan Swirsky  
Anushka Kurian  
Kshemani Constantinescu

**Staff**

SPEAKER:

Ryan Gomes

SECRETARY:

Snow Mei

**Guests**

N/A

**Not in Attendance**

EQUITY AND OUTREACH COMMISSIONER:

Mira El Hussein

STUDENT LIFE COORDINATOR:

Meng Lim

OFF-CAMPUS COMMISSIONER:

Sara Mandia

**1. Call to Order**

The meeting is called to order at 11:16AM.

**2. Land Acknowledgement Statement**

Ryan Gomes reads the Land Acknowledgement Statement.

**3. BIRT the November council meeting minutes be approved as presented (Kourtis/Augustine)**

Dan: "I don't think we should discuss this more" is what I said in the last meeting minutes for Motion 9 OPIRG Vote No Campaign.

**MOTION CARRIES.**

**4. BIRT the agenda be approved as presented. (Kourtis/Proctor)**

Anushka: I'd like to add a new motion #10: Discussion on You Decide. (Kurian/Hoang)

Victoria: I'd like to add #11: BIRT the Lions Club is ratified as a New UC Club (Kourtis/Ferreira)

**MOTION CARRIES.**

**MOTION CARRIES.**

**5. BIRT council reports are approved as presented. (Kourtis/Weinstein)**

**MOTION CARRIES.**

**6. Reports**

a. **President**

Albert reads his report.

b. **Vice-President**

Victoria reads her report.

c. **Finance**

No Report.

**Raye:** Finance has nothing going on. Over Winter Break we're going to do the audit, we might be contacting you for more information. Other than that good luck on exams.

d. **Athletics**

Ben reads his report.

e. **Equity and Outreach**

(see report)

f. **Literary and Creative Arts**

No Report.

**Kaitlyn:** It is I, your friendly neighbourhood trash can. No coffeehouses this month, BOTB has 7 signups. If you have an hour and you're bored of studying come help me set up sound!

g. **Mental Health**

No Report.

**Thomas:** Collaboration with sustainability and UAA event tomorrow: recycled water bottles, planting. Planning movie night with Peer2Peer in January. Going to have facilitated discussions after the movie so it'll be fun.

h. **Off-Campus**

Paul reads the report.

i. **Services**

No Report.

**Martha:** I'm booking things. Things are being booked. I love you all.

j. **Social**

Tua reads her report.

k. **SCC**

Dan reads his report.

Dan: GRR, I'm angry with UPS. UPS was supposed to deliver the Gryphon hats, there was an address miscommunication. A week goes by, from an unknown call yesterday, it's UPS – hopefully they'll be delivered Monday or Tuesday. Also the web coordinator stuff is kind of fun.

Aidan: When can we expect there to be updates?

Dan: Probably over the break; I haven't had a lot of time to do that sorry.

### **Sustainability**

Michelle: Food ran out at the event, which was really good; we might do it next year again. And the event with Thomas, which he explained really well

l. **University and Academic Affairs**

Danielle reads her report.

m. **Middle Year Representatives**

Priya reads the report.

n. **Upper-Year Representatives**

(Never Submitted)

o. **Orientation**

Michelle: Job's done.

Albert: Co-chair applications are out this week.

p. **UC Review**

(See Report)

q. **UC Follies**

No Report.

r. **Diabolos'**

No Report.

s. **UCRC**

No Report.

**Artur:** Have done some events with you guys – Masterchef. I heard lots of good things about that. Talking about All Night Fung – conflict if you guys apply yourselves – cannot pay yourself if you’re elected. Happy Christmas.

t. **Gargoyle**

(See report)

u. **UTSU**

No Report.

**Aidan:** Hired new VPUA, he’s in this room right now.

**Kshemani:** We got a couple of events happening that we thought we’d let you know – UTSU’s Got You – Dec6 to 20<sup>th</sup> -- snacks and distressing activities at various locations on campus – there’s a fb page – all night fung on the 12<sup>th</sup> they’ll be there. Frost week will be Jan 15-19.

**Anushka:** CFS NGM happened. Look into You Decide and let us know if you’d like to join.

v. **SLC**

Meng reads her report.

7. **BIRT Danyal Uni is ratified to the Constitution Review Committee for the 2017-2018 term. (Kourtis/Wang)**

**MOTION CARRIES.**

8. **BIRT council approve the following changes to the Constitution and Council Policies (Appendix B) (Kourtis/Hoang)**

**Albert:** The appendix is attached to the bottom of the agenda. Some are just changes like Meng’s title change. If you look at constitution, I added definitions. Objects I added are inclusivity because it’s a blanket term and also equity, which is a buzzword that needs to be broken down. Inclusivity is much more broader and what UC strives for. With the objects you have to apply for that. If you look at Article 13 in the constitution, it’s very similar to Article 12. The rest of the updates are updating and removing outdated language and outdated terms like

disorientation, or the Global Action Commission. I added the Feedback Committee in the constitution. We had something like this happen this year and I wanted to give it more shape.

## **MOTION CARRIES.**

### 9. **Question and Answer with John Leung on Student Leadership Conference marketing.**

Aidan: Motion to give speaker rights to John Leung and Adrian Huntelar. *(Swirsky/Schweiter)*

## **MOTION CARRIES.**

John: I'm working with Aidan and Sarah on planning the 2018 Student Leadership Conference. I know some of you went to the 2017 one. We hope to make it even greater. We want past participants' feedback on how to improve the conference content. For those who haven't attended any, we still want your suggestions on what you'd like to see.

Albert: Can you go over structure of what it is for those who haven't gone before?

John: This is a two-day conference held after exam period. Essentially the goal is to establish leadership. We encourage those in high elected positions to attend to find way to build connections, learn more, and build skills necessary to succeed in your respective roles. Held in hart house again this year, key note speakers, break out sessions – teamwork, marketing, making an inclusive safe environment. We want to improve on what didn't work in previous years and anything we haven't considered that's doable for this year. I know some student councils pay for the 20\$ per person fee – it's another reason to run again.

Victoria: Are you planning on using the app again this year, because I think that was very helpful? Also you could be more sustainable by reducing paper for the conference.

John: I've created an online survey on the topic of sustainability. I've sent the link to Aidan, and Aidan can pass it on to all of you to fill out.

Albert: I've attended for two years – I think the event programming was pretty basic – it wasn't very advanced.

John: For the leadership component, there'll be three different cohorts that students can choose from – intro to your role, you're in a role so what now, and where do you go from there? We essentially have three different levels that individuals can choose from. Hopefully those that are coming back can expand on their student leader roles.

Aidan: We're probably going to have to contend with folks and manage organization stream to be like "this is how you budget an event" and "these are the people you interact with at Simcoe hall." We'll bring that idea back to explore different perspectives on leadership that we might not efficiently learn about in this space.

**John:** There will be more emphasis on how to take it to the next step.

**Sameer:** The main goal of the conference is the leadership part – I like that all the colleges are there and get split up – it'd be really great if there's a get to know the other college leaders. I think the introduction stuff is really great, but it's important to let us meet similar roles from other colleges.

**Aidan:** I think it happened in our first year but we should definitely do it again.

**Sameer:** Maybe there could be facilitated sessions: you can make it specific on learning this specific thing, like if it's creating formal events, you'd have Services Commissioner and deputy. I think you can't force people into talking during dinner; it should be a session.

**Danielle:** Similar point as Sameer – collaboration between colleges will become easier. I've met only two of the equivalents of my role around colleges.

**John:** In regards to survey: there are quite a couple blanks. I didn't want you to restrict particular boxes; I wanted your voice and opinion so there's optional fill in the blanks.

## 10. Discussion on You Decide

**Adrian:** I'm a 3<sup>rd</sup> year political science student. I'm here to talk about You Decide. The You Decide campaign started last year at UC. I'll give a brief summary – the goal is to have the option to decide whether we stay in or leave the CFS. You've probably heard some things about CFS in the past. I won't motivate personal feelings to CFS – they are student unions made up other student unions. It's like UC Lit is in SGRT; the UTSU is in CFS. It's a national group that works on student issues, there's also the Canadian Association of Students Associations. The difference is CFS has price tag on membership of about 700K per year, so every student pays \$16 to the CFS. You cannot opt out of this fee; it's non-refundable. The majority of students don't know what the CFS is. Some ask if it is worth the 700K fees per year. Students have the right to decide. In order to give students opportunity to decide, we can have a referendum.

About 6500 signatures are required to have this vote. We have collected 1500 signature to date from September, so 5000 away from goal to get referendum confirmed.

There are 3 ways You Decide is approaching students: relationships built between student societies – you guys know how to connect with your communities. That's the first stream. The second stream is class visits – they are very successful and we're planning a bunch more for the new syllabus week next year. The third stream is the Exam Centre - we'll be co-hosting with UTSU's Got You during all of exam season.

Those are the streams. We've generated a lot of interest so far; we're on track, and on pace to get the referendum done this year. We'd appreciate the help of UC – the college with the largest population and largest involvement. We'd appreciate some partnerships going forward.

**Anushka:** What can we do to get involved?

**Adrian:** If you wanted to join right away, volunteer to help at Exam Centre. There are 30000 students we're expecting to come out of EX this exam season. In your capacity as UC Lit representatives, we're here to solicit ideas to create UC centric events, at UC de-stressors, some sort of partnership. I know some people have concerns of people getting bothered in UC spaces.

**Paul:** Another thing council should be doing is – when you have events you should invite You Decide to table. It won't affect anyone's enjoyment of the event. I think you should set up a booth at Fireball?

**Albert:** Can I get a poll on commissioners would be down to incorporate You Decide in programming?

**Dan:** I'd be down for a newsletter. If you guys can send me a short blurb or a logo.

**Danielle:** This falls under UAA umbrella - if you ever want to collaborate at UAA events, we have a Coffee with the Profs event in January.

**Aidan:** We can continue tabling outside Fung. That worked last year.

**Dan:** I understand there are a number of campus groups in favour of remaining in the CFS. Have you attempted to talk it out, or are you going forward with blinders on?

**Adrian:** At the moment the You Decide petition is neutral, we don't take a stance on whether you should or should not leave CFS. We just want the referendum to happen so students have the vote in the first place. At the moment we haven't, but it's worth talking about.

**Dan:** What you described is why I think you should interact with these campus groups – avoiding them definitely implies that you are for leaving the CFS. It's productive to engage with them and it's fair play.

**Adrian:** I think that is a fair point. We'll consider it.

**Miranda:** If your main goal is to get the referendum, then be careful of negatively portraying the CFS to begin with.

**Albert:** If there's no more discussion on it, I'd like to change the discussion item. If anyone had any questions seeing the agenda at first, please ask. You can also find their expense/audit report on their website. I encourage you to do your own research.



**Paul:** If after discussion, someone feels strongly one way or another, you're free to support your position as an individual. You're allowed to do that even if council has a different opinion. It's to show we're not just one hive mind, we can think differently.

## 11. **BIRT the Lions Club is ratified as a New UC Club (Kourtis/Ferreira)**

**Emma:** I'm here to represent UofT Campus Club – we're keen on joining UC for the next academic year. Lions Club is a branch of Lions International, which is a humanitarian club. It's generally quite broad; they say it's a service club. I grabbed the message from the mission statement. They do this through service clubs and community engagement. As a campus club, we've been doing a lot of hands-on activities within the club. Students for Wishes seems to manifest in fundraising; it's an excellent idea. Our club isn't fundraising. Examples of what we do include that we go to soup kitchens. I think it'll be beneficial if we join UC and have events available to UC community. It's important to add a dimension to student engagement not just within UC but also around Toronto. I think it's a mutually beneficial thing. Soup kitchen is our main thing. A theme our club has is homelessness in Toronto. Any questions in terms of what you'll be funding?

**Albert:** Can you go over what the slogan means?

**Emma:** A lot of the constitution needs to be updated. The affiliation is strong but we're a student club so I think the slogan, being so vague and non-telling, doesn't work with our campus involvement. I'll try to update that. I apologize for the out of date constitution.

**Albert:** How does the parent club influence or direct the campus club for the year, and years onwards?

**Emma:** We function under the title. This is a tool, the fact that a lot of our members are members abroad. What we owe back to them for using their name is fees we pay to them every year. I meet with District Governor and maintain the relationship, and report what we're doing. And they have to acknowledge that we're doing real work. We also have the opportunity to work with Lions Club Ryerson. We're apparently the biggest student Lion Club in Toronto. They're excited UofT has a branch. Working underneath them is allowing them to have a younger audience.

**Mahzeb:** So you do Toronto community work. Do you collaborate with other universities as well? Do people in your club meet with people in other universities?

**Emma:** At a food bank, volunteers from York University were there. My goal is to work with UC clubs if we join next year. We can also work with nearby campus groups like George Brown. We try to work close to UofT. It's been coincidental rather than organized to meet other universities but we could definitely organize it. In UC it's much easier to advertise.

**Danielle:** Does your parent organization help out for fees?

**Emma:** A member of our club is 10\$ to the organization, like a member actively working throughout the year with the club. The District Governor messaged me that they're covering all the fees for the members this year. It's been like this for a few years.

**Danielle:** Do your executives have leadership training?

**Emma:** From my understanding no they do not.

**Dan:** You have an External VP. If you have someone in charge of outreach, maybe the outreach needs improvement. Should we ratify you to join as a UC Club to help with your outreach?

**Emma:** I think that's a great idea. It's weird where almost all the stuff we do is hands on; advertisement with you guys is a great idea.

**Albert:** Could we have our club's deputy join in on your meetings?

**Emma:** Definitely, we can send in reports as well.

**Sameer:** I see you have the soup kitchen in the reports – do you go every Sunday, or just when you have time to go?

**Emma:** We have a Google Docs sheet for the entire school year. It's advertised as "you don't have to go every Sunday" because that is a high level of commitment. Also there's a cap, you can't have more than 4 people go.

**Sameer:** Our Equity and Outreach Commission had community service events every second week for UC students to do community service. Is there any way we could link up and share dates on those initiatives?

**Emma:** How many people do you expect to come per event?

**Sameer:** The one I went to, we were 13 people. There are signup sheets, so you'd know in advance.

**Emma:** Having external groups is very great.

**Sameer:** This gives UC students the chance to get involved.

**MOTION CARRIES.**

## 12. **Other Business**

**Albert:** Deputy nominations are out!

**Sameer:** You should go home and read the constitution review changes.

**Martha:** In Appendix B, Something about a, d, e, but it's in numbers? For example, chapter 8 section C.

**Dan:** I want to let everyone know that Aidan and I are summarizing feedback over the course of the semester. If you've had feedback passed to you please let us know.

**Aidan:** Over the break we could establish the Winter Feedback Form. We should get this form out pretty soon after we come back so students know we exist and give us feedback.

## 13. **Quote of the Meeting (Kourtis/Proctor)**

**Dan:** GRR, I'm angry with UPS.

## 14. **BIRT the meeting be adjourned (Kourtis/Yared)**

**Meeting Adjourns at 12:34PM.**

**President:**

Last meeting of the semester! Some things I've been working through:

- I sit on the IT user's group at U of T. If you're interested in information technology services offered by U of T (think Blackboard, wifi, Office 365, email, etc.) they're looking for more members, so please let me know if you're interested! You do not have to have a background in computer science or tech or engineering to get involved as they're looking for users. This will be ideally for those who can serve multiple terms (2 or more). They're looking for 1-2 additional representatives from UC, so please let me know!
- UTSU: At the second Student Societies Summit, things that were discussed were ways the divisions could get involved in advocacy and the issues we care about. A unanimous topic of advocacy was tuition costs, which all of us were very keen on getting involved in. Additionally, the UTSU has invited the division heads to sit on the Student Commons Management Committee which would be a multi-term commitment. I've agreed to sit on the committee, which is kind of poetic justice considering the original context of the initial plans for the Commons.
- I am one of the Winterfest co-chairs, and because UC traditionally contributes a lot to Winterfest, I'll be the primary co-chair contact for the events we're mostly behind like the Drag Show, Battle of the Bands, and Pub Night. Of course, the sub-committee heads Kaitlyn, Mira and Ziigwen, Danielle, and Tua call the shots, so they'll be the ones to go for if you'd like to get involved! Kudos to Dan for taking the lead on Design and Promo too.
- SGRT: Myself and Marienka from AVSSU are looking into mobilizing SGRT to conduct a student review of the Walk Safe/Travel Safe service offered by Campus Police, and seeing if there are ways we can create a comprehensive student guide to it and expand its service.
- In collaboration with UCRC, All Night Fung is opening Dec 8 until Dec 20! Applications to be attendants are due Dec 4th at midnight. If you want to make money while studying, that's a good job to have during exams. Please spread the word!
- Elections Committee met and we're going to work on reforming election practices a little, as well as creating a student-friendly elections code and more debates/open forums
- We're looking into scheduling the Lit AGM in the third week of January, so please think about keeping that week a little freer!
- RIRI Training is happening today from 3-6! We'll also do a social afterwards at snakes and lattes (\$5 cover will be paid for) so if you're a rep please consider joining us for that portion too!
- Working on getting the Gargoyle access to other rooms within UC pending the renovations.
- Go see Spring Awakening!

**Vice-President:**

Good morning sunshines!

There isn't much to report on my end. A few reminders:

- UC Holiday Party is on Tuesday; please check your emails for that info

- UC Groundbreaking Ceremony is on Thursday; emails are being sent out to those that RSVP'd. It is business casual and please be on your best behaviour.
- snacks and good vibes only in the JCR after meeting.

I hope you all have a wonderful last 3 days of the semester and that exams treat you well! You are all so smart so I know you can do this!

Happy Holidays!

Lots of VP love,

Vic <3

**Finance:**

Nothing Submitted.

**Athletics:**

Hey everybody! There's really not too much to report on the athletics front. We've finished registering our intramural teams for next semester, and are currently helping out captains get organized for another season of action. We also had our commission meeting where we got some great feedback from the community about initiatives that we can pursue, and we'll explore these in greater detail in the new year.

That's all from me! Good luck on exams and enjoy the holidays!

From Athletics with love,

Benjamin Wang

**Equity and Outreach:**

We're about to start prepping for Drag Show! Not much else to report - hope everyone is doing well!

Ziigwen and Mira

**Literary and Creative Arts:**

Not submitted.

**Mental Health:**

Not submitted.

**Off-Campus:**

Hey everyone, sorry I couldn't be there today but i'm at my cousin's baby's baptism. So recently we've had a few events going on the past few weeks. We just had our first smash tournament and games night which went really well and was a nice de-stressor in this busy time. Assassins is also basically done by the time you will be reading this and we will be announcing the winner at our holiday party on the 7th. The holiday party will be at 7 so please stop by after the groundbreaking event! We will be doing our CSC secret santa gift exchange at 7:30 and it will be a nice time with

lots of christmas decorations and food. We are also planning on doing our Holiday dinner some time near the middle-end of the month and will be going skating that night as well. Thats all for now, have a great rest of your meeting!

- Sara <3

### **Services:**

Not Submitted

### **Social:**

Hey guys, let's keep this short! UCPC was great, we sold out our tickets which I am super happy about! Currently lowkey highkey stressing about Masterchef UC as I am too busy with school work but still need to get it over with tomorrow! (Note to self: do not schedule any events for the last week of school..) But I am hoping that everything goes well! Other than that, if you feel like you have free time please help me out with Winterfest Pub Night! Will be much appreciated. That's it I hope you guys have a wonderful break and I'll miss you all!

### **Spirit and Communications:**

Hey all, since last we met we've gotten three new spiritwear items and the two that have arrived as of me writing this have been very popular which is great. Hopefully the gryphon hats will be just as popular (I know Paul is very excited) but as of writing this they haven't been delivered. For the new semester we'll be getting phone wallets which are going to be a beautiful black and gold.

We also had our Black Friday sale which we extended through Monday and netted us \$500 of sales in just two days (with \$450 coming from just Friday) and we sold a few of our winterwear bundles to res. In January I'll be meeting with Yvonne from UC about selling some of our merch through her office as she approached me recently about that.

Finally, I'll be meeting with our web coordinator Jasmine in the next couple of weeks to see about developing an online cart system for our website so people can set aside spiritwear and then pay for it in the office. We've decided that getting a PayPal system set up would be too complicated initially and too time-consuming to maintain given our resources, but I don't want to give up completely on our online sales. If you read this whole report and are wondering where the send me something is, you've been bamboozled, there isn't one this month. Just kidding, send me the word bamboozled and a confused dog please because I love confused dogs. Anyway that is all, please buy spiritwear!

### **Sustainability:**

Nothing to report.

### **University and Academic Affairs:**

Hey everyone!

- We just had our first destressor past Monday and it was very successful! The succulents and button-making were a huge hit!

- Destressor part 2 is tomorrow so come and see some therapy dogs!
- Study groups are underway. We will have an event this Friday in Fung for the groups.
- Snakes and Lattes night is still in planning mode.
- GOOD LUCK ON YOUR EXAMS EVERYONE!

**Mid-Year Reps:**

Urban dictionary defines repping as a colloquial verb used to sum up, that someone or something is representing an area or something relevant to their lives, commonly abbreviated to 'rep' ....and that is what we are doing :)

**Upper-Year Reps:**

Never submitted.

**Orientation:**

Nothing to report.

**UC Review:**

As of Dec 1st, the UC Review is in the production process. We are approximately half way through copy editing and will be meeting with the publisher next week.

We are on track to produce a Winter edition to be released in late January.

-Jack

**UC Follies:**

None submitted.

**Diabolos:**

None submitted.

**UCRC:**

None submitted.

**Gargoyle:**

This semester has been great. Turnout to production nights has been high with zero incidents this semester. Our last issue, I call it The Yule Iss-ule, will be out by now. Thank you especially to Vic and Albert and the entire council for being so cool and chill with us this year. Everyone is doing great work. Our first production night next year is Thursday, January 11th.

Peace and love,  
Dede

**UTSU:**

**SLC:**

Hi council – I can't believe we're already at our last meeting of this semester! Time has flown, and I'm been so impressed and amazed by some of the amazing work that's already been done by members in these past few months. I know with December rolling in, things can get pretty hectic for students, so if you ever need support or just someone to cheer you on, remember that my door is always open and I'd love to see you stop by even just to say hi. Updates wise, we're making sure that UConnect is ready to go for the start of the second semester – if applications are not already out by this meeting, they should be opening very soon! I strongly, *strongly* encourage you all to apply for the conference, and would also be immensely grateful for council's help in promoting the event as widely as possible as well. It's one of our biggest and most successful programs, so please do help us keep the momentum going! The other noteworthy update is that we're getting into the hiring cycle for residence dons and community coordinators for next year! Info sessions for both positions will be running this semester and next, and if you have any questions about the roles or the application process, please don't hesitate to contact our offices. That's all from me for now – best of luck with the upcoming exam season, stay warm and happy holiday wishes to all!



(Appendix B – All changes will be outlined in red.)

## CONSTITUTION

### Article 1 – Definitions

In this By-law,

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

“**College**” means University College;

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

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

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

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

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

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

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

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

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

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

“**SAC**” means the Students’ Administrative Council of the University of Toronto (also referred to as **U.T.S.U.**); “**School Day**” means a day from Monday to Friday inclusive, unless such a day is listed as a holiday in the Faculty of

Arts & Science course calendar;

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

“**UC**” means University College;

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

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

## **Article 2 — Objects**

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

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

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

## **Article 6 — Council: Composition and Authority**

### **Article 6.1 — Membership of Council**

1. Council shall be composed of 34 members, consisting of the directors outlined as follows:
2. The Members shall elect the following officers, who shall serve as directors of the Society and who shall be voting members of Council by virtue of their office:
  - President,
  - Vice President,
  - Finance Commissioner.
3. The Members shall elect the following directors, who shall be voting members of Council by virtue of their office:
  - University and Academic Affairs Commissioner,
  - Services Commissioner,
  - Social Commissioner,

- Athletics Commissioner,
  - Equity & Outreach Commissioner,
  - Spirit and Communications Commissioner,
  - Off-Campus Commissioner,
  - Literary and Creative Arts Commissioner,
  - Sustainability Commissioner
  - three Upper Year representatives,
  - six Mid-Year representatives,
  - five First-Year representatives
  - SAC Directors if elected exclusively by the UC constituency and ratified by council shall serve as directors of the Society and shall be voting members of Council by virtue of their office.
  - One University College Residence Council President, elected exclusively by those living in a Residence, shall serve as a director of the Society and shall be a voting member of Council by virtue of their office.
4. Council shall appoint the following directors as put forward by the Hiring Committee, who shall be non-voting members of Council:
- Mental Health Commissioner

#### **Article 6.2 — Observers of Council**

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

- the Speaker of the Society,

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

## **Article 12 – The Executive: Membership and Authority**

### **Article 12.1 – Membership**

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

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

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

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

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

### **Article 12.1 — Membership**

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

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

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

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

### **Article 14.1 — Deputies**

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

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

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

Deputies are appointed by Council through a selection process. Positions are open to all society members through an application process. The application period for deputy positions must begin 14 days before the JCM and the nomination period closes 7 days before the JCM. If there are deputy positions that remain unfilled, the process will occur again at future council meetings, until the position is filled.

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

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

## **Article 16 – Standing Committees** Article 16.1 – Definition

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

### **Article 16.2 – Striking Standing Committees**

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

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

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

## **Policy**

### Chapter Three: Policies on the Core Executive

#### **I General Responsibilities**

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

## **II President and Vice President A. Shared Responsibilities**

1. Rent out the JCR in accordance with the JCR Booking Form.
2. Rent out Audio/Visual equipment in accordance with the 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:
  1. Elections Coordinator
  2. UC Review Editor(s)
  3. WUSC Committee Director(s)
  4. Web Coordinator
  5. Diabolos' Manager(s)



6. Orientation Chair(s)
  7. UC Follies Executive Producer
  8. Any other position hired by Hiring Committee.
11. Ensure the proper transition of the incoming Core Executive at the end and following their term in office, as outlined in Chapter 8, Section IV, Corporate Transition Duties
  12. Ensure the proper training of council as outlined in Chapter 8, Section III, Training.
13. Create Employment or Hiring Contracts as laid out in Chapter 9, Policies on Hiring, for all positions hired by Hiring Committee.

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

The President shall have the following specific responsibilities:

1. Call meetings of the Council and the Executive.
2. Preside over Executive meetings.
3. Call and chair all meetings of the following, when appropriate: Elections Committee, Hiring Committee, Coffee Bar Board, Orientation Board, and UC Follies Board.
4. Chair Finance Commission meetings when Audit and Compliance matters are to be discussed.
5. Represent the Society on College Council.
6. Organize graduation photos.
7. Place the names of the previous year's Council on the JCR wall.
8. Consult with the Speaker of the Society on decision-making strategies to recommend to Council, when appropriate.
9. Organize All-Night Study Space during the December and April Examination periods, in conjunction with the UCRC President.
10. Inform the Orientation Executive Board of their responsibilities, as outlined in this policy.

11. In lieu of a report from the Orientation Chair(s), report at Council meetings on the status of Orientation.
12. Regularly liaise with the ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the College Administration on issues of mutual importance.
13. Cosign, with the Manager(s) responsible, all cheques for bank accounts separate from the Society's general account.
14. Must be a ratified member of the St. George Roundtable and, as such, adhere to the St. George Roundtable's Constitution.
15. If approached, handle any grievances brought forward by any individual involved in the operations of Orientation, any member of the UC Follies, and any Staff Member of Diabolos' Coffee Bar.
16. Act as the media representative of the society.

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

The Vice President shall have the following specific responsibilities:

1. Advise and assist the President and when necessary act in his/her stead.
2. Manage the Society'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.
5. Produce and distribute agendas prior to Council Meetings.
6. Correspond with the Secretary of the Society.
7. Ring the bell when deemed appropriate before every meeting of the Council.

8. Call and chair all meetings of the following committees, when appropriate: Constitutional Review Committee and Election Appeals Committee.
9. Implement all Constitutional and Policy changes that have been passed by Council, and promptly distribute updated copies of these documents to the Society.
10. File appropriate forms with the Provincial Government when Constitutional amendments have been approved by the Society.
11. Rent out the JCR in accordance with the JCR Booking Form.
12. Rent out Audio/Visual equipment in accordance with the A/V Equipment Rental Form.
13. Maintain and keep inventory of all Audio/Visual equipment.
14. Manage and oversee all storage rooms, office spaces, and other facilities of the Society not delegated elsewhere.
15. These facilities shall include but not be limited to: the Main and Executive Offices of the Society; the Pubs Room; the Bell Tower, Balcony, and Back Hallway of the Junior Common Room.
16. Oversee the Deputy Vice President.
17. Manage and ensure the upkeep of the JCR and suggest improvements on an as-needed basis.
18. Be trained in the setup and use of all A/V equipment.
19. Prior to the Joint Council Meeting, collect and organize deputy applications and prepare the agenda for deputy selection with the incoming Vice President.

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

The Deputy Vice President – Operations shall:

1. Assist the Vice President in the conduct of his/her specific responsibilities as outlined above.
2. Assist and advise the Vice President in all other endeavours undertaken.

3. When necessary, act in the Vice President's stead.
4. Fulfill any other specific responsibilities as may be delegated by the Vice President or the Council from time to time.
5. Be trained in the set up and use of all A/V equipment.

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

The Deputy Vice President – Clubs shall:

1. Inform and remind club executives of their appropriate responsibilities and duties according to the Constitution and council policy.

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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.~~

## **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.

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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~~ Assistant to the Dean, Student Life shall be a non-voting member of all Commissions.

4. Each Commissioner shall chair the Commission pertaining to their office
5. The Commissioner responsible for each Commission shall make reasonable efforts to encourage Members of the Society to join the Commission and attend its meetings.
6. The Commissions in existence and Commissioners responsible for them shall number only those set forth in the Constitution of the Society and this Policy.

#### **D. The Deputies**

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

## Chapter Five: Policies on the Standing Committees

### **I General**

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

1. Council shall ratify the membership of each Committee.
2. Except where otherwise indicated, the membership of each Committee shall be determined at the Joint Council Meeting. First Year Members may be added to the membership of each Committee at the September Council Meeting.
3. Only members that are ratified by Council to sit on a Committee shall be voting members of that Committee. This applies to both Council Members and General Members of the Society.

4. Except where otherwise indicated, the quorum requirement for a committee meeting shall be two thirds of all duly ratified, voting members.
5. The following Committees are chaired by the President: Elections Committee, Coffee Bar Board and Hiring Committee. Should the President be a candidate in an upcoming election or be an applicant for a Hired position, the Council shall appoint another Council member as Chair of the Elections Committee or Hiring Committee, respectively.
6. The following Committees are chaired by the Vice President: Election Appeals Committee, Constitutional Review Committee. Should the Vice President be a candidate in an upcoming election, the Council shall appoint another Council member as Chair of the Election Appeals Committee.
7. The following Committee is chaired by a Representative, selected by resolution of Council:  
Feedback Committee

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

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

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

1. The Election Appeals Committee shall be formed at the Joint Council Meeting.
2. The Election Appeals Committee shall have the following voting members: the Vice President (chair), and four additional Members of Council.



3. Under no circumstances shall a member of the Election Appeals Committee be a member of the Elections Committee.
4. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life and the Elections Coordinator shall not sit on the Election Appeals Committee.

## IV Constitutional Review Committee

### A. Composition and Quorum

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

## V Hiring Committee

### A. Composition

1. A single Hiring Committee shall be composed, which shall be responsible for undertaking hiring processes to fill each hired position of the Society. The membership of this committee must be ratified, and shall be limited to: the President, two additional Council members, and the ~~Coordinator of Student Life~~ Assistant to the Dean, Student Life (non-voting).
2. Any member who resigns from the Committee for the purposes of applying to a hired position, shall 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, Mental Health Commissioner, and the UC Follies Executive Producer, Production Manager and Treasurer.
3. Recommends to Council its hiring selections for the upcoming year for ratification by the Joint Council meeting.
4. Act in compliance with the Council Policies on Hiring.
5. The WUSC Committee Co-Directors shall be hired before the deadline of the Intent to Sponsor for the following academic year, as selected by WUSC.

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

### **A. Composition**

1. The WUSC Committee will consist of two (2) Co-Directors, the Equity and Outreach Commissioner, the ~~Student Life Coordinator~~ Assistant to the Dean, Student Life, and three (3) members of University College.
2. The WUSC Committee Co-Directors will be hired before the deadline of the Intent to Sponsor for the following academic year as selected by WUSC.
3. The WUSC Committee will have the following voting members: the Equity and Outreach Commissioner, two (2) Co-Directors, and three (3) members of University College.

4. The ~~Student Life Coordinator~~ Assistant to the Dean, Student Life shall be a non-voting member of the WUSC Committee
5. The Equity and Outreach Commissioner shall act as liaison between the University College Literary and Athletic Society and the WUSC Committee.

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

### I Diabolos' Coffee Bar

#### A. Composition

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

### II Orientation

#### A. Objectives

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

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

1. The Orientation Board shall be responsible for the management of Orientation.
2. The Orientation Board shall be composed of the following voting members: the President (chair), the Finance Commissioner, and the Orientation Chair(s).

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

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

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

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

### **III UC Follies**

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

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

9. Approve all sponsorships of the company.

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

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

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

1. Call and chair meetings of the UC Follies Board.
2. Inform UC Follies board members of their responsibilities as outlines in this policy.
3. Issue Hiring Agreements to the incoming ~~Artistic Executive~~ Producer and Production Manager upon their being hired.
4. If approached, consider any employment-related grievances.

## **Chapter Seven: Policies on Other Hired Positions**

### **I General Responsibilities of the Council**

1. By resolution, and before hiring opens to fill the position, Council may fix the honorarium to be paid to each of the positions listed in this Policy, for the upcoming Council year. Should no

such resolution pass before this time, these honoraria shall be fixed at the respective amounts which follow.

2. The Elections Coordinator shall be paid an honorarium of \$700, with \$200 being remitted after the successful conclusion and report to council of the fall elections and the remaining \$500 being remitted after the successful conclusion and report to council of the spring elections. By resolution of the Council, the Elections Coordinator may be paid bonuses for any by-election or referendum held outside of these other elections. The bonus for any such by-election or referendum shall not exceed \$150.
3. The Speaker of the Society shall be paid an honorarium fixed at ~~\$40~~ \$50 per Council Meeting, remitted after each meeting.
4. The Secretary of the Society shall be paid an honorarium fixed at ~~\$50~~ \$60 per Council Meeting, remitted after each meeting.
5. The Photographer of the society shall be paid an honorarium of \$750, with \$150 remitted after the summer term, \$300 remitted after the fall term and \$300 remitted after the winter term.
6. The Web Coordinator shall be paid an honorarium of \$500, with \$100 being remitted after the summer term, \$200 after the fall term and \$200 after the winter term.

## **VI**

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

1. Hire staff members as laid out in the UC Review Constitution, and delegate tasks accordingly by holding regular team meetings
2. Advertise and promote the UC Review to UC students, as well as putting out calls for submissions
3. Ensure the publication is printed by April of each academic year
4. Work closely with the Literary and Creative Arts Commissioner, as well as the Core Executive to ensure that the UC Review promotes the values of University College and reflects accurately upon these values
5. Manage the funds of the UC Review Levy collected by the UC Lit, and budget accordingly

6. Monitor the UC Review constitution, and devise responsible and procedurally sound amendments as seen fit
8. ~~See that there is an election amongst UC Review members for the following year's Editor in Chief according to the UC Review Constitution by March 31st, or ensure that the election be organized by a member of the Hiring Committee should they wish to run in the election themselves, and see that the name of the individual is put forward to the Hiring Committee immediately following the election. Submit a Redbook and any other transition documents to the Core Executive prior to the Joint Council Meeting to be kept in the Head Office, and ensure the proper transitioning of their successor.~~
9. Abide by the responsibilities laid out in this policy and in their Hiring Contract.
7. Organize and host at least one writing and art submissions' workshop for UC students
8. Advertise the Editor in Chief position to UC students at least a month prior to the end of their term

## Chapter Eight: Policies on Transition and Training

### C. Full-Council Team-Building

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

## Chapter Nine: Policies on Hiring



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

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

## Chapter Ten: Policies on Elections

### I General

#### A. Coordination of Elections

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

#### B. Dates and Restrictions

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

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

## Chapter Twelve: Policies on Society Membership Fees

### III Levy Disbursement

#### C. Internal Levies

##### 1. Gargoyle Levy

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

##### 3. UC Review Levy

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

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

1. This levy is dispersed in full in one installment before December 31st of the fiscal period.

2. The levy shall be divided equally between the following groups: Canadian Studies, ~~UC Drama Program~~ Cognitive Science, Sexual Diversity Studies, Health Studies
3. Any unused funds from the ACP Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

5. Contact UC Levy

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

d.

6. Charity Levy

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

7. UC WUSC Committee Levy

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

2. This levy is budgeted by the Outreach Commission, with allocations approved by the Society in accordance with policies on Budgeting.
3. Any uncollected funds from the UC WUSC Committee Levy shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.

8. Student Aid Fund Levy

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

**b. Administration of this Levy is conducted in cooperation with the Colle**