



# SCARBOROUGH CAMPUS STUDENTS' UNION

Board of Directors Package #6

Friday, October 24<sup>th</sup>, 2014

5:00PM

UTSC Student Center, SL-232

## AGENDA

Board of Directors Meeting #6 of the Scarborough Campus Students' Union

Friday October 24<sup>th</sup>, 2014 | 5:00pm | SL232, UTSC Student Centre

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### ROBERT RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of Order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Request for Information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. Excessive noise)	Point of personal privilege	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	Yes	Yes	2/3 Majority
Appeal the ruling of the chair	I appeal the ruling of the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes, advisability of referral only	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Postpone further discussion on a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	No	Yes	No	No	Majority
Raise a matter previously tabled	I move that motion...be taken from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that the motion...be reconsidered	no	yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	No	No	No	No	No vote taken, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	Yes	Majority
End the meeting	I move that the meeting adjourn	No	Yes	No	No	Majority

**Board of Directors, Scarborough Campus Students' Union**

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<input type="checkbox"/>	AHMED	ANIKA	VP EXTERNAL
<input type="checkbox"/>	ANWAR	AHRAR	PHYSICAL AND ENVIRONMENTAL SCIENCES
<input type="checkbox"/>	AZRAQ	SABRINE	VP EQUITY
<input type="checkbox"/>	CHOWDHURY	TAHSIN	PRESIDENT
<input type="checkbox"/>	DIONISIO	NICOLE	VP ACADEMICS & UNIVERSITY AFFAIRS
<input type="checkbox"/>	FAIRBAIRN	GLENDA	PSYCHOLOGY
<input type="checkbox"/>	FAYSAL	BARRAH	POLITICAL SCIENCE
<input type="checkbox"/>	JULIUS	LOUISA	FRENCH & LINGUISTICS
<input type="checkbox"/>	KHAN	NOOR	CRITICAL DEVELOPMENT STUDIES
<input type="checkbox"/>	MULATU	KALEAB	VP OPERATIONS
<input type="checkbox"/>	NASIRI	FEROZAN	ANTHROPOLOGY
<input type="checkbox"/>	NAVAN	SANOJ	VP CAMPUS LIFE
<input type="checkbox"/>	NEHRIN	RANZIBA	ENGLISH
<input type="checkbox"/>	PARIKH	VIVEK	MANAGEMENT
<input type="checkbox"/>	RAMOUDITH	BRANDON	COMPUTER & MATHEMATICAL SCIENCES
<input type="checkbox"/>	YAACOUBIAN	GARINE	PHILOSOPHY
<input type="checkbox"/>	YOUSSEF	RANY	BIOLOGICAL SCIENCES

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**1. CALL TO ORDER**

**2. ANNOUNCEMENTS**

**3. APPROVAL OF THE AGENDA**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that the agenda for the September 26<sup>th</sup>, 2014 SCSU Board of Directors meeting agenda be approved as presented

**4. EQUITY STATEMENT**

**5. EXECUTIVE REPORTS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be in resolved that the Executive Report be approved as presented.

**6. MOTION TO APPROVE CRO REPORT**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that 2014 Fall By-Election CRO Report be approved as presented; and

Be it further resolved that the 2014 Fall By-Election ballots be destroyed

**7. MOTION TO AMEND BYLAWS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw II – Membership, Section 4 be amended to include:

f. Seek to be hired for Executive or Director office

**8. MOTION TO AMEND BYLAWS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw V – Board of Directors, Section 1, Sub-Section 1.2, Clause c. be amended to:

c. Department of Anthropology and Health Studies

Be it further resolved that Bylaw V – Board of Directors, Section 1, Sub-Section 1.5, Clause d. be amended to:

d. All elected undergraduate students representatives of the UTSC Campus Council and its Boards and Committees

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Be it further resolved that that Bylaw V – Board of Directors, Section 1, Sub-Section 1.5, Clause f. be amended to:

f. Frontier College Moderator/Coordinating Chair or designate

**9. MOTION TO AMEND BYLAWS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw VI – Elections of Board of Directors, Section 2, Sub-Section 2, Clause b. be amended to:

b. No less than twenty-four (24) hours of polling over a period of no less than three (3) days

**10. MOTION TO AMEND BYLAWS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw X – Removal from Office, Section 1. be amended to:

**1. Abandonment of Office**

- i. A director of the Union shall be deemed to have vacated their position automatically:
  - a. upon missing two (2) Board of Director meetings during the summer term with no regrets, or a total of three (3) meetings during the fall and winter term with regrets or, a total of two (2) meetings during the fall and winter term with no regrets;
  - b. upon missing a maximum of five (5) Board of Director meetings during their term;
  - c. fails to attend three consecutive meetings or any four meetings of the Commission or Committee which such Directors has been appointed; or
  - d. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks as stated in Bylaw VII.
- ii. Regrets shall be given 48 hours in advance to the Secretary of the Board.

Be it further resolved that Bylaw X – Removal from Office, Section 3, Sub-Section 3.1, Clause b. be amended to:

- b. If the vacancy occurs on or after August 1 or once the Fall Session General Elections process has begun, the Executive Committee shall post the vacant position for no less than twenty (20) days, conduct an interview process and select two (2) candidates to send to the Board of Directors for election.

**11. MOTION TO AMEND BYLAWS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw XI – Commissions, be amended to:

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### COMMISSIONS

#### 1. Commissions

The Commissions of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Commissions shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following three (3) Commissions:

- 1.1 Campaigns & Equity Commission
- 1.2 Events Commission
- 1.3 Services Commission

#### 2. Composition and Terms of Reference for Commissions

##### 2.1 Campaigns & Equity Commission

- a. The voting member of the Campaigns & Equity Commission shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President External
  - iv. Vice President Equity
  - v. Three (3) Directors who are not ex-officio Directors who are to be appointed by the Board
  - vi. Any member of the Union subject to ratification by the Board of Directors
- b. The Vice President Academics & University Affairs shall chair the Campaigns & Equity Commission. In the absence of the Vice President Academics & University Affairs, the Vice President External shall chair or, in their absence, the Vice President Equity shall chair.
- c. The Executive Director or designate shall serve as the secretary of the Campaigns & Equity Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to education issues, issues related to national and provincial student unions, federal, provincial, and municipal governments, and external organizations to the University of Toronto.
- e. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to municipal, provincial, national and international educational issues.
- f. The Campaigns & Equity Commission shall have the responsibility to consider all matters relating to municipal, provincial and national educational policy and recommend to the Board campaigns on all issues relating to this educational policy.
- g. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to ensuring the University develop as an equitable space; ameliorate the status of women and minorities at the University.
- h. The Campaigns & Equity Commission shall implement projects and campaigns relating to racism, Islamophobia, homophobia and other forms of discrimination affecting the membership.
- i. The Campaigns & Equity Commission shall work with the Vice-President Equity to facilitate campus wide discussion and action on issues of equity.
- j. The Campaigns & Equity Commission shall discuss, develop, and formulate policy recommendations for the Union and for the University that aim to raise awareness of discrimination and promote equity in the University community.

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- k. The Campaigns & Equity Commission shall work to facilitate campus wide discussion and action on issues of equity, and, in this spirit, work with the Clubs Committee and the Board with the aim of promoting this discussion.
- l. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to equity issues.
- m. The Campaigns & Equity Commission shall be responsible for advocacy on academic, cultural, educational and university governance issues at the University of Toronto.
- n. The Campaigns & Equity Commission shall work with UTSC Campus Councilors on relevant student academic and non-academic governance policy at the UTSC Campus Council.
- o. The Campaigns & Equity Commission may review any matters relating to the academic policies established by UTSC.
- p. The Campaigns & Equity Commission shall have the responsibility to consider and recommend to the Board of Directors all matters relating to academic policy.
- q. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to academic policy.
- r. The Campaigns & Equity Commission shall be responsible for implementation of federal, provincial and municipal campaigns on campus.

### 2.2 Events Commission

- a. The voting member of the Events Commission shall be:
- b. President
- c. Vice President Campus Life
- d. Vice President External
- e. Vice President Equity
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Campus Life shall chair the Events Commission. In the absence of the Vice President Campus Life, the Vice President Equity shall chair or, in their absence, the Vice President External shall chair
- i. The Executive Director or designate shall serve as the secretary of the Events Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Events Commission shall be responsible for assisting in the coordination of all of the Union's events.
- k. The Events Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of events.
- l. The Events Commission shall focus its resources and be responsible for advocating on student life issues at the University.

### 2.3 Services Commission

- a. The voting member of the Services Commission shall be:
- b. President
- c. Vice President Operations
- d. Vice President Campus Life
- e. Vice President Academics & University Affairs
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Operations shall chair the Services Commission. In the absence of

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the Vice President Operations, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice President Campus Life shall chair

- i. The Executive Director or designate shall serve as the secretary of the Services Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Services Commission shall be responsible for assisting in the coordination of all of the Union's services.
- k. The Services Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of services.
- l. The Services Commission shall focus its resources and be responsible for advocating on student services issues at the University.
- m. Shall be consulted in the creation of the budget for the fiscal year that coincides with the elected term to provide recommendations to the Finance Committee
- n. Discuss monthly income statements
- o. Present recommendation to the Finance Committee on the format of the presentation and proposed expenditures
- p. May request a detailed outline of expenses and budgets notwithstanding legally confidential items

### **3. Commission Membership**

Members may sit on any Commission of the Union subject to ratification by the Board of Directors. Members of the Union shall become ratified members at a meeting of the Commission and shall obtain voting rights at the subsequent meeting of the Commission, pending approval of the Board.

### **4. Commission Procedures**

- 4.1 Commission membership expires April 30th of every year.
- 4.2 The Commissions shall have the right to implement their own procedures which must obtain Board approval.
- 4.3 All Commissions shall meet at least once in September, October, November, January, February and March.
- 4.4 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.
- 4.5 Every member has one vote and cannot proxy.
- 4.6 Non-Director members may be removed from Commissions by a majority vote at the Board.
- 4.7 Non-Director members cease to be members of the Commission when they fail to attend three (3) consecutive meetings in a row.
- 4.8 Quorum is four (4) members of the Commission.
- 4.9 Commissions have the right to strike working groups and sub-committees to assist with the work of the Commission.
- 4.10 All resolutions of the Commissions have to be ratified by the Board.



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### 12. MOTION TO AMEND BYLAW

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that Bylaw XII – Committees be amended to read:

#### COMMITTEES

##### 1. Committees of the Union

The Committees of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Committees shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following five (5) Committees:

- 1.1 Executive Committee
- 1.2 Finance Committee
- 1.3 Policy & By-Laws Committee
- 1.4 Clubs Committee
- 1.5 DSA Committee

##### 2. Composition and Terms of Reference for Committees

###### 2.1 Executive Committee

- a. The voting member of the Executive Committee shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President External
  - iv. Vice President Equity
  - v. Vice President Operations
  - vi. Vice President Campus Life
- b. The Executive Director shall be an ex-officio non-voting member of the Executive Committee.
- c. The President shall chair the Executive Committee. In the absence of the President, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice-President Equity shall chair.
- d. The Executive Director shall serve as the secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- e. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- f. The Executive Committee shall be responsible to for ensuring that all necessary books and records required according to the By-Laws of Union or by any applicable statute or law are regularly and properly kept.
- g. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- h. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- i. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of The Board.

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### 2.2 Finance Committee

- a. The voting members of the Finance Committee shall be:
  - i. President
  - ii. Vice President Operations
  - iii. Two (2) Directors who are not ex-officio Directors who are to be appointed by the Board.
- b. The Vice President Operations shall chair the Finance Committee.
- c. The Executive Director or designate shall serve as the secretary of the Finance Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The Finance Committee shall aid in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present a recommended operating budget to the Board for ratification no later than August 30.
- e. The Finance Committee shall meet as needed.

### 2.3 Policy & By-Laws Committee

- a. The voting members of the Policy & By-Laws Committee shall be:
  - i. President
  - ii. Vice President Operations
  - iii. Vice President Academics & University Affairs
  - iv. Vice President Equity
  - v. Vice President External
  - vi. Two (2) Directors who are not ex-officio Directors who are to be appointed by The Board.
  - vii. Two (2) members of the Union who shall each be appointed by the Board
- b. The President shall chair the Policy & By-Laws Committee.
- c. The Executive Director or designate shall serve as the secretary of the Policy & By-Laws Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's By-Laws and develop initial amendments. These amendments shall be presented to the Board, and shall be ratified at a Union's Meeting of Members.
- e. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's Policies and develop initial amendments. These amendments shall be presented to the Board for ratification.
- f. The Policy & By-Laws Committee shall ensure that existing policy and procedure manual & the constitution and bylaws are updated and complete.
- g. All policies and procedures must be submitted to the Committee for review before Board approval.

### 2.4 Clubs Committee

- a. The voting members of the Clubs Committee shall be:
  - i. President
  - ii. Vice President Campus Life
  - iii. Vice President Equity
  - iv. Two (2) Directors who are not ex-officio Directors who are to be appointed

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by the Board.

- v. Two (2) members of the Union who shall each be appointed by the Board in accordance to the Clubs Funding Policy.
- b. The Vice President Campus Life shall chair the Clubs Committee.
- c. The Executive Director or designate shall serve as the secretary of the Clubs Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The Clubs Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the Clubs Community at UTSC.
- e. The Clubs Committee shall have the responsibility to consider expenditures using Union funds allocated to clubs funding and club services funding.
- f. The Clubs Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.

### 2.5 DSA Committee

- a. The voting members of the DSA Committee shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President Equity
  - iv. One (1) Directors who is not ex-officio Directors who is to be appointed by the Board.
  - v. One (1) member of the Union who shall be appointed by the Board in accordance to the DSA Funding Policy.
- b. The Vice President Academics & University Affairs shall chair the DSA Committee.
- c. The Executive Director or designate shall serve as the secretary of the DSA Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- d. The DSA Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the DSA Community at UTSC.
- e. The DSA Committee shall have the responsibility to consider expenditures using Union funds allocated to DSA funding and DSA services funding.
- f. The DSA Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.

### 3. Committee Procedures

- 3.1 Committee membership expires April 30th of every year.
- 3.2 The Committees shall have the right to implement their own procedures which must obtain Board approval.
- 3.3 All Committees shall meet as needed.
- 3.4 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.

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- 3.5 Every member has one vote and cannot proxy.
- 3.6 Not less than half the members of the Committee shall constitute quorum.
- 3.7 Committees have the right to strike working groups and sub-committees to assist with the work of the Committee.
- 3.8 All resolutions of the Committee have to be ratified by the Board.

### **13. MOTION TO APPROVE 2013-14 SCSU AUDITED FINANCIAL STATEMENTS**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that that 2013-14 SCSU Audited Financial Statements be approved as presented.

### **14. APPROVAL OF MINUTES**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be in resolved that the October 24<sup>th</sup>, 2014 minutes package including the following documents be approved:

- a) BOD Minutes | September 26<sup>th</sup>, 2014
- b) Policy & Bylaws | October 7<sup>th</sup>, 2014
- c) Events Commission | September 30<sup>th</sup>, 2014
- d) Executive Committee | October 3<sup>rd</sup>, 2014

### **15. OTHER BUSINESS**

### **16. ADJOURNMENT**

**MOTION**                      Moved: Chowdhury                      Seconded:

Be it resolved that October 24<sup>th</sup>, 2014 Board of Directors meeting be adjourned.

# Services & Operations

## September Operations

TTC Adult VIP Passes (Sept) -----	495
TTC Post –Secondary Passes (Sept) -----	148
TTC Adult Tokens (5-pack) -----	583
Canada’s Wonderland Tickets -----	13
1 Love UTSC Merchandize -----	5
Cineplex Movie Tickets -----	130
Postering -----	23
Toronto Maple Leafs -----	10

## SCSU Restaurants Incorporated Update

### *REX’S DEN HAS LAUNCHED ITS NEW MENU!*

In an effort to bring a fresh take on campus meals, Rex’s Den has launched a new menu that gives you the best bang for your buck. We will take measures to introduce new items on our daily specials and have seen a strong and positive response so far. If you haven’t tried the new items, you’re missing out. Further, in an effort to promote the new menu, we are looking at multiple options including free tastings around campus and a dedicated TV screen for Rex’s promotional materials.

We’ve hired a Rex’s Den Events Coordinators to plan, promote and execute organic Rex’s Den programming. They are honorarium positions and are consistent with the SRI’s mission to hire students whenever possible with positions that give path to skill development. Additionally, Rex’s Den has partnered with Fusion Radio to do bi-weekly programming at Rex’s Den for UTSC students to relax, enjoy some good food and experience the culture of music.

HERO and KFC will be launching promotions soon in order to bring new items to UTSC and ultimately reduce prices for students. HERO will be giving away coupon packages for new items for each day of the week. KFC plans are yet to be finalized.

The SRI bylaws are currently in the process of being written. This is the first time this process is being undertaken and currently there are more questions than answers but steadfast progress is being made in an effort to set the corporation up for success in the future.

## AODA - Update

The SCSU is in the process of creating a plan to finalize all outstanding AODA requirements and recommendations, including the plan to shorten our front desk to make it fully accessible. Proposals to cost-share the capital projects are being prepared and we are seeking other methods of funding.

## EXECUTIVE REPORT

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### **SCSU Hiring**

Over the past week, the VP Operations has finalized the hiring of the VP Operations Associate and the Income Tax Clinic Coordinator. Both are honorarium positions that are directly in line with our commitment to hire students and provide growth opportunities for members. Further, the VP Campus Life has hired Trina James as the VP Campus Life Associate and Campus Crew Coordinator. We are currently in the process of hiring our Campaigns and Events Coordinator.

### **Student Center Bookings & Operations**

As a part of the SCSU website update, we have moved room bookings online. It has gone live this week and will be the new method for accepting booking for tables, meeting rooms and food court events. We will still accept booking via e-mail but do expect a phase out; probably in early December.

After months of follow-ups, the SCSU has received the installation of key card access systems to the following offices: WC, UG, Frontier, and Clubs locker room. This was done in an effort to provide access to multiple students with a method that is more secure.

### **Volunteer Network Program**

There will be a VNP event held on October 24th from 1 PM - 3 PM in the Rex's Den Lab. A poll was sent out on October 7th to assess what kind of organization members of the program wanted to volunteer with. The polling results indicated that majority of members wanted to engage with an organization within the discipline of biological sciences. Therefore, the VNP Coordinator has confirmed the Arthritis Society to attend and speak to students about the work they conduct and how they can get involved. Please RSVP by emailing [vnp@scsu.ca](mailto:vnp@scsu.ca) to assure a spot in the event.

# Campaigns & Advocacy

### **Campus Council Review**

The campus council governance structure was implemented under 2 years ago. This change allowed decisions that were only relevant to one campus to move through the UofT governance process quicker. If an issue was pertinent to only Scarborough campus, it would be streamlined into the UTSC campus council, and would not warrant the next step in governance. The review allowed for the SCSU to provide some feedback in regards to the additional step, this allowed us to bring up issues with timelines, and representation on campus council.

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### **Democracy Talks**

The Scarborough Campus Student's Union in partnership with the Political Science Students' Association will be hosting a forum on campus to facilitate an event called Democracy Talks on November 13<sup>th</sup>. This non-partisan event will bring citizens together to discuss common problems and propose solutions that will be submitted to appropriate levels of government for consideration. Event attendance is limited in order to ensure we can facilitate discussions accordingly. Students may register for the event at [goo.gl/EaKGXn](http://goo.gl/EaKGXn).

### **Holistic Health Subcommittee**

SCSU's Holistic Health Subcommittee had its first meeting on Thursday, October 9. Ranim Talih, lead the meeting and facilitated a discussion on organizing future events centered on diet, meditation, complicity, and Love. The Holistic Health Subcommittee also teamed up with the Meditation & Consciousness Club to have a booth at the Health & Wellness "Mental Health Understood" Fair. If you would like to join or learn more about the Holistic Health Subcommittee, please email Ranim Talih at [ranim.talih@hotmail.com](mailto:ranim.talih@hotmail.com) or Sabrine Azraq at [equity@scsu.ca](mailto:equity@scsu.ca).

### **Interdisciplinary Research and Discovery Symposium**

The event was successfully held with a 2-day symposium on October 7 & 8, and workshops held by the DSA's on the 9<sup>th</sup>. If you have any ideas for new events or how to improve the event, please contact [academics@scsu.ca](mailto:academics@scsu.ca).

### **Petition: Buddhism and Mental Health Program at UTSC**

A student from the Mindfulness and Meditation club has started a petition calling for student support to bring the Foundation of Buddhism and Mental Health Program to UTSC. The SCSU supports diversity in academic programming and interdisciplinary learning, and thus supports this student with their petition. For more information or to connect with this student, please contact [academics@scsu.ca](mailto:academics@scsu.ca) or [equity@scsu.ca](mailto:equity@scsu.ca).

### **Municipal Elections Promotion**

UTSC's Mayoral Debate will be held on October 21<sup>st</sup> from 7 PM - 8:30 PM in the ARC lecture hall. UTSC students are encouraged to attend and ask questions to hold all candidates accountable for issues that affect students. SCSU will be pushing the Generation Vote campaign during the week of October 20<sup>th</sup> - 24<sup>th</sup>. If you are interested in doing outreach please email [external@scsu.ca](mailto:external@scsu.ca).

### **Healthy Living Initiatives**

*Food Sustainability* - Food sustainability initiatives have been undertaken by the Holistic Health Subcommittee under SCSU's Campaigns and Equity Commission. One of the co-chair's for this subcommittee is our VP Campus Life, so please email [campuslife@scsu.ca](mailto:campuslife@scsu.ca) if you wish to learn more and get involved.

## EXECUTIVE REPORT

Board of Directors Meeting #5 of the Scarborough Campus Students' Union

Friday October 24<sup>th</sup>, 2014 | 5:00pm | SL232, UTSC Student Centre

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### **KGO-UTSC Meeting**

A great partnership between the university and the community and as the official student representation we have a seat on this body. The discussion took place on how we can engage the community in regards to the Pan Am Games coming to Toronto, being active, the opening of the TPASC centre etc. Conversations concluded around a run and bringing out some community athletes who have competed on the big scale, the details of the run are yet to be finalized more information coming your way.

### **Scarborough Campus Anti-Racism Subcommittee (SCARS)**

SCSU's Scarborough Campus Anti-Racism Subcommittee (SCARS) had its first meeting on Thursday, October 9, facilitated by Chairperson Jessica Kirk. SCARS is having its first event: a film screening of Crash followed by a discussion facilitated by Dr. Philip S. S. Howard. This event will take place on Wednesday, October 22 from 5PM-8PM in the T.V. Lounge. SCARS and the UofT Divest Subcommittee have teamed up with various student clubs, professors, and DSAs in initiating a conference and oral history project centered on the myth of security. We applied for the 50th Anniversary Legacy Fund and will find out if our application has been accepted on Monday, October 27. If you would like to join SCARS or learn more about this subcommittee, please email Jessica Kirk at [jessicapaulinekirk@gmail.com](mailto:jessicapaulinekirk@gmail.com) or Sabrine Azraq at [equity@scsu.ca](mailto:equity@scsu.ca).

### **SCSU Let's Go Green Campaign**

The SCSU continues to work on the campaign to support the passing of the PCW policy. The petition can be found at: [www.scsu.ca/letsogogreen](http://www.scsu.ca/letsogogreen). To get involved, please contact [academics@scsu.ca](mailto:academics@scsu.ca).

### **#UmbrellaRevolution at UTSC**

Your VP Equity teamed up with a group of students who were tabling in the Student Centre about the eruption of mass civil disobedience in Hong Kong to bring the #UmbrellaRevolution to UTSC. On Tuesday, October 7, students march to the IC building with signs and banners demanding full democracy in Hong Kong. If you would like to know more about this action or continue the conversation, please email Sabrine at [equity@scsu.ca](mailto:equity@scsu.ca).

### **Poetic Injustice: Remi Kanazi at UTSC**

The SCSU is teaming up with Toronto Students for Justice in Palestine (TSJP) in bringing Remi Kanazi to UTSC on Thursday, October 30. This event is comprised of a facilitated workshop on BDS, spoken-word performance, and a Q&A session. Kanazi is a New York-based Palestinian spoken-word artist, poet, writer & activist who will be on campus on Thursday, October 30 from 3-8PM. For more information about this event, contact TSJP at [tsjpalestine@gmail.com](mailto:tsjpalestine@gmail.com) or Sabrine at [equity@scsu.ca](mailto:equity@scsu.ca).



## EXECUTIVE REPORT

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### **Global News Transit Interview**

On October 9th, SCSU was contacted to give an interview on commuter issues. There was a call out on Facebook to seek a suitable student candidate to give this interview. All interested candidates who emailed in by the designated time allotted were responded to and asked about their knowledge on transit issues. One UofT student was selected to conduct the interview. For any information regarding this please email [external@scsu.ca](mailto:external@scsu.ca).

### **Advisory Committee on Physical Accessibility Meeting**

Held on October 7<sup>th</sup>, the meeting covered topics such as campus accessibility audits and discussion on how the SCSU can make its physical office space more accessible. For any concerns you'd like to bring up to administration, please contact [academics@scsu.ca](mailto:academics@scsu.ca).

### **Campaigns and Equity Commission**

The first meeting was successfully held on October 24. 6 sub-committees were struck at the first Commission, with meetings being held throughout the month. The next meeting will be held on October 29. To get on the listserv for any of these committees, please contact [academics@scsu.ca](mailto:academics@scsu.ca).

### **UofT Divest Subcommittee**

SCSU's UofT Divest Subcommittee had its first meeting on October 9 with a discussion facilitated by Chairperson Mitra Fakhrashrafi. The discussion focused mainly a collaborative conference with SCARS as well as the event: Poetic Injustice: Remi Kanazi at UTSC happening on Thursday, October 30.

## Events & Programming

### **Boat Cruise**

SCSU's annual boat cruise happened on the 27<sup>th</sup> of September 2014. The event sold out by the 25<sup>th</sup> of September with over 480 students in attendance. The night went smoothly without any mishaps and there was a lot of positive feedback from students that attended. The event was hosted in partnership with Scarborough campus athletics association and Fusion radio.

### **UofT Varsity Basketball Home Opener**

The home opener of the basketball varsity blues was held inside the newly built Toronto pan am sports centre. Our very own Rex's Den was asked to be in attendance to battle the rival mascot. Students really showed some great spirit, UofT won the game and players from both sides of the team as well as members from the spirit squad thanked some of us for giving them so much energy, and that they don't get this kind of spirit even at some of their home games.

## EXECUTIVE REPORT

Board of Directors Meeting #5 of the Scarborough Campus Students' Union

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### **Events Commission**

The events commission met for the first time this year on 30<sup>th</sup> of September 2014. The commission discussed last year's events as well as planned events for this year. There was some feedback given from past events as well as this year's boat cruise. Members of the commission also had a chance to brainstorm new ideas and bring any suggestions to the table. The next meeting will be held on the 28<sup>th</sup> Of October 2014.

### **Campus Crew**

A campus crew is being put together to promote events and campaigns of the SCSU. Members that were interested in being a part of campus crew was invited to the events commission and registered to be a part of the crew. The first campus crew meeting is to be held on the 22<sup>nd</sup> of October 2014 inside SL 219. If anyone is interested in being a part of the crew please attend this meeting and get registered.

### **Clubs funding round one**

The first round of clubs funding ended October 2<sup>nd</sup> 2014. There was about 14 clubs that applied for funding this round. The clubs committee met on Wednesday the 10<sup>th</sup> October to go over all applications and approve funding for the respective clubs.

### **Halloween Masquerade**

SCSU will be hosting a Halloween Masquerade pub night at Rex's Den on Thursday the 30<sup>th</sup> of October. A masquerade theme was adopted and guests will be provided masks on arrival at the party. The event was risk assessed and online promotions have already begun. Tickets are currently on sale at the front desk of the SCSU office for the price of \$5 for early bird and \$10 for regular.

### **ASO after Dark**

ASO held its after party inside Rex's Den, they brought out some amazing bands who we hope will grace the stage once again. It was a great ending to an amazing Art Side Out again. This is the 3rd consecutive year ASO after dark has happened, and the 2nd consecutive year at Rex's Den.

### **50th Anniversary Funding**

Legacy Fund Applications have closed, however student legacy fund applications are still open, all the information can be found [utsc.utoronto.ca/50](http://utsc.utoronto.ca/50). 100K is available to student groups to apply into.

MINUTES

Policy & Bylaws Committee Meeting of the Scarborough Campus Students' Union

Tuesday October 7<sup>th</sup>, 2014 | 5:30pm | SL232, UTSC Student Centre

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**1. CALL TO ORDER**

Chowdhury – present

Ahmed – Present

Mulatu – Present

Azraq – Present

Nehrin – Present

Bashir (non-voting) – Present

Meeting called to order at 5:33pm

**2. APPROVAL OF THE AGENDA**

**MOTION**

Moved: Chowdhury

Seconded: Ahmed

BE IT RESOLVED that the agenda for the Policy & By-Laws Committee Meeting be approved as presented.

**CARRIED**

**3. MOTION TO AMEND BYLAWS**

**MOTION**

Moved: Chowdhury

Seconded: Nehrin

BE IT RESOLVED that Bylaw II – Membership, Section 4 be amended to include:

f. Seek to be hired for Executive or Director office

**CARRIED**

**4. MOTION TO AMEND BYLAWS**

**MOTION**

Moved: Chowdhury

Seconded: Azraq

BE IT RESOLVED that Bylaw V – Board of Directors, Section 1, Sub-Section 1.2, Clause c. be amended to:

c. Department of Anthropology and Health Studies

BE IT FURTHER RESOLVED that Bylaw V – Board of Directors, Section 1, Sub-Section 1.5, Clause d. be amended to:

d. All elected undergraduate students representatives of the UTSC Campus Council and its Boards and Committees

BE IT FURTHER RESOLVED that Bylaw V – Board of Directors, Section 1, Sub-Section 1.5, Clause f. be amended to:

f. Frontier College Moderator/Coordinating Chair or designate

**CARRIED**

## MINUTES

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### 5. MOTION TO AMEND BYLAWS

#### MOTION

Moved: Chowdhury

Seconded: Ahmed

BE IT RESOLVED that Bylaw VI – Elections of Board of Directors, Section 2, Sub-Section 2, Clause b. be amended to:

- b. No less than twenty-four (24) hours of polling over a period of no less than three (3) days

#### CARRIED

### 6. MOTION TO AMEND BYLAWS

#### MOTION

Moved: Chowdhury

Seconded: Azraq

BE IT RESOLVED that Bylaw X – Removal from Office, Section 1. be amended to:

#### 2. Abandonment of Office

- i. A director of the Union shall be deemed to have vacated their position automatically:
  - a. upon missing two (2) Board of Director meetings during the summer term with no regrets, or a total of three (3) meetings during the fall and winter term with regrets or, a total of two (2) meetings during the fall and winter term with no regrets;
  - b. fails to attend three consecutive meetings or any four meetings of the Commission or Committee which such Directors has been appointed; or
  - c. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks as stated in Bylaw VII.
- ii. Regrets shall be given 48 hours in advance to the Secretary of the Board.

BE IT FURTHER RESOLVED that Bylaw X – Removal from Office, Section 3, Sub-Section 3.1, Clause b. be amended to:

- b. If the vacancy occurs on or after August 1 or once the Fall Session General Elections process has begun, the Executive Committee shall post the vacant position for no less than twenty (20) days, conduct an interview process and select two (2) candidates to send to the Board of Directors for election.

#### DISCUSSION

Chowdhury explains that the amendment is to accommodate directors that are not in the city over the summer months. He further states that this year there were multiple directors who were deemed to have vacated their position because they were out of the country.

Nehrin states that the amendment makes it so that directors can miss a large portion of their term. She further states that it will be hard for directors to fulfill their duties if they are not present.

#### MOTION TO AMEND

BE IT RESOLVED that Bylaw X – Removal from Office, Section 1. be amended to:

## MINUTES

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### 1. Abandonment of Office

- i. A director of the Union shall be deemed to have vacated their position automatically:
  - e. upon missing two (2) Board of Director meetings during the summer term with no regrets, or a total of three (3) meetings during the fall and winter term with regrets or, a total of two (2) meetings during the fall and winter term with no regrets;
  - f. upon missing a maximum of five (5) Board of Director meetings during their term;
  - g. fails to attend three consecutive meetings or any four meetings of the Commission or Committee which such Directors has been appointed; or
  - h. fails to satisfy the office requirements as established for three consecutive weeks or any four weeks as stated in Bylaw VII.
- ii. Regrets shall be given 48 hours in advance to the Secretary of the Board.

BE IT FURTHER RESOLVED that Bylaw X – Removal from Office, Section 3, Sub-Section 3.1, Clause b. be amended to:

- c. If the vacancy occurs on or after August 1 or once the Fall Session General Elections process has begun, the Executive Committee shall post the vacant position for no less than twenty (20) days, conduct an interview process and select two (2) candidates to send to the Board of Directors for election.

## CARRIED

### 7. MOTION TO AMEND BYLAWS

#### MOTION

Moved: Chowdhury

Seconded: Mulatu

BE IT RESOLVED that Bylaw XI – Commissions, be amended to:

## COMMISSIONS

### 1. Commissions

The Commissions of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Commissions shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following three (3) Commissions:

- 1.4 Campaigns & Equity Commission
- 1.5 Events Commission
- 1.6 Services Commission

### 2. Composition and Terms of Reference for Commissions

#### 2.4 Campaigns & Equity Commission

- b. The voting member of the Campaigns & Equity Commission shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President External

## MINUTES

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- iv. Vice President Equity
- v. Three (3) Directors who are not ex-officio Directors who are to be appointed by the Board
- vi. Any member of the Union subject to ratification by the Board of Directors
- c. The Vice President Academics & University Affairs shall chair the Campaigns & Equity Commission. In the absence of the Vice President Academics & University Affairs, the Vice President External shall chair or, in their absence, the Vice President Equity shall chair.
- d. The Executive Director or designate shall serve as the secretary of the Campaigns & Equity Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- e. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to education issues, issues related to national and provincial student unions, federal, provincial, and municipal governments, and external organizations to the University of Toronto.
- f. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to municipal, provincial, national and international educational issues.
- g. The Campaigns & Equity Commission shall have the responsibility to consider all matters relating to municipal, provincial and national educational policy and recommend to the Board campaigns on all issues relating to this educational policy.
- h. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to ensuring the University develop as an equitable space; ameliorate the status of women and minorities at the University.
- i. The Campaigns & Equity Commission shall implement projects and campaigns relating to racism, Islamophobia, homophobia and other forms of discrimination affecting the membership.
- j. The Campaigns & Equity Commission shall work with the Vice-President Equity to facilitate campus wide discussion and action on issues of equity.
- k. The Campaigns & Equity Commission shall discuss, develop, and formulate policy recommendations for the Union and for the University that aim to raise awareness of discrimination and promote equity in the University community.
- l. The Campaigns & Equity Commission shall work to facilitate campus wide discussion and action on issues of equity, and, in this spirit, work with the Clubs Committee and the Board with the aim of promoting this discussion.
- m. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to equity issues.
- n. The Campaigns & Equity Commission shall be responsible for advocacy on academic, cultural, educational and university governance issues at the University of Toronto.
- o. The Campaigns & Equity Commission shall work with UTSC Campus Councilors on relevant student academic and non-academic governance policy at the UTSC Campus Council.
- p. The Campaigns & Equity Commission may review any matters relating to the academic policies established by UTSC.
- q. The Campaigns & Equity Commission shall have the responsibility to consider and recommend to the Board of Directors all matters relating to academic policy.
- r. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to academic policy.
- s. The Campaigns & Equity Commission shall be responsible for implementation of federal, provincial and municipal campaigns on campus.

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### 2.5 Events Commission

- a. The voting member of the Events Commission shall be:
- b. President
- c. Vice President Campus Life
- d. Vice President External
- e. Vice President Equity
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Campus Life shall chair the Events Commission. In the absence of the Vice President Campus Life, the Vice President Equity shall chair or, in their absence, the Vice President External shall chair
- i. The Executive Director or designate shall serve as the secretary of the Events Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Events Commission shall be responsible for assisting in the coordination of all of the Union's events.
- k. The Events Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of events.
- l. The Events Commission shall focus its resources and be responsible for advocating on student life issues at the University.

### 2.6 Services Commission

- a. The voting member of the Services Commission shall be:
- b. President
- c. Vice President Operations
- d. Vice President Campus Life
- e. Vice President Academics & University Affairs
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Operations shall chair the Services Commission. In the absence of the Vice President Operations, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice President Campus Life shall chair
- i. The Executive Director or designate shall serve as the secretary of the Services Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Services Commission shall be responsible for assisting in the coordination of all of the Union's services.
- k. The Services Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of services.
- l. The Services Commission shall focus its resources and be responsible for advocating on student services issues at the University.

## 3. Commission Membership

Members may sit on any Commission of the Union subject to ratification by the Board of Directors. Members of the Union shall become ratified members at a meeting of the Commission and shall obtain voting rights at the subsequent meeting of the Commission, pending approval of the Board.

## 4. Commission Procedures

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- 4.11 Commission membership expires April 30th of every year.
- 4.12 The Commissions shall have the right to implement their own procedures which must obtain Board approval.
- 4.13 All Commissions shall meet at least once in September, October, November, January, February and March.
- 4.14 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.
- 4.15 Every member has one vote and cannot proxy.
- 4.16 Non-Director members may be removed from Commissions by a majority vote at the Board.
- 4.17 Non-Director members cease to be members of the Commission when they fail to attend three (3) consecutive meetings in a row.
- 4.18 Quorum is four (4) members of the Commission.
- 4.19 Commissions have the right to strike working groups and sub-committees to assist with the work of the Commission.
- 4.20 All resolutions of the Commissions have to be ratified by the Board.

## DISCUSSION

Nehrin asks why there is an introduction of the Services Commission

Mulatu states the Services Commission is intended to review services offered and get feedback from students regarding the services offered. Mulatu further states that the Services Commission should also review the SCSU budget.

**MOTION TO AMEND** Moved: Chowdhury                      Seconded: Mulatu

BE IT RESOLVED that Bylaw XI – Commissions, be amended to:

## COMMISSIONS

### 5. Commissions

The Commissions of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Commissions shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following three (3) Commissions:

- 1.7 Campaigns & Equity Commission
- 1.8 Events Commission
- 1.9 Services Commission

### 6. Composition and Terms of Reference for Commissions

#### 2.7 Campaigns & Equity Commission

- s. The voting member of the Campaigns & Equity Commission shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President External



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- iv. Vice President Equity
- v. Three (3) Directors who are not ex-officio Directors who are to be appointed by the Board
- vi. Any member of the Union subject to ratification by the Board of Directors
- t. The Vice President Academics & University Affairs shall chair the Campaigns & Equity Commission. In the absence of the Vice President Academics & University Affairs, the Vice President External shall chair or, in their absence, the Vice President Equity shall chair.
- u. The Executive Director or designate shall serve as the secretary of the Campaigns & Equity Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- v. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to education issues, issues related to national and provincial student unions, federal, provincial, and municipal governments, and external organizations to the University of Toronto.
- w. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to municipal, provincial, national and international educational issues.
- x. The Campaigns & Equity Commission shall have the responsibility to consider all matters relating to municipal, provincial and national educational policy and recommend to the Board campaigns on all issues relating to this educational policy.
- y. The Campaigns & Equity Commission shall be responsible for advocating and promoting campaigns related to ensuring the University develop as an equitable space; ameliorate the status of women and minorities at the University.
- z. The Campaigns & Equity Commission shall implement projects and campaigns relating to racism, Islamophobia, homophobia and other forms of discrimination affecting the membership.
- aa. The Campaigns & Equity Commission shall work with the Vice-President Equity to facilitate campus wide discussion and action on issues of equity.
- bb. The Campaigns & Equity Commission shall discuss, develop, and formulate policy recommendations for the Union and for the University that aim to raise awareness of discrimination and promote equity in the University community.
- cc. The Campaigns & Equity Commission shall work to facilitate campus wide discussion and action on issues of equity, and, in this spirit, work with the Clubs Committee and the Board with the aim of promoting this discussion.
- dd. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to equity issues.
- ee. The Campaigns & Equity Commission shall be responsible for advocacy on academic, cultural, educational and university governance issues at the University of Toronto.
- ff. The Campaigns & Equity Commission shall work with UTSC Campus Councilors on relevant student academic and non-academic governance policy at the UTSC Campus Council.
- gg. The Campaigns & Equity Commission may review any matters relating to the academic policies established by UTSC.
- hh. The Campaigns & Equity Commission shall have the responsibility to consider and recommend to the Board of Directors all matters relating to academic policy.
- ii. The Campaigns & Equity Commission shall ensure that Members are aware of the Union's position with respect to academic policy.
- jj. The Campaigns & Equity Commission shall be responsible for implementation of federal, provincial and municipal campaigns on campus.

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### 2.8 Events Commission

- a. The voting member of the Events Commission shall be:
- b. President
- c. Vice President Campus Life
- d. Vice President External
- e. Vice President Equity
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Campus Life shall chair the Events Commission. In the absence of the Vice President Campus Life, the Vice President Equity shall chair or, in their absence, the Vice President External shall chair
- i. The Executive Director or designate shall serve as the secretary of the Events Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Events Commission shall be responsible for assisting in the coordination of all of the Union's events.
- k. The Events Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of events.
- l. The Events Commission shall focus its resources and be responsible for advocating on student life issues at the University.

### 2.9 Services Commission

- a. The voting member of the Services Commission shall be:
- b. President
- c. Vice President Operations
- d. Vice President Campus Life
- e. Vice President Academics & University Affairs
- f. Three (3) Directors who are not ex-officio Directors who are to be appointed by The Board
- g. Any member of the Union subject to ratification by the Board of Directors
- h. The Vice President Operations shall chair the Services Commission. In the absence of the Vice President Operations, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice President Campus Life shall chair
- i. The Executive Director or designate shall serve as the secretary of the Services Commission, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- j. The Services Commission shall be responsible for assisting in the coordination of all of the Union's services.
- k. The Services Commission shall be responsible for working with Student Clubs, and other student organisations to offer a diversity of services.
- l. The Services Commission shall focus its resources and be responsible for advocating on student services issues at the University.
- m. Shall be consulted in the creation of the budget for the fiscal year that coincides with the elected term to provide recommendations to the Finance Committee
- n. Discuss monthly income statements
- o. Present recommendation to the Finance Committee on the format of the presentation and proposed expenditures
- p. May request a detailed outline of expenses and budgets notwithstanding legally confidential items

## MINUTES

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### **7. Commission Membership**

Members may sit on any Commission of the Union subject to ratification by the Board of Directors.

Members of the Union shall become ratified members at a meeting of the Commission and shall obtain voting rights at the subsequent meeting of the Commission, pending approval of the Board.

### **8. Commission Procedures**

4.21 Commission membership expires April 30th of every year.

4.22 The Commissions shall have the right to implement their own procedures which must obtain Board approval.

4.23 All Commissions shall meet at least once in September, October, November, January, February and March.

4.24 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.

4.25 Every member has one vote and cannot proxy.

4.26 Non-Director members may be removed from Commissions by a majority vote at the Board.

4.27 Non-Director members cease to be members of the Commission when they fail to attend three (3) consecutive meetings in a row.

4.28 Quorum is four (4) members of the Commission.

4.29 Commissions have the right to strike working groups and sub-committees to assist with the work of the Commission.

4.30 All resolutions of the Commissions have to be ratified by the Board.

## **CARRIED**

### **8. MOTION TO AMEND BYLAW**

#### **MOTION**

Moved: Chowdhury

Seconded: Ahmed

BE IT RESOLVED that Bylaw XII – Committees be amended to read:

## **COMMITTEES**

### **1. Committees of the Union**

The Committees of the Union shall conduct all decisions made by the Board and seek Board approval in all matters. All Committees shall file an annual report to the Board at the Joint Board meeting. The Board shall maintain the following five (5) Committees:

1.6 Executive Committee

1.7 Finance Committee

1.8 Policy & By-Laws Committee

1.9 Clubs Committee

1.10 DSA Committee

### **2. Composition and Terms of Reference for Committees**

2.6 Executive Committee

a. The voting member of the Executive Committee shall be:

vii. President

viii. Vice President Academics & University Affairs

## MINUTES

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- ix. Vice President External
- x. Vice President Equity
- xi. Vice President Operations
- xii. Vice President Campus Life
- j. The Executive Director shall be an ex-officio non-voting member of the Executive Committee.
- k. The President shall chair the Executive Committee. In the absence of the President, the Vice President Academics & University Affairs shall chair or, in their absence, the Vice-President Equity shall chair.
- l. The Executive Director shall serve as the secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- m. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Union. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- n. The Executive Committee shall be responsible to for ensuring that all necessary books and records required according to the By-Laws of Union or by any applicable statute or law are regularly and properly kept.
- o. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- p. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- q. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of The Board.

### 2.7 Finance Committee

- f. The voting members of the Finance Committee shall be:
  - iv. President
  - v. Vice President Operations
  - vi. Two (2) Directors who are not ex-officio Directors who are to be appointed by the Board.
- g. The Vice President Operations shall chair the Finance Committee.
- h. The Executive Director or designate shall serve as the secretary of the Finance Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- i. The Finance Committee shall aid in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present a recommended operating budget to the Board for ratification no later than August 30.
- j. The Finance Committee shall meet as needed.

### 2.8 Policy & By-Laws Committee

- h. The voting members of the Policy & By-Laws Committee shall be:
  - i. President
  - ii. Vice President Operations
  - iii. Vice President Academics & University Affairs
  - iv. Vice President Equity
  - v. Vice President External

## MINUTES

Policy & Bylaws Committee Meeting of the Scarborough Campus Students' Union

Tuesday October 7<sup>th</sup>, 2014 | 5:30pm | SL232, UTSC Student Centre

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- vi. Two (2) Directors who are not ex-officio Directors who are to be appointed by The Board.
- vii. Two (2) members of the Union who shall each be appointed by the Board
- i. The President shall chair the Policy & By-Laws Committee.
- j. The Executive Director or designate shall serve as the secretary of the Policy & By-Laws Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- k. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's By-Laws and develop initial amendments. These amendments shall be presented to the Board, and shall be ratified at a Union's Meeting of Members.
- l. The Policy & By-Laws Committee shall convene within the elected term to assess the state of the Union's Policies and develop initial amendments. These amendments shall be presented to the Board for ratification.
- m. The Policy & By-Laws Committee shall ensure that existing policy and procedure manual & the constitution and bylaws are updated and complete.
- n. All policies and procedures must be submitted to the Committee for review before Board approval.

### 2.9 Clubs Committee

- g. The voting members of the Clubs Committee shall be:
  - vi. President
  - vii. Vice President Campus Life
  - viii. Vice President Equity
  - ix. Two (2) Directors who are not ex-officio Directors who are to be appointed by the Board.
  - x. Two (2) members of the Union who shall each be appointed by the Board in accordance to the Clubs Funding Policy.
- h. The Vice President Campus Life shall chair the Clubs Committee.
- i. The Executive Director or designate shall serve as the secretary of the Clubs Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- j. The Clubs Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the Clubs Community at UTSC.
- k. The Clubs Committee shall have the responsibility to consider expenditures using Union funds allocated to clubs funding and club services funding.
- l. The Clubs Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.

### 2.10 DSA Committee

- g. The voting members of the DSA Committee shall be:
  - vi. President
  - vii. Vice President Academics & University Affairs
  - viii. Vice President Equity
  - ix. One (1) Directors who is not ex-officio Directors who is to be appointed by the Board.

## MINUTES

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- x. One (1) member of the Union who shall be appointed by the Board in accordance to the DSA Funding Policy.
- h. The Vice President Academics & University Affairs shall chair the DSA Committee.
- i. The Executive Director or designate shall serve as the secretary of the DSA Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board.
- j. The DSA Committee shall have the responsibility to develop policy recommendations for the Board and relevant University organizations, offices, or departments that aim to improve the viability of the DSA Community at UTSC.
- k. The DSA Committee shall have the responsibility to consider expenditures using Union funds allocated to DSA funding and DSA services funding.
- l. The DSA Committee shall assist the Campaigns & Equity Commission in working to facilitate campus wide discussion and action on issues of equity.

### 3. Committee Procedures

3.9 Committee membership expires April 30th of every year.

3.10 The Committees shall have the right to implement their own procedures which must obtain Board approval.

3.11 All Committees shall meet as needed.

3.12 Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.

3.13 Every member has one vote and cannot proxy.

3.14 Not less than half the members of the Committee shall constitute quorum.

3.15 Committees have the right to strike working groups and sub-committees to assist with the work of the Committee.

3.16 All resolutions of the Committee have to be ratified by the Board.

### CARRIED

### 9. OTHER BUSINESS

Chowdhury states that we will make an open call for motion submission for the AGM on October 20<sup>h</sup> and will run until October 27<sup>th</sup>.

### 10. ADJOURNMENT

#### MOTION

Moved: Chowdhury

Seconded: Nehrin

BE IT RESOLVED that the Policy & By-Laws Committee Meeting be adjourned.

Meeting adjourned at 8:00pm

**1. CALL TO ORDER – 5:11PM**

**2. APPROVAL OF THE AGENDA**

**MOTION**  
**Ahmed**

Moved by: **Glenda Fairbairn**

Seconded by: **Anika**

Be it resolved that the agenda for September 30<sup>th</sup> Events Commission be approved as presented.

**CARRIED**

**3. INTRODUCTIONS**

**PRESENT:**

**Sanoj Navan**

**Tahsin Chowdhury**

**Nicole Dionisio**

**Jonathan Pereira**

**Anika Ahmed**

**Glenda Fairbairn**

**4. COMMISSION PURPOSE AND PROTOCOL**

*Sanoj explains the breakdown of what the meeting will entail (review of past events, plans of future events and brainstorming of possible events).*

**5. OVERVIEW OF LAST YEARS EVENTS**

*Tahsin states that he will take the lead on the discussion and brief description of each of the events held last year. The following is a breakdown of said events:*

**UTSC on Ice**

Tahsin explains what the event was: renting ice and sending students down by bus, free event and students can purchase skate rentals. This is an annual event and has always proven to be successful.

**MONTREAL READING WEEK**

Tahsin explained the 4 day 3 night event put on with TNT tours: two buses (100 UTSC students) were brought to Montreal. The daytime itinerary included Montreal activities, tours and night time club events.

Room breakdowns: \$199/quad room. Once on the trip, students had a lot of free time.

**SUGGESTION: Saddat suggests spending less time in Montreal to help save students money.**

**SUSTAIN A WEEK**

Tahsin lists the activities: bike tour, tree planting and movie showing, transit town hall and campus clean up

**NIGHTMARE ON MILITARY TRAIL**

Halloween pub night for all UTSC students. Event sold out at 300.

**BLACK AND WHITE AFFAIR**

This was held after midterms, location was at Arya night club.

\*Habiba asks if this event is essentially the same as this years' white party

**NOTHING WAS THE SAME**

Tahsin explains how this event was pivotal for SCSU. The event took place in the entire student center. \$5 tickets, sold out in days, first Student Center party of its kind.

Capacity was over 500. "Second biggest" party of SCSU.

**SUPERBOWL AT REX'S**

The Superbowl was shown in Rex's on a Sunday. Promotion wasn't strong and there wasn't a great turn out. The aim is to do it again this year, with better promotion.

**MOSAIC**

Essentially a talent show at the end of the year. Performances, singers, rappers, poets and other performances. Other cultural events throughout the week. Mini mosaic and cultural food.

**SPRING FORMAL**

A banquet hall was rented, tickets were sold for \$50, open bar for 19+ students.

**I GOT SOLE**

**Event posed the question: What does the sneaker mean? Panelists: shoe designer, VP equity, community organizer all discussed the topic.**

**SCSU FOOD FINES**

This dealt with the library at thanksgiving time: students could exchange canned food for the removal of their library fines.

**EXPRESSION AGAINST OPPRESSION**

This was a talent night showcase held at the meeting place where speakers came out.

The Black History Month conference was a result of this event. Anti-black racism topic was discussed and Michael Dyson attended and spoke with students.



### **TRANSIT TOWN HALL**

Planning to hold this event again this year: transit experts, chair of TTC, member of TTC, MPP all talked about the state of Scarborough transit and what has to be done to improve it.

### **MAYORAL DEBATE**

Rob Ford came to campus along with four other candidates. Debated and discussed issues. A way to kick off the election.

### **IRDS**

A series of workshops and seminars pertaining to graduate and under graduate research. This event will be done again this year Oct 7-9<sup>th</sup>. It includes various speakers and workshops. VP Academics, Nikki, is the contact person for this event.

### **THE HIKE STOPS HERE**

Breaking down tuition free framework, student victories and how fees can be lowered.

### **ANTI-WAR COALITION MEETING**

Canadian peace alliance. Speaker came and spoke about the state of war.

### **LET'S GET REAL**

Various ideas and stereotypes that are portrayed in the movies: racism, sexism, etc. were discussed by a panel.

### **SOCIAL JUSTICE BLOCK PARTY**

This event was held again this year (Disorientation) during Week of Welcome. Last year, Shad performed and was expected to bring out a large crowd. However, this year the event was much more well-attended and successful. It included a free BBQ, free book giveaway and various internal and external advocacy groups and campus clubs.

### **BOOK GIVEAWAY**

This event was combined with the SJBP this year.

### **Advocacy aspect of the execs:**

Anika: Vagina Monologues movement from around the world includes advocacy from women by telling stories, singing, poetry telling. An effort to see the world from a women's perspective.

### **DISCUSSION/BRAINSTORMING OF FUTURE EVENTS**

- Tahsin asks what campaigns or events students might want to see in the future; suggests dance battle competition, dodgeball tournaments. The Best Damn Sports Club is mentioned: a club who helped with the showing of different sporting events.
- Anastacia asks if SCSU does a SPIRIT WEEK or Casino event.  
*Tahsin explains WILDFIRE: a poker day held in the Meeting Place. However, due to the "No Casino Toronto movement, the SCSU executives have decided to stop this event as it was contradictory.*
- Vanessa asks what the study space round table is.  
*Tahsin answers: it is done by academics and university affairs, issues about study spaces are raised and discussed with students. Group/quiet study spaces is currently an issue and brought up at future Library meetings to voice issues. Tahsin explains that voicing these concerns such as lack of study space is important when discussing with other university departments so that they become aware and can help reach a solution.*
- Safa asks about UTSC Zombie Walk and if it will continue.  
*Tahsin answers: even if events aren't officially planned as of now, suggestions can definitely be taken into consideration. The zombie walk was a play on the collection of student debt. Last year's VP external helped coordinate the event. Students and executives dressed up and walked around campus as zombies. Successful event.*
- Habiba states that she attended a mental health meeting and saw stress balls that could be included in a kit for exam de-stressors. Other things to include in academic kit: academic tip sheets for essay outlines for students, geared toward exam writing.
- Jonathon asks for details on a Halloween event this year.  
*Sanoj explains there will be a Halloween Masquerade-themed party taking place Thursday, Oct 30<sup>th</sup> (not to compete with downtown parties on the Friday).*
- Glenda point out that the agenda shows a lot of party/service type events. She asks if some events could be eliminated if unsuccessful or kept if they were successful.  
*Tahsin explains that there are actions, discussion and parties on the event lists. The executives are the ones who came up with these ideas and students responded. He asks if they would rather see a similar balance or if they'd prefer students come up with the ideas and execs execute them.*
- Glenda suggests a campaign to increase efficiency at the Registrar's office, not sure if it should be a conversation or an activity. The student population grows while the staff does not increase enough to reflect this. This hinders students visiting office.

### **6. BOAT CRUISE FEEDBACK**

**Sanoj addresses room and asks if there are any suggestions, ideas or feedback from this years Boat Cruise.**

**Feedback:**

- Anastacia says the event went really well and was fun.
- Sadat agrees and says the timing of the event was almost like a de-stressor and successful.
- Glenda: best years event, security this year was friendly and better to deal with. Capacity of the boat was manageable even though packed. Veggie alternative was good. Well organized.
- Anastacia: space was good, asks if there will be another boat cruise at the end of the year.
- Trina suggests utilizing the three levels by adding in another DJ on another level. Subsidize drink tickets by increasing ticket price.
- Glenda: asks if there is a budget for events  
*Amir answers with: most events by SCSU are break even events or a bit more to make up for events that don't bring in revenue. Events budget for the year is \$10,000. Montreal trip includes 2 fees. The only way SCSU makes money is on the fee from non-students. This brings in about \$600 which is later used for free events.*
- Glenda: asks if boat cruise is an event that makes or loses money.  
*Tahsin answers with: historically, boat cruise has lost money. Currently, it is about a break even event and we now partner with other departments: SCAA/FUSION.*
- Sanoj adds that we try to price events according to their fees. Budget is created, capacity is determined and we try to break even.
- Habiba: suggests events that are alcohol free during the evening that are still “cool” and asks if Miller Lash House is available for an event.  
*Tahsin says he has tried in previous years but was not successful.*
- Darcy asks why the reading week trip is limited to Montreal.  
*Tahsin: Montreal and Vancouver are the best options in Canada. While drinking is not the only intention, it's the best choice for students and it's cheaper. Going outside of Canada, passports are an issue and cause conflict.*  
*Sanoj adds that outside of Canada is restricting to international students because of visa requirements.*
- Habiba suggests Mont Tremblant/blue mountain  
*Tahsin: many other departments/clubs put these on, so we try to do something different. Habiba suggests collaborating with them*  
*Tahsin explains that different timing is key and actually beneficial to students.*
- Glenda asks to market a dry event effectively and fun to appeal to people who don't drink. Suggests snakes and lattes: activity being done without having to drink.  
*Habiba adds that those who don't drink tend to stay off to the side during a party and wants to think of ways to include them.*  
*Glenda: designated chill zone at events within the party. Brainstorming ways to have*

- spaces without segregating certain people.*
- Darcy: suggests incorporating an activity with drinking, controlling the amount of alcohol while taking part in an event*
- Ruba: asks what the relationship is with ARTSIDEOUT, the focus at UTSC is mostly on management and sciences; so creating artistic expression events will help promote events without needing alcohol.  
*Tahsin: the beauty of ASO is its spontaneity of events.*
  - AJ: suggests a carnival in the valley with inflatables where first year students can meet other year students.  
*Trina advises that the accessibility for the valley is not fair for everyone and the weather is too unpredictable to hold such a large scale event.*
  - Safa suggests offering a campus wide scavenger hunt.  
*Trina explains how this was included in Orientation and the idea did not execute as well as expected.*  
*Rameesa: agrees that execution is not as good as expected*  
*Jonathan suggests doing the scavenger hunt in the parking lot where orientation was held.*  
*Sanoj explains that getting the lot space in the summer was very difficult and would be near impossible to gain during the winter semester.*
  - Habiba: suggests a pool party for students in the Pan Am building.  
*Trina: pool party can be used as an exam de-stressor near the end of the year to kick off summer. She points out to remember TPASC swimming lessons and city of Toronto plans.*
  - Sanoj asks for event ideas to be written down prior to meeting so that they can be fully discussed in an organized way next time.
  - Jonathan: asks for third floor in the student center to be opened for all student center parties.  
*Tahsin and Sanoj agree that this is doable.*
  - Habiba suggests a bi-weekly karaoke night so that students know what day every month and look forward to it.  
*Sanoj agrees and says this is an event he is working on already.*
  - Anastacia brings up the topic of mental health week: ways to de stress, body image issues, etc.  
*Sanoj advises that the UTSC Health and Wellness center is putting on a mental health month touching on these topics.*  
*Rameesa suggests an online mental health campaign.*  
*Sabrina brings up the topic of holistic health, safe spaces, etc. this is a good time to speak about mental health issues when voices about it are usually silenced.*  
*Sanoj: suggests meditation and consciousness club*  
*Rameesa: mad pride parade – for people with mental health issues who are proud to speak out about them and raise awareness.*

- Jonathan: asks about fundraisers for SCSU, an example is candy cane sales at Christmas.  
*Sanoj: expresses that SCSU is already student funded and we cannot ask for more money*  
*Habiba: asks if we cannot ask for more money, why is only \$10,000 being used for events?*  
*Amir explains that the SCSU budgets to lose \$10,000 on events annually.*
- Glenda: asks how sponsorship with the SCSU works and how outside companies can come in to promote their business.  
*Sanoj mentions tabling in the student center and how companies can come in to promote their business in the student center. But on a larger scale, the audience isn't large enough for companies to want to buy into it.*  
*Amir adds that the SCSU has a strict policy about ethical practices and guidelines for who SCSU affiliates themselves with.*  
*Glenda suggests company sponsorship with an event: Ex Zipcar collaborating with an event.*
- Habiba asks why SCSU does not plan events for 7,000+ people when the school population is nearly 12,000.  
*Sanoj explains that he wanted to hold a party in the valley: costs were much too high and it was not feasible.*  
*Trina: just because the population is high, doesn't mean that they will all attend. Attendance is something to be taken into consideration.*
- Stephanie: as a first year student, they felt that U of T was going to discourage partying and having too much fun. Suggests more active promotion for Orientation to get the word out.  
*Sanoj: says how mail out, email and phone calls were all sent out.*  
*Trina: surveys and conversations proved that students were not predominantly interested in partying and more so in Playfair and professor meetings. Also TTC and parent curfews are an issue in planning late night parties.*  
*Jonathan: friends felt that the \$80 was not worth what they would get out of the event. Then later realized that the costs were justifiable with food, event and activities. Suggests using video footage for promotion in coming years.*  
*Zafa: ask for first year student feedback and use footage for coming year's promotion. Noticed that there were a lot of students in Guverment that weren't partying, but would rather hangout to the side. Appreciated no alcohol but still music and dancing. Suggests voicing that students will meet new people: use as a way to get people to come.*
- AJ: suggests sign-up sheet for students to attend a soup kitchen or create giveaways for homeless instead of going skating in the winter.  
*Habiba suggests student wide clothing drive, student center holiday tree and New Year's Eve party.*

- Glenda: suggest video campaign to break the U of T stereotype of being boring.
- Habiba: have first year student's drop off video/photo footage to VP campus life to compile promotion video.

#### **7. CAMPUS CREW REGISTRATION**

- Sanoj passes around a sheet for students to sign up for Campus Crew and asks for attendees to bring their friends to next month's Events Commission.

#### **8. ADJOURNMENT 7:06PM**

**MOTION** Moved by: Anika Ahmed Seconded by: Sabine  
Be in resolved that the September 30<sup>th</sup> Events Commission meeting be adjourned.

**CARRIED**

## MINUTES

Board of Directors Meeting of the Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Friday September 26 | 5:00PM | UTSC Student Center, SL232

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### 1. CALL TO ORDER

The meeting is called to order at 5:12 pm.

### 2. ANNOUNCEMENTS

Mulatu announces the vacancy positions in the board. Human geography became vacant after the fall general elections and the job description was put up for anyone interested to run.

Mulatu further mentions the current Campaigns and Equity Coordinator has resigned. A job posting is up for hiring.

Nehrin asks what other positions are open.

Mulatu responds that the other part time director positions open are arts, culture & media, and political science.

Yaacoubian asks whether it is a job or a volunteer position.

Mulatu states that they are all volunteer positions.

Nehrin further asks how a member at large will be able to speak at the meeting. A motion follows.

**MOTION**                      Moved: Nehrin                                      Seconded: Ahmed

Be it resolved that the member at large be given speaking rights at the SCSU Board of Directors meeting.

### CARRIED

Further more, Mulatu speaks about how the seat for a position becomes vacant. According to the SCSU by laws there are a number of meetings that can be missed per semester. However, if this is exceeded without a very valid reason, the individual will be removed from the board.

### 3. APPROVAL OF THE AGENDA

**MOTION**                      Moved: Chowdhury                                      Seconded: Azraq

Be it resolved that the agenda for the September 26<sup>th</sup>, 2014 SCSU Board of Directors meeting agenda be approved as presented

### CARRIED

### 4. EQUITY STATEMENT

Azraq reads the Equity Statement and follows it with the reading of the Acknowledgement of the Lands.

### 5. EXECUTIVE REPORTS

**MOTION**                      Moved: Chowdhury                                      Seconded: Anwar

## MINUTES

Board of Directors Meeting of the Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
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### Services & Operations

Mulatu speaks on the **SCSU Services Review**. In the past there has not been a lot of feedback on all the work the executives conduct from the members at large. This services review will find if we are offering students that they are looking for.

Mulatu further speaks on the **SCSU Office Hours**. The doors will be open longer on Wednesday nights to accommodate for part time students. The SCSU's front desk hours will extend from 5 pm to 7 pm for a trial month.

Mulatu also speaks on the update of the **SCSU Restaurants Incorporated**. A new manager was hired who's been extremely instrumental in bringing out new organizational to Rex's Den. There has been a lot of positive feedback. A new menu will be coming out. Rex's Den and the SCSU are overlooking space bookings currently. However, Rex's Den is moving towards a self-sufficient operational model.

Mulatu further states Hero Burger and KFC have been hiring students to fill vacant positions. There are quite a few staff changes occurring to make sure everyone is on the same page.

Mulatu speaks on **Elections**. He reminds everyone that there are posters around campus with the voting days. Voting will take place from September 30<sup>th</sup> to October 2<sup>nd</sup>.

Mulatu speaks on **AODA**. The SCSU was required to abide with AODA standards. The website is modified. Currently looking at Accessibility Services to provide training to all staff on campus. The SCSU is working on putting together a set of guidelines for graphics to make sure it doesn't go against anything AODA specifies.

### Campaigns & Advocacy

Dionisio speaks on the **SCSU Let's Go Green Campaign**. This campaign is still running and the petition is up on the website. The package now includes wording on the Forest Stewardship Council to ensure that processing of waste paper is as ethical as possible. The policy is going for information at the next campus affairs meeting. The SCSU is hoping to have at least a 1000 signatures of the petition.

Chowdhury speaks on the **Mental Health Network meeting**. This was conducted by the campus group that focuses on the health and mental awareness of the students on campus. It was a place to share how the different organizations of campus do work around mental health. The SCSU spoke about the exam de-stressors. A flourish conference is coming up to promote the importance of mental health.

Chowdhury speaks on **The New ROSI: ACORN**. The university is working on a new program to replace ROSI in order to extend working hours. Currently, working on a prototype design. If you have any suggestions, direct them to Tahsin Chowdhury at [president@scsu.ca](mailto:president@scsu.ca).

Ahmed speaks on the event called **Turnout Toronto**. The event took place on September 24<sup>th</sup> at UTSC. Different "civic champions" from around the GTA came out and spoke about how students can become more engaged in civics. SCSU did the opening remarks. Lastly, CFS was also there trying to promote the Generation Vote, which will be implemented in a few weeks.



## MINUTES

Board of Directors Meeting of the Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
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Azraq speaks on **#HandsUpUTSC**. In the US there was a national campus day and SCSU made this international. Collaborated with Caribbean Connections. There was a campus speech followed by a walk out. This is in direct response to police brutality and anti-Black racism. It is a part of an on going session and will be addressed further.

Ahmed speaks on the **Volunteer Network Program**. The Fair was held on September 18<sup>th</sup>. The turn out was really good and there were 175 new participants. Another event will be hosted towards the second last week of October.

Dionisio speaks on the **Starbucks Outlets**. The Starbucks lounge area did not have outlets installed. She spoke to Frank Peruzzi, Assistant Director of Food Partnerships at UTSC. There are currently 4 outlets installed and Starbucks is planning on adding more.

Ahmed speaks on the **Democracy Talks**. SCSU in collaboration with PSSA is hosting a forum to help students talk about issues that are facing the city. At least 60 students should register to get this started. Solutions will be discussed and later directed to federal/provincial politicians and bureaucrats.

Azraq speaks on the **Campaigns & Equity Commission**. Students attended and brainstormed how they would like to raise awareness of certain issues on campus. A sub-committee will be set up soon.

Ahmed speaks on the **Laverne Cox Event**. Laverne Cox is a trans activist and actress. Unions across the GTA are trying to get her to come speak at a central downtown location. This is still in the planning phase and everyone will be updated soon.

Dionisio speaks on **Interdisciplinary Research and Discovery Symposium**. IRDS is happening 2 weeks later. The promotional page was just launched on Facebook. Dionisio requests everyone to share the promotional materials and come out, if they are interested in research.

Ahmed speaks on the **Municipal Elections Promotion**. The SCSU is promoting this and the General Vote campaign with CFS. CFS is also providing a team for the elections. The date is October 21<sup>st</sup>. If anyone is interested, they are strongly encouraged to get in touch with Anika Ahmed at [external@scsu.ca](mailto:external@scsu.ca).

Azraq speaks on the **Queer Orientation**. SCSU collaborated with Brainwave Board Game & Trivia Society and Video Games Society Squared to host this event. It was part of a tri-campus series of events, providing a safe space for queer and trans\* students as well as for allies. There was free food and board games.

Ahmed speaks on **TTCriders**. There will be a meeting on October 1<sup>st</sup> at 6:30 pm in SL222 to discuss the issue of the rapid transit.

Dionisio speaks on the **DSA Social Media/Roberts Rules Workshop**. A workshop was conducted to facilitate the learning of social media and Robert's rules. There was a lot of positive feedback from the DSA's.

Ahmed speaks on the **Motion Submission for the CFS Ontario General Meeting**. SCSU submitted a motion regarding the recent legal battle about the Robinson-Huron Treaty of 1850. It is being passed around the room for the directors to take a look at it.

## MINUTES

Board of Directors Meeting of the Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
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### Events & Programming

Chowdhury speaks on the **Terry's cause**. This event happened on September 24<sup>th</sup>. Students came out and ran for cancer research.

Navan speaks on the **Week of Welcome**. The events during the first week of school went well and as planned. Students were very happy with the events and they were made aware of the SCSU's pillars of operation.

Ahmed speaks on **Dis-Orientation**. External and internal organizations were present. The performances were all local students, including a campus mascot dance-off.

Dionisio further states that the book-giveaway also took place at Dis-O. Over 200 books were distributed to students on campus.

Navan speaks on **Clubs Week**. There were 5 days assigned for clubs to showcase themselves at the meeting place. The turn out was good. The clubs were happy and it was a successful initiative.

Navan speaks on **Clubs Training**. The second round of clubs training occurred on September 18<sup>th</sup>. About 30 clubs were registered for the training and over 60 members were present.

Navan speaks on **Homecoming**. The game was held at the Varsity stadium on September 13<sup>th</sup>. A busload of UTSC students attended. It was a good game.

Navan speaks on the **Niagara Falls** trip. The SCSU has decided that the trip will no longer be organized. This is due to the fact that the travel company has asked to secure 50 spaces before October 3<sup>rd</sup>, which is close to impossible.

### Questions

Nehrin asks how the extended office hours on Wednesday will be measured, traffic or by purchases.

Mulatu states that it is not based on purchases and hence, will be measured by traffic

Nehrin asks about the academic affairs introducing a program for students on campus.

Dionisio answers that is a new program they are introducing. It is a Specialist in Mental Health and Masters in social work, which is only for Mental Health students at the moment.

Nehrin asks if there will be any other programming during reading week.

Chowdhury mentions study spaces is what the SCSU will be working on and it will be more passive this time.

A motion to pass speaking rights to a member is called.

### MOTION

Moved: Azraq

Seconded: Nehrin

Be it resolved that the member at large to be granted speaking rights at the SCSU Board of Directors meeting.

### CARRIED

The member asks what trip are we going to do since the Niagara Falls trip is cancelled.

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Navan answers the following reading week however, will consist of the Montreal overnight trip.

Be in resolved that the Executive Report be approved as presented.

**CARRIED**

### 6. APPROVAL OF THE 2014-2015 REVISED SCSU OPERATING BUDGET

**MOTION**                      Moved: Chowdhury                      Seconded: Ahmed

Mulatu presents the revised budget as attached to Appendix 2 of the Board of Directors meeting package to the board.

Nehrin asks how much is present on the reserves right now.

Mulatu will get back to her.

A motion to pass speaking rights to a member at large is called.

**MOTION**                      Moved: Chowdhury                      Seconded: Ahmed

Be it resolved that the member at large to be granted speaking rights at the SCSU Board of Directors meeting.

**CARRIED**

Omitting the name of the candidate, a back and forth discussion occurs based on what guarantee students have that the SCSU collects money for Health and Dental and will not be using it for other purposes, especially in times of loss.

Mulatu mentions that the money will not be used to build franchises or invest in any stock markets. If there occurs a need to use the money on another initiative for the students, then the SCSU will come out and take a vote.

Chowdhury further adds that it would be illegal for the staff at SCSU to go into the fund for any other purpose. The university will withhold the feeds.

Nehrin reassures that a vote will be taken among the board in case a need occurs to use the funds for another purpose.

### Questions:

Anwar asks if students can you opt out of the health and dental fees and how.

Parikh further asks if students going on exchange programs can opt out of health and dental plans based on the semester they will be away.

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Mulatu mentions that students have until September 30<sup>th</sup> to opt out. The plan also includes travel insurance and exchange program students might want to consider keeping this. Bashir further clarifies this.

A motion to pass speaking rights to a member at large is called.

### **MOTION**

Moved: Nehrin

Seconded: Ahmed

Be it resolved that the member at large to be granted speaking rights at the SCSU Board of Directors meeting.

### **CARRIED**

The candidate questions the expenditure on the Admin and Office line as presented on the revised budget. The topic revolves around the loss occurring due to high wages being paid to directors and discusses whether volunteer positions are possible.

Mulatu mentions part-time staffs are hired too for the expenditure listed. The entire budget on the line does not only include full-time positions.

Chowdhury further states that it is hard to get motivated and committed individuals to do the work for volunteer positions.

The candidate asks if its possible to file a motion to get the SCSU to run on volunteers alone. The discussion is now being compared to TedX UTSC and the work that occurs.

Anwar further disagrees that you do not have enough motivation with a position when you do not benefit from it over time. TedX is a wrong event to compare it to because it is one event. Where as, SCSU has to deal with everything at large. Underpaid salary or volunteer work with the SCSU might not work.

Another motion is passed to grant speaking rights to a member at large.

### **MOTION**

Moved: Nehrin

Seconded: Ahmed

Be it resolved that the member at large to be granted speaking rights at the SCSU Board of Directors meeting.

### **CARRIED**

The member mentions that it is important to look at the quality over the work of the Staff over the quantity of how many people are interested in being involved with the union. Having experienced staff who commit their time is much more important than calling in everyone that shows interest to carry out work as a volunteer.

Ramoudith further points out that you cannot have a volunteer position that has more than 40 hours a week and expect a decent job.

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Nehrin adds that it should also be taken into consideration that people with talent would not want to always volunteer their time on this.

The member at large asks how can we run a business without a profit. The SCSU should be able to provide more services to the students. This is compared to the franchise Mc Donalds.

Ramoudith points out that hiring two people to run the front desk is important. Even if they are paid minimum wage, it can add up to a very large number. Hence, the expenditure may appear as a large value due to the fact that many staffs are covered.

Chowdhury reassures everyone that every dollar we pay the staff, they put a dollar back into the business. However, the SCSU is not a business and cannot be compared to any franchises.

Azraq thanks everyone for being positive during this heated discussion.

Anwar mentions the SCSU provides free services and the members provide these to the students.

Mulatu further states that the number comes off with being as something large but it is inflated and everyone needs to be aware of that. This also includes vacation pay. It is important to understand how the number is formed on the budget as compared to how big it is.

Member at large speaks asks how is the union sustainable if there is not a profit. An organization that does this is not effective.

Chowdhury personally feels like every dollar is for the students.

A motion to end the debate is called.

### **MOTION**

Moved: Nehrin

Seconded: Chowdhury

Be it resolved that the debate to called to question.

### **CARRIED**

A vote is taken immediately.

Be it resolved that the 2014-2015 revised operating budget for the Scarborough Campus Students' Union be approved as presented.

### **CARRIED**

## **7. ORIENTATION REPORT**

### **MOTION**

Moved: Chowdhury

Seconded: Nasiri

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The SCSU Orientation Lead, Trina James has worked with Aishwarya Ravi to host this event. The theme was called The Awakening. It team comprised of Sanoj Navan, Aishwarya and Trina. A smaller team was much more effective and it was easy to get things done. The stream names were created based on the orientation team and on the elements. The orientation team was hired and trained by the end of August. There were a few team bonding sessions during the summer.

### Day One:

Started off with registration. Approximately around 1,200 students attended the event. The assumptions of the budget were based on 1,500 students attending. Hence, the recommendation is that 1,200 tickets will be offered to students coming in next year. Airmark lunches were provided in 3 locations during the day.

Opening services took place in the Gym. An external group was taking care of the lighting and other equipment.

Campus tours were conducted in the amazing race theme. It was interactive and exciting. However, it is important to host a campus tours in a traditional manner in order for students to actually recognize and learn the campus.

Student centre meals were in effect and vouchers for different vendors were provided. It is recommended that instead of giving students vouchers every day, they were given a voucher package at registration to make it easy.

It is important have a solid rain plan such as having a room or lecture hall for food arrangements and etc.

### Day Two:

Started off with interactive icebreakers between the students. Suggestion for next year is to schedule a spontaneous dance party as part of icebreakers.

Play fair happens every year and it is important to make sure the external sponsors are aware of the ideologies the SCSU holds. The team next year should be more open to options in terms of scheduling.

Karaoke is a simple event that students really enjoy.

Pan Am tours were another activity that was supposed to happen. However, due to unfortunate circumstances the staff came down to campus and did virtual tours for students. Next year, students should be taken around campus cause its new location to them.

The hypnotist show creates a lot of hype. Suggestion for next year is to do this show during Day One. A high- energy event to start off Orientation will definitely increase the amount of first years that come out.

### Day Three:

In order to make this day easier, stickers were given according to the respective category as Science, Management, or Art students.

The 4.0 fair was a new event this year and very effective. This was an academic based resource on campus and DSAs were present.

The DSA presentations were beneficial to most but for next year there should be a few meetings and discussion of what is expected from them.

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The Scarborough games were also conducted during this day. It consisted of trivia based questions directed accordingly to each student based department.

Furthermore, after speaking to students the leads felt like a lot of students would have benefitted from speaking to professors or upper year students. This was not organized this year. It should be brought back. Maybe a panel discussion between professors can be organized next year.

Closing ceremonies and UFY Competition is not fair to all students participating as really energetic and hyped students win this. For next year, introduce competitions that will make all students feel like they are part of something big.

Day Four:

Consisted of the faculty Mix and Mingle. Recommendation for next year is to open up the Mix and Mingle to all students while ensure that at least one professor from each faculty is in attendance.

Day Five:

Parade and after Party took place on this day. Fusion radio provided music. Outline needs to be better. Scarborough students had to run. Don't depend on water to be given out. Allow students to bring their own drinks. Providing students with lunch is something the SCSU should consider, for this day. A suggestion for the after party is to look for another venue because Kool Haus and Guvernment will not be available next year.

Further suggestions include: Do not collaborate with other campuses. It is just easier to work on your own campus. And during GL training and take them down to pub night. That is how far the SCSU should go in terms of collaboration with other campuses.

### Questions:

Parikh asks how the Scarborough games can be re-modified to make sure everyone is involved.

Trina James agrees with the suggestion. She will keep it in mind and point it out for the future event.

Nehrin wants to know if students are getting access to places on campus that they need to know during Orientation, such as washrooms and library quiet rooms.

Trina James thought that the model was very flawed this year in terms of giving students information of spaces they need to access. This will be brought up at the next Orientation meeting.

Be in resolved that the Orientation Report be approved as presented.

### CARRIED

## 8. APPROVAL OF MINUTES

### MOTION

Moved: Chowdhury

Seconded: Azraq

Be in resolved that the July 31<sup>st</sup>, 2014 minutes package including the following documents be approved:

- e) BOD Minutes | August 21<sup>st</sup>, 2014
- f) Finance Committee | September 4<sup>th</sup>, 2014
- g) Executive Committee | September 12<sup>th</sup>, 2014

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h) Elections and Referenda Committee | September 11 & 14, 2014

**CARRIED**

## 9. OTHER BUSINESS

MSA is hosting Charity Week on campus, next week. The goal of this initiative is to raise money for orphans collectively in Canada and the UK for orphans worldwide. The UTSC MSA raised \$1,500 last year. Anwar requests everyone to come out and donate. There are different activities organized for each day of the week. Stay tuned for more details.

50<sup>th</sup> Anniversary is for one year only. There are two pools of money available. All of this money is available for students and Chowdhury encourages everyone to get the message out there and help build legacies. If no one does anything with it, it cannot be used to throw parties.

## 10. ADJOURNMENT

**MOTION**

Moved: Chowdhury

Seconded: Parikh

Be it resolved that September 26<sup>th</sup>, 2014 Board of Directors meeting be adjourned.

**CARRIED**

The meeting is adjourned at 7:20 pm



## **AGENDA**

Executive Committee Meeting of the Scarborough Campus Students' Union  
Friday October 3rd, 2014 | 3:00pm | President's Office

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### **1. CALL TO ORDER – 3:16**

### **2. APPROVAL OF THE AGENDA**

**MOTION**                      Moved: Chowdhury                      Seconded: Mulati

Be it resolved that the agenda for the Friday September 12, 2014, SCSU Executive Committee meeting be approved as presented

### **3. APPROVAL OF THE MINUTES**

**MOTION**                      Moved: Chowdhury                      Seconded: Dionisio

Be it resolved that Friday September 12, 2014 minute's package including the following documents be approved as presented

Executive Committee - September 12<sup>th</sup>

### **4. EXECUTIVE UPDATES**

- a. **VPcl** – Working with IDC conference, working on bringing two keynote speakers for the event, dates for the event have been finalized in February, looking for opportunities to collaborate with SCSU in the marketing aspect of things, would like to host a pre-launch party, will set up a meeting with all parties to begin lab booking process, met with lionet career expo to discuss the possibility of advertising their expo through the front desk, this is an opportunity for students to meet potential employers, clubs funding round 1 is over, will review applications and meet with clubs committee to look over applications, boat cruise happened, sold out event, heard a lot of positive feedback, students said drinks were a little too expensive. Events commission also took place, took sign-ups for campus crew, as well as brainstormed different ideas for events, Working on the Halloween event, it will take place in rex's den.
- b. **VPeq** – holistic health is holding a booth on October 8<sup>th</sup>, they wish to use some of the scsu materials to help in the outreach of their, looking to organize some actions during next couple of weeks, umbrella hong kong revolution is happening on Wednesday, multiple subcommittees will be taking place next week. SCARS, a subcommittee is holding a film screening of crash, working with womens centre to work on the monologues.
- c. **VPops**- last night our varsity pubnight went well with minimal complications, Rex's den outreach team has been proposed, looking to start creating and updating the franchise budgets, updating the rex's menu, looking to work with accessibility to make out front desk more accessible. Looking to possibly introduce cell phone accessory vending machines. Implementing a system to operate the kiosk pan am centre, looking at possibly discontinuing the sale of metro-passes to university

## AGENDA

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staff after some hostile interactions with the front desk, all while misunderstanding that this is a student service and that membership should be priority, member services staff role has now been combined, some dsa's have expressed concerns that some people are being issued keys that shouldn't, we are looking to develop a system to make sure the right people are taking out the keys, hero burger and rex's will be closed, kfc will be open

- d. **VPaua** – IRDS is happening next week, campaigns and equity subcommittees schedules have been created in coordination with student schedules, Dionisio went over logistical responsibilities for the chairs of the sub-committees, must send out agenda at the meeting
- e. **Vpex** – elections programming is happening next week, flyer squads will be coming on the 7<sup>th</sup> of October from 11-4, execs along with PSSA and CFS members will be outreaching, looking to touch base with holistic health subcommittee to work with them to discuss the possibility of food sustainability, VNP will be conducting a pole to figure out what organizations we should bring to our membership, attended a ttc riders meeting and touched based with the person who will be organizing the mayoral debate on campus, democracy talks
- f. **President** - Working on 50<sup>th</sup> anniversary proposals and educating students about the purpose of the proposal, looking at changing up some full time staff structures, so that we can accommodate the growing operational concerns as well as manage the various campaigns running out of the union.

## 5. OTHER BUSINESS

## 6. ADJOURNMENT

### MOTION

Moved: Chowdhury

Seconded: Ahmed

Be it resolved that October 10, 2014 meeting of the Executive Committee be adjourned.

**4:40 Adjourned**

## **APPENDIX #1**

### Chief Returning Officer - Elections Report

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#### Introduction

As Chief Returning Officer (CRO) of the SCSU 2014 Fall By-Election, it is my duty to present a complete and transparent report on all things relating to the election process. In doing so, I uphold my responsibility to promote and enforce a fair, democratic election.

This report will explain in detail all of the preparation involved with the election as well as every step that was taken in the election process. I have also included samples of all paperwork that was used in the appendices.

It has been my pleasure working for the SCSU for this year's Fall By-Elections. I strongly believe in the democratic process and I enjoyed implementing it during these elections. This has been a wonderful experience and I will take all I have learned from the elections forward with me.

Thank you,

Abeeha Sanai

Chief Returning Officer

2014 SCSU Fall By-Elections

**APPENDIX #1**Chief Returning Officer - Elections Report

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## **APPENDIX #1**

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#### **IMPORTANT DATES**

##### September

September 2nd – Nominations Open at 09:00 am.

September 10th – Nominations Close at 5:00 pm.

September 15th – All Candidates Meeting at 5:00 pm.

September 17th – Start of Campaign Period at 09:00 am.

September 25th – Poll Clerk Training at 11:00 am.

September 30th – SCSU Fall By-Elections. Polls open 10:00 am to 6:00 pm.

##### October

October 1st, 2nd – SCSU Fall By-Elections. Polls open 10:00 am to 6:00 pm.

October 2nd – Ballot count 6:45pm - 7:45pm

#### **ELECTION PREPARATION**

##### Advertising

It is important that every aspect of the election process is openly advertised to the students so that every student is offered the same opportunities. Therefore, every step of the election process was advertised through the following methods:

- Posters were on display in various areas of the campus, with a concentration on areas with a high amount of student traffic.
- Advertisements and election material were made available on the SCSU website.
- Elections were advertised in the Varsity and the Underground Newspaper
- Emails were sent out to all undergraduate students via The Office of Student Affairs

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#### **Call for Nominations**

The nomination period for the 2014 SCSU Fall By-Elections began on September 2nd, 2014 and remained open until September 10th, 2014.

Nomination packages were available for pick up at the front desk of the SCSU office. The nomination packages included the following:

- A letter from the CRO.
- Important dates.
- List of positions open for Elections.
- A position-specific nomination form.
- Nomination sheets.
- Proxy Form.
- Pick-up and drop-in receipts for packages.
- Statement of Eligibility for Elections forms.
- A copy of the election by-laws.
- SCSU Elections Best Practices Manual

All executive positions required a minimum of 100 valid signatures. Director positions required a minimum of 50 valid signatures. Nomination forms and statements of eligibility were to be completed and returned to the CRO by 5:00pm January 10th, 2014 in order to be ratified by the CRO before the start of campaigning.

#### **Ballot Boxes and Voter Screens**

Ballot boxes and voter screens are required for each polling station during the elections. In order to ensure that each station is equipped for elections, the ballot boxes and voter screens were ordered well in advance from Elections Canada. Some polling stations may require more than one ballot box a day and therefore extra ballot boxes were purchased.

Each polling station was provided one ballot box and one voter screen at the beginning of each voting day. All ballot boxes were labeled by their location and date of use. All ballot boxes were sealed with seals provided by Elections Canada, signed by the poll clerks and the CRO.

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### **Chief Returning Officer - Elections Report**

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#### **Polling Stations**

The three designated polling stations were placed in the following locations:

1. IC Building
2. The Student Centre
3. BV Atrium

All polling stations were equipped with their own set of supplies as packaged in their poll kit. These supplies included :

- 1 Laptop
- 1 Extension Cord
- Ballots
- Ballot Box Seals (5 short, 2 long)
- Large white envelopes
- Small white envelopes
- 1 Box of pens
- 1 Permanent Marker
- 1 Roll of masking tape
- Duo-tang:
  - o Poll Clerk sign in forms
  - o Contact Information sheet, Polling locations, UTSC Map
  - o Poll Station Set Up Diagram
  - o Double Envelope Method
  - o "Vote here for SCSU Fall By-Election 2014 Polling Station" signs
  - o Poll Clerk Voting Instructions
  - o Poll Clerk Training Manual

## **APPENDIX #1**

### **Chief Returning Officer - Elections Report**

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#### **Deputy Returning Officer (DRO)**

The duties for the Deputy Returning Officer are as follows:

- Assist CRO in organizing and promoting the elections.
- With direction from the CRO, ensure the election is organized in a fair manner.
- Assisting with the development of a plan that ensures a successful, democratic execution of the elections.
- Assist with outreach, training of the poll clerks and administrative tasks.
- Supervising voting during elections ensuring each Poll station is fully equipped and all by-laws prescribed are being followed.
- If needed, enforce and remind anyone of standing regulations that must be followed.

The DRO's for the 2014 SCSU Fall By-Elections were Shinee Li & Kinjal Patel.

#### **Poll Clerks**

Advertisements for poll clerk positions were made available through the SCSU website. Applications were accepted online.

Training of the poll clerks is to be held prior to the voting days. Therefore, training was scheduled for September 25th, 2014.

During said training, all poll clerks received the "Poll Clerks Package". The package included the following:

- Contact information for the CRO and DRO.
- Poll Locations and Times of Operation.
- Poll Clerk Information Sheet.
- Poll Clerk Voting Instructions Map.
- Polling Station Set Up Diagram.
- Scrutineer Sign In Sheet.
- Check List for Supply Box.
- Double Envelope Method Map.
- Poll Clerk Sign in Sheet
- Poll Clerk Time Sheet.

This package was presented to the poll clerks by both DRO's and CRO.



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Chief Returning Officer - Elections Report

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### **Nomination List**

The following individuals submitted nomination packages to the CRO:

#### *VP External Candidates*

Candidate

Ahmed, Anika

#### *Historical & Cultural Stud*

Candidate

Jiang, Hao Yue

#### *Sociology*

Candidate

Laurin, Marc

#### *Part-Time*

Candidate

Farias, Constanza

#### *First Year*

Candidate

Uddin, Maisha

Du, Jie

Balkissoon, Ryan

Saldanha, Rebecca

Chang, Gigi

Barrot, Shivali

Kidanian, Sarkis

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Madrazo, Chester

Bruni, Stephen

Sarker, Saadia

Ali Mudei, Safa

Chen, Calvin

He, WeiJian

Hoque, Fariha

Lee, Hanmoui

Saludares, Keanu

Patel, Ankit

Shah, Archan

## **APPENDIX #1**

### **Chief Returning Officer - Elections Report**

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#### **Voters' List**

A voter's lists is required to confirm those who are eligible to vote, current full time undergraduate students. For this election, we only dealt with first year students.

All students wanting to vote must present their student card or a piece of photo identification along with their student number in order to vote. The poll clerk then inputs the student number into the voter's list to determine if in fact that student is eligible to vote.

#### **Ballot Box Storage and Security**

All empty ballot boxes were stored in the office of the CRO prior to the election days. On the days of the election the exact number of ballot boxes required were removed from the CRO's office and distributed to the poll clerks where they were assembled and sealed.

At the end of each voting day, the DROs and/or CRO sealed the ballot box on site and sign the seal on the box along with poll clerks signatures. The ballot boxes were then transported to Campus Police by the poll clerks and CRO. Once ballot boxes were placed in the room they were to remain there until counting commenced.

#### **Scrutineers**

All candidates were presented the opportunity to submit one scrutineer to observe the polling station procedures as well as the counting process. No candidates submitted scrutineers to observe the polling station procedures or counting.

#### **VERIFYING NOMINEES**

All nominees were required to submit a minimum number of nominations based on the position they were applying for to be considered for nomination. They were as follows:

- Executive Positions 100
- Director Positions 50

To verify these endorsements the CRO inputted the provided information into the voter's list to determine the validity of the signature. Executive positions required signatures from full time undergraduate students. Director positions required full time undergraduate students' signatures from their departments and part time/first year undergraduate students' signatures for their affiliation. Once a signature had proven to fit the required criteria it was accepted as valid. All nominees that obtained the required amount of valid signatures were deemed to have met the first requirement of becoming a candidate.

## **APPENDIX #1**

### Chief Returning Officer - Elections Report

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The voters' list was initially missing faculties. Therefore, contact was made with the three candidates to prove their affiliation with the respective departments applied for. CRO approved by checking their student rosi information.

#### **SUCCESSFUL CANDIDATES**

Successful candidates were as follows:

Historical & Cultural Stud

Candidate

Jiang, Hao Yue

Sociology

Candidate

Laurin, Marc

First Year

Candidate

Uddin, Maisha

Du, Jie

Saldanha, Rebecca

Chang, Gigi

Barrot, Shivali

Kidanian, Sarkis

Madrazo, Chester

Bruni, Stephen

Sarker, Saadia

Ali Mudei, Safa

Chen, Calvin

He, Weijian

## **APPENDIX #1**

Chief Returning Officer - Elections Report

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Hoque, Fariha

Lee, Hanmoui

Six nominations were not accepted. These nominations were not accepted as it was deemed that students had not completed that requirements to become a candidate.

Candidates pursuing the positions of Director for the Historical & Cultural Studies, as well as the Director of Sociology were acclaimed and did not appear on any ballots.

All other positions were contested.

### **ALL CANDIDATES MEETING**

On Monday, September 17th, 2014 at 5:00pm, an All Candidates Meeting was held in SL232. Attendance at the All Candidates Meeting is a requirement to be deemed an eligible candidate.

The CRO presented the guidelines during the meeting and answered any questions pertaining to the election process.

### **ALL CANDIDATES FORUM**

No Forum was held for this election. The only position open for this election was 2 First Year Directors, no Executive position.

### **ELECTION**

#### *Voting Days*

The voting days for the 2014 SCSU Fall By-Election were September 30th, October 1st and 2nd.

#### *Incident Report*

- Various campaign materials were removed as polling stations were being assembled to follow the by-laws. No campaign materials are permitted at the polling stations. The candidates were informed to pick up their materials and the CRO returned posters to whoever showed up for them.
- On October 1st, BV Atrium location required more ballots.

## **APPENDIX #1**

### Chief Returning Officer - Elections Report

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- Three Candidates complained about their posters getting removed. The incident was investigated and the University Facilities were informed via email to avoid removing Election Campaigning material since every candidate that complained had material removed from the exact same location.

#### *Scrutineers*

No scrutineers were submitted to participate during the three election days.

#### *Complaints and Rulings*

Once the results were announced, a candidate who lost by four votes filed a complaint against the second winner of the First Year Director position for campaigning in an unauthorized area (classroom without her Professor's approval). The complaint however, was filed a week after the incident. According to the Elections Procedures Code, an appeal can be made 48 hours within the time the incident took place. The ruling was forwarded to the candidate and he agreed to abide the laws. No demerit points were issued in this case and throughout the election.

## **BALLOT COUNTING**

Following the closing of polls on October 2nd, 2014, the ballots were all transported by the CRO and poll clerks to the ballot counting room.

The ballot counting room consisted of a sorting area, and one table. The DROs and CRO worked as one team to count the ballots. The table was equipped with the appropriate ballot counting sheets and pens. The CRO was instructed to read the ballot and the DROs were instructed to record the ballots on the counting sheet.

The CRO and DROs also sorted the ballots.

The ballots were sorted and counted by polling station. Only the ballots from one polling station from one Election Day were out of the ballot box at a time. As the DROs filled their counting sheets, the CRO wrapped the ballots in the counting sheet displaying the totals on the paper and keeping them packaged.

From there the ballots were added to an excel spreadsheet that generated the sums.

## **APPENDIX #1**

Chief Returning Officer - Elections Report

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### **UNOFFICIAL RESULTS**

FIRST YEAR (2):

Uddin, Maisha: 10

Du, Jie: 46

Saldanha, Rebecca: 17

Chang, Gigi: 20

Barrot, Shivali: 40

Kidanian, Sarkis: 2

Madrazo, Chester: 55

Bruni, Stephen: 22

Sarker, Saadia: 21

Ali Mudei, Safa: 37

Chen, Calvin: 122

He, WeiJian: 43

Hoque, Fariha: 11

Lee, Hanmoui: 59

Spoiled: 1

### **RECOMMENDATIONS**

I recommend that the following be ratified to the SCSU Board of Directors:

Chen, Calvin – First Year Director

Lee, Hanmoui – First Year Director

Jiang, Hao Yue – Historical & Cultural Studies Director

Laurin, Marc – Sociology Director

## **APPENDIX #1**

### Chief Returning Officer - Elections Report

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I recommend that the SCSU review the following for the next elections:

#### *Polling Stations*

The polling stations; The IC Building, received a very low number of voters. Therefore, I believe this location should be reconsidered and placed in areas with more student traffic. Also, more marketing and promotion for the poll station at that location could encourage votes because many other stations were set up around our polling station, the attention was not equally distributed amongst all.

The BV Atrium generated the most participation from voters and therefore should receive a great amount of ballots as to not run out.

#### *Poll Clerks*

Advertisements for poll clerk positions should be posted a great deal in advance. Poll clerks should be hired a minimum of two weeks prior to the election dates to allow more time for training and scheduling.

#### *DROs*

Whoever is in charge of hiring the DROs needs to make sure the DROs are made aware of the amount of work this job demands. School always comes first but someone should not sign up for a position they can't give enough time and dedication to.

## **CONCLUSION**

I have made recommendations in this report that I believe will enhance the election process in the near future. All recommendations were the results of challenges I had faced during the 2014 SCSU Fall By-Elections.

It is my hope that this report is found to be useful and transparent by all.

I would like to thank you for the opportunity to participate in these elections as a CRO. It has been a great pleasure working with the SCSU this year and I am eager as to what opportunities lay ahead.

Thank you,

Abeeha Sanai

Chief Returning Officer

2014 SCSU Fall By-Elections