

1. **Call to Order**

Ryan Phillips introduces himself and calls the meeting to order at 5:20PM.

2. **Adoption of Agenda**

Motion

Moved: **ANDARY** Seconded: THOMAS

Be it resolved that the agenda be approved as presented

Motion to Amend

Motion

Moved: **ANDARY** Seconded: THOMAS

Be it resolved that a new agenda item be introduced as new item 7 with the following Resolved statement:

“Be it resolved that any mention of “he/she” in any founding document be amended to read “they”

Motion to Amend Approved

Main Motion Approved

3. **Statement by the President**

Discussion Item

Amanda: Hey everyone! I didn't really prepare much for this but I do want to really thank everybody for coming today to our AGM. I know you all have other stuff to do and class so I really really really appreciate you all taking the time to come out. We are here to serve you, the students, and our AGM today allows us to do that as well! Thanks!

4. **Approval of Audit**

Motion

Moved: **ANDARY** Seconded: THOMAS

Be it resolved that the society ratify the audited financial statements for the 2014-2015 Fiscal Year

Ramsey: I will be speaking on behalf of Snow, who is the Finance commissioner. The Finance Commission looked at all receipts and spending compared to what they budgeted going into the 2014-2015 year, Snow went through everything to make sure it isn't checked out and sent it to auditor, who looked it over in a similar but more official manner. We need to approve it as part our constitution. Any questions can be asked now.

Felipe: Is this document available online?

Ramsey: Yes. You can access it from the Facebook event page and it was sent to all students via Portal. Unfortunately, our website is being updated so it is not available there.

William: Can you explain the deficit of \$52,000 in Accounts Payable?

Ramsey: Accounts receivable is a record of money that is owed to us. This item is a negative value in the increase of Accounts Receivable which means that people have paid us back \$52,000 that they owed us. A reduction in increase of accounts receivable means we are now owed less money than we were before.

William: Where was this Accounts Receivable item from?

Ramsey: Its most likely from the university but questions about specifics like this can be sent to finance@uclit.ca

Ryan H: We don't owe anyone 52 thousand right?

Ramsey: No. Someone owed us money but it was paid off.

Ryan: Any other questions?

Main Motion Approved

5. **Approval of Auditors**

Motion

Moved: **ANDARY** Seconded:

Be it resolved that the Society appoint Pardeep Gill Aggarwal, CA, as Auditor of the Society for the 2015-2016 Fiscal Year

Ryan calls for anyone to be added to the speakers list.

Felipe: Has the Society considered switching auditors?

Ramsey: No we haven't. Snow has been working closely with Pardeep and has only said good things. In my opinion Pardeep has been great and is fit to be our auditor for the next year. It might be beneficial to consider changing auditors in the coming few years.

Main Motion Approved

6. **Approval of Bylaw Amendments**

Motion

Moved: **ANDARY** Seconded: ALAO

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

Ryan: To be clear, there are multiple bylaw amendments contained in this agenda. Each amendment will be its own motion and we will approve them all separately.

Ramsey: This is a basic reformatting of the Constitution. Everything that is bolded is a changed wording, a strikethrough means we are removing it from constitution. This motion is mainly adding in new formatting, and adding some changes regarding SAC directors. This new bylaw makes it so that if they are elected in a UTSU election they have to be ratified by council.

Albert: SAC directors are UC appointed representatives on the UTSU, correct?

Ramsey: Yes. We have two UTSU representatives, each college has their own directors. The Society has the choice to either run these elections ourselves and appoint the Directors or to allow the UTSU to run the elections.

Main Motion Approved

7. **Approval of Bylaw Amendments**

Motion

Moved: **ANDARY** Seconded: SINGH

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

Motion to Omnibus

Motion

Moved: **Schwenger** Seconded: HEAP

Be it resolved that the remaining bylaw changes be approved in Omnibus

Felipe: This is a good idea; doesn't seem anyone is opposed to any of these motions.

Ryan H: Expediency shouldn't be our goal, everyone should be aware of these changes, it is worth it to look at them separately.

Eric: Everyone should have read through these already, they are all in front of you, this should be a streamlined process.

Motion to Omnibus Approved

Ryan: We are now moving to a discussion on the rest of the bylaw amendments

Ramsey: I will go through all of the changes. We have already passed the first one. The next is making sure public deputies can come speak at meetings, that the Society can run internal elections for UC directors. The next few are changes to the structure of Con Review, about how bylaw changes are passed, we are changing it completely and coming up with a whole new structure, it will be a lot easier to pass constitution changes under this structure. The next is changing mentions of hiring deputies from 2 into "up to 2", this way the commissioner elected can choose to have one or 2 deputies. In G, summer budget meeting doesn't happen at JCM, but must happen before May 31st, and the fall budget meeting has to happen before Oct 31st and these changes make that more clear. We changed the notice given to students about elections by extending it. In I, standing committees are composed of both council and society members and this clarifies that. This isn't a change to the committees but just clarifying the system already in place. Last one is any reference of "he/she" changed to "their".

Dede: What does "all public deputies" mean?

Ramsey: All Commissioners have deputies, what we call a public deputy is a society member who does not sit on council and is a deputy. We are just adding that public deputies can speak like other council members (would not have to ask for extended speaking rights, council would not have to vote on it).

Felipe: This wouldn't give them voting rights, would it?

Ryan: No. Any other questions?

Motion Carries

8. **Other Business**

Discussion Item

William: When will the food arrive?

Ramsey: The Indian food is here, Chinese food is on its way.

9. **Adjournment**

Motion

Moved: **ANDARY** Seconded: BEYN

Be it resolved that the meeting be adjourned

Motion Carries

Bylaw Amendments (Appendix A)

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,
 - 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.

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 Coordinator of Student Life,
- UC's Dean of Students,
- UC's Principal,
- one delegate for Diabolo's 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

Bylaw Amendments (Appendix B)

- Chapter 8, section I, subsection 4biv be added to read: **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.**
- Chapter 8, section III, subsection B1c be amended to read: ~~Council Dinner(s)~~ **Outgoing council members meeting individually with their incoming successor.**
- Chapter 8, section III, subsection C1d be added to read: **At least one training session on mental wellness**
- Chapter 8, section III, subsection C1e be added to read: **At least one training session on equity**
- Chapter 8, section III, subsection C2 be amended to read:
~~Group Training sessions include mental health and equity training.~~
- Chapter Ten (Policy on Election) : II (Election Process) : D (Voting) be amended to read as follows:
 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.
- Chapter 13, Section 2, Section A, Subsection 1, Sub-subsection a be amended to read as follows:
 - b. All cheques must be associated with ~~a complete request form "CRQ-1".~~ **an expense report through the financial system chosen by the Finance Commissioner.**

- Chapter Three, Section III, A, 15 be amended to read: Hold **individual** budgeting and financial management seminar for all clubs **receiving requesting** funding in excess of \$1,000 per Fiscal year, before **December 31st the Fall/Winter Budget meeting.**
- Chapter Twelve, Section III, C be amended to read:
 - 1.b. Any **unused uncollected** funds from the Gargoyle **levy** shall ~~carry over to the Gargoyle budget for the following year~~ **be absorbed into the general account of the Society after the current 12-month fiscal period has ended.**
 - 4.c. Any **unused uncollected** funds from ~~this the Contact UC Levy~~ **will be used as Contact UC money in the next 12-month fiscal period shall be absorbed into the general account of the Society after the current 12-month fiscal period has ended.**
 - 6.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.**
- Chapter 7, Section V, Sub-section A Responsibilities of the Society Photographer, Sub-sub-section 2:
 - d. Upload appropriate pictures within two days of the event, to be overseen by at least one member of the ~~core-executive~~ **Executive** prior to uploading.
- Chapter 13, Section 4, Section 3 be amended to read as follows:
 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.
- Chapter 13, Section 5, Section C be amended to read as follows:
 1. The Athletics Commission may, ~~from time to time 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.
 2. 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, ~~and will have consistently demonstrated leadership, initiative, sportsmanship, and above all, concern for the UC community.~~ The recipient shall be awarded **any plaque any form of physical recognition by the Council and have their name engraved on the Rose Lin**

Award Trophy. ~~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.~~

- Chapter Three, Section III, A, 9 be amended to read: Audit all clubs that have received past funding in excess of \$1,000 per fiscal year from Council, **and other clubs funded by the Society less than \$1,000 if deemed necessary.**
- Chapter 3, Section II, President and Vice-President, Subsection A, Shared Responsibilities, 10 be added as follows: **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.

In guiding these individuals in their transition, refer to Chapter 8, Section II, Policies on Transition.

- Chapter 3, Section II, Subsection A.11 be added as follows: **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**
- Chapter 3, Section II, Subsection A.12 be added as follows: **Ensure the proper training of council as outlined in Chapter 8, Section III, Training.**
- Chapter 3, Section II, Subsection A.13 be added as follows: **Create Employment or Hiring Contracts as laid out in Chapter 9, Policies on Hiring, for all positions hired by Hiring Committee.**
- Chapter 3, Section II, Subsection B, Additional Responsibilities of the President, 3 be amended to read: Call and chair all meetings of the following, when appropriate: Elections Committee, Hiring Committee, **and** Coffee Bar Board, **Orientation Board, and UC Follies Board.**
- Chapter 3, Section II, Subsection B.4 be added as follows: **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.**
- Chapter 3, Section II, Subsection B.15 be added as follows: **Act as the media representative of the society.**
- Chapter 5, Section V, Hiring Committee, Subsection B, Responsibilities of the Hiring Committee, 2 be amended to read: These positions include the Orientation Chair(s), the Coffee Bar Manager(s), the Elections Coordinator, the Web Coordinator, **and** the Council Speaker and Council Secretary, **and** two WUSC Committee Co-Directors, **the UC Review Editor in Chief, and the UC Follies Executive Producer, Production Manager and Treasurer.**
- Chapter 9, Section V, be added as follows: **Hiring of the UC Review Editor in Chief**
 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 6, Section I, Subsection C, Responsibilities of the Coffee Bar Board, 7 be amended to read: Fix a fair and equitable remuneration (including both salary performance bonuses) for **incoming** Coffee Bar Managers **prior to their hiring**, to be outlined in the (Co-)Manager Employment Agreement and paid out of Coffee Bar sales.
 - Chapter 6, Section II, Subsection B.4.c. be added as follows: **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.**
 - Chapter 6, Section II, Subsection I, Additional Responsibilities of the Finance Commissioner and Deputy, 5, be amended to read: Pay the honorarium fixed by Council to the Orientation Chair(s) **out of Orientation revenues.**
 - Chapter 6, Section II, Subsection E, Honorarium for Orientation Chair(s), 1 be amended to read: The Orientation Chair(s) shall be entitled to an honorarium fixed by ~~the Council as outlined in G below~~ **Council as H outlined below.** This Honorarium shall be paid out of Orientation Revenues.
 - Chapter 6, Section II, Subsection G, Additional Responsibilities of Council, 2.e be amended to read: **By resolution Upon a 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.-
 - Chapter 6, Section II, Subsection D, Responsibilities of the Orientation Chair(s), 2 be amended to read: ~~The Orientation Chair(s) shall:~~ **The Orientation Chair(s) must adhere to the statutes outlined in their Hiring Contract, and additionally, must:**
 - Chapter 6, Section II, Subsection H.4 be added to read: **Issue a Hiring Agreement to the incoming Orientation Chair(s) upon their being hired.**
 - Chapter 6, Section II, Subsection D.2. c. be amended to read: Call ~~meetings and chair at least one meeting~~ of the Orientation Board ~~if necessary per month from April to July and twice in August.~~
 - Chapter 6, Section II, Subsection H, Additional Responsibilities of the President, 3 be added to read: **Call and chair meetings of the Orientation Board once a month throughout the summer, or when deemed necessary.**
 - Chapter 6, Section II, Subsection H.5 be added to read: **If approached, consider any Orientation-related grievances.**

- Chapter 6, Section III, Subsection C.2 be amended to read: 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 t**Three (3) members of the company

- Chapter 6, Subsection B, UC Follies Executive, 2 be amended to read: ~~General Manager~~ **Production Manager**
- Chapter 6, Subsection B, 6, Assistant Manager, (a) be amended to read: Assist ~~General Manager~~ **Production Manager**
- Chapter 6, Section III, Follies, Subsection C, Selection of the Executive, 1 be amended to read: The **Executive Producer, Treasurer Artistic Producer** 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. a nomination form with the signatures of 20 UC Follies members in order to be considered for the positions.** Members can support more than one candidacy.
- Chapter 6, Section III, Subsection B, UC Follies Executive, 2, General Manager, remove d: ~~Acts as signing officer for the company~~
- Chapter 6, Section III, Subsection D, Finances, 3, be amended to read: The signatures of either the **Executive Producer or the Treasurer Artistic Producer or the Production Manager**, and the signature of either the Society President or its Finance Commissioner, **are required on all cheques**
- Chapter 6, Section III, Subsection G.2 be amended to read: The UC Follies Board shall be composed of the following voting members: the **Executive Producer, the Treasurer Artistic Director** and the Production Manager of the Follies, the President, the Finance Commissioner (or **their his/her** Deputy), and the Literary & Creative Arts Commissioner (or **their his/her** Deputy).
- Chapter 6, Section III, Subsection G.4.g be amended to read: In consultation with the **Executive Producer, Treasurer, Artistic Producer** and the Production Manager review their objectives on an annual basis.
- Chapter 6, Section III, Subsection H, Council UC Follies Responsibilities, 2.a be amended to read: Ensure the hiring of the **Executive Producer, Treasurer Artistic Director** and the Production Manager in accordance with the Society's Hiring Policy.
- Chapter 6, Section III, Subsection H.2.d be amended to read: Notify the **Executive Producer Artistic 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.
- Chapter 6, Section III, Subsection I, Additional Responsibilities of the President, 3, be amended to read: Issue Hiring Agreements to the incoming **Executive Producer, Treasurer Artistic Producer** and Production Manager upon their being hired.
- Chapter 6, Section III, Subsection J.2 be amended to read: Meet with the **Executive Producer and/or Treasurer Artistic Director** when necessary to make recommendations in the interest of ensuring the financial stability of the UC Follies.

- Chapter 6, Section III, Subsection E, The Company, be amended to read: 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.~~
- Chapter 6, Section III, Subsection F, Annual Review Meeting, be amended to read: 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** ~~60% of company members~~ must be in attendance or the meeting is void. ARMs will include:
- Chapter 6, Section III, Subsection G be amended to read: **Composition and Responsibilities of the UC Follies Board of Director**
- Chapter 6, Section III, Subsection J be amended to read: **Additional responsibilities of the Finance Commissioner (or his/her the Finance Deputy)**
- Chapter 6, Section III, Subsection K be amended to read: **Additional Responsibilities of the Literary & Creative Arts Commissioner (or his/her the LCA Deputy)**
- Chapter 7, Section I, 6, be added as follows: **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.**
- Chapter 7, Section II, Elections Coordinator, Subsection A, Responsibilities of the Elections Coordinator, 2.p be added as follows: **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.**
- Chapter 7, Section II, Subsection A.2.q be added as follows: **Abide by the responsibilities laid out in this policy and in their Hiring Contract.**
- Chapter 7, Section III, Speaker of the Society, Subsection A, Responsibilities of the Speaker, f, be added as follows: **Abide by the responsibilities laid out in this policy and in their Hiring Contract.**
- Chapter 7, Section IV, Secretary of the Society, Subsection A, Responsibilities of the Secretary, e, be added as follows: **Abide by the responsibilities laid out in this policy and in their Hiring Contract.**
- Chapter 7, Section V, Society Photographer, Subsection A, Responsibilities of the Photographer, d, be added as follows: **Abide by the responsibilities laid out in this policy and in their Hiring Contract.**
- Chapter 7, Section VI, Web Coordinator, be added as follows:

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.**
- 11. Abide by the responsibilities laid out in this policy and in their Hiring Contract.**

- Chapter 7, Section VII, UC Review Editor in Chief, be added as follows:

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.