

Scarborough Campus Students' Union

Local 99, Canadian Federation of Students

Board of Directors Package #2

**Friday July 12, 2013
5:00pm**

UTSC Student Centre, SL-232

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

LAST NAME	FIRST NAME	CONSTITUENCY or POSITION
<input type="checkbox"/> Acoba	Ashley	French and Linguistics
<input type="checkbox"/> Ahmed	Anika	Critical Development Studies
<input type="checkbox"/> Arale	Guled	VP External
<input type="checkbox"/> Azraq	Sabrina	English
<input type="checkbox"/> Chowdhury	Tahsin	VP Campus Life
<input type="checkbox"/> Dionisio	Nicole	Psychology
<input type="checkbox"/> Hwangbo	Victor	Management
<input type="checkbox"/> Jiang	Anastacia	Historical and Cultural Studies
<input type="checkbox"/> Khogali	Yusra	VP Equity
<input type="checkbox"/> Liu	Alice	VP Operations
<input type="checkbox"/> Mounib	Iman	Art, Culture and Media
<input type="checkbox"/> Nasiri	Ferozan	Anthropology
<input type="checkbox"/> Nehrin	Ranziba	VP Academics & University Affairs
<input type="checkbox"/> Osman	Saeed	Human Geography
<input type="checkbox"/> Paskaran	Laxana	Physical and Environmental Science
<input type="checkbox"/> Ramirez	Charmaine	Political Science
<input type="checkbox"/> Simeon	Patrick	Sociology
<input type="checkbox"/> Worku	Sarah	President
<input type="checkbox"/> Yaacoubian	Garine	Philosophy

AGENDA

Board of Directors Meeting #2 of the Scarborough Campus Students' Union
Friday, July 12, 2013 | 5:00pm | SL-232, UTSC Student Centre

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded:

Be it resolved that the agenda for the July 12, 2013 SCSU Board of Directors meeting be approved as presented

3. EXECUTIVE REPORTS

MOTION Moved: Worku Seconded:

Be it resolved that Executive Report be approved as presented

4. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded:

Be it resolved that July 12, 2013 minutes package including the following documents be approved:

- a. Board of Directors, June 7, 2013
- b. Executive Committee, May 27, June 5, 10, 20, 26, 2013
- c. Policy & By-Law Committee, July 9, 2013

5. PROJECT SELECTION

6. MOTION TO APPROVE BOARD OF DIRECTORS CODE OF ETHICS POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Board of Directors Code of Ethics Policy be approved as presented.

7. MOTION TO APPROVE ORIENTATION COORDINATOR HIRING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Orientation Coordinator Hiring Policy be approved as presented.

AGENDA

Board of Directors Meeting #2 of the Scarborough Campus Students' Union
Friday, July 12, 2013 | 5:00pm | SL-232, UTSC Student Centre

8. MOTION TO APPROVE SPEAKER OF THE BOARD OF DIRECTORS POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Speaker of the Board of Directors Policy be approved as presented.

9. MOTION TO APPROVE STAFF HIRING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Staff Hiring Policy be approved as presented.

10. MOTION TO APPROVE SUBMISSION AND ADOPTION OF UNION POLICIES POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Submission and Adoption of Union Policies Policy be approved as presented.

11. MOTION TO APPROVE BOARD OF DIRECTORS MEETINGS POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Board of Directors Policy be approved as presented.

12. MOTION TO APPROVE ELECTIONS AND REFERENDA OFFICIAL HIRING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Elections and Referenda Official Hiring Policy be approved as presented.

13. MOTION TO APPROVE HEALTH AND DENTAL PLAN POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Health and Dental Plan Policy be approved as presented.

AGENDA

Board of Directors Meeting #2 of the Scarborough Campus Students' Union
Friday, July 12, 2013 | 5:00pm | SL-232, UTSC Student Centre

14. MOTION TO APPROVE MOBILE PHONE ALLOWANCE POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Mobile Phone Allowance Policy be approved as presented.

15. NEXT BOARD OF DIRECTORS MEETING

16. OTHER BUSINESS

17. ADJOURNMENT

MOTION Moved: Worku Seconded:

Be it resolved that July 12, 2013 Board of Directors meeting be adjourned.

EXECUTIVE REPORT

**SCARBOROUGH CAMPUS STUDENTS' UNION
LOCAL 99, CANADIAN FEDERATION OF STUDENTS**

FRIDAY, JULY 12, 2013 | 5:00PM | UTSC STUDENT CENTRE, SL-232

SERVICES & OPERATIONS

Rex's Den

In line with expanding our partnership both within UTSC and to external parties , Rex's Den held its first Somersby Patio Party on the 20th of June in collaboration with the popular campus band- Organized Sound and Somersby Canada . This event was yet another success with a full patio to enjoy the live music and great specials.

Following our continuous improvement strategy, a data analysis will be conducted based on last year's events, sales and costs to ensure that Rex's will be prepared and learn from the trends that came with increased event booking demand, longer opening hours and programming feedback.

The restaurant will continue offering new daily specials for the rest of July. (be sure not to miss out- Stay tuned to the Rex's social media).

Board of Directors Continuity

From June 21st–23rd, 2013 the board of directors held its continuity retreat to learn about the SCSU and the various initiatives and projects planned for the year. It was an extremely productive and successful meeting. We worked together to create new avenues for directors to be directly engaged with projects that will help shape the direction of the Union's work in a progressive manner.

Film Shoot

During July 2nd and 3rd, the Alumni Lounge (in the Student Centre) was utilized as a production set for an upcoming television commercial. This is an additional way to bring revenue into SCSU and we are hoping to offer our space for other production sets throughout the future.

Get Started

The SCSU executive has been a part of the Get Started days, the annual academic orientation at UTSC, for the past two months. Tabling at Get Started has allowed incoming first year students to interact with the executives and learn more about their students union. Alongside the Orientation table, the SCSU has been able to educate our new membership about the events, services and campaigns we run. We look forward to more opportunities to connect with students. The Union prioritizes any student success initiatives and we will continue to work in partnership with departments across campus to outreach to our membership.

DSAs Restructuring

The Vice-President Academics & University Affairs has met with several DSAs and is in the process of meeting with more. These meetings have been successful in revealing new avenues of collaboration between the Union and DSAs for year-long programming. These meetings underscore the value of building connections between student advocacy groups at all levels and the SCSU is excited to continue this work. Twelve DSAs have been confirmed for

their participation in Orientation presentations. The first DSA Council meeting of the year has been tentatively scheduled for mid-August. If there are any questions about DSAs, please contact Ranziba Nehrin, Vice-President Academics and University Affairs at academics@scsu.ca.

CFS-O Skills Symposium

From June 14th–16th, the SCSU attend the Canadian Federation of Students' Skills Symposium. This symposium provided great skill building opportunities to fifteen of our executives, staff, directors, and volunteers. There were many informative and exciting workshops over the three days to attend and also a great networking opportunity to meet students from all over the province. From running events to planning a meeting, the SCSU team was equipped with the skills needed to make sure the upcoming year is successful.

Student Society Lunch

On Thursday, June 30th, the SCSU executives met at Rex's Den Lab with the student societies at UTSC for a meet-and-greet over an informal lunch. The Women's Centre, the Scarborough Campus Residence Council, Fusion Radio, the Scarborough College Athletics Association (SCAA) and The Underground were present. Executive representatives from each Student Society informally discussed general year-long plans, possible collaborations, and avenues in which we can collectively support each other. This was great start to an ongoing conversation to discuss the ways in which student groups can work together successfully in the year upcoming.

Convocation

The SCSU was present at the convocation ceremonies in June for graduating students. Executives and staff were on hand to congratulate the new graduates and give out the composite photos to students who used the graduation photo service from the SCSU. The event was a great success and we appreciated the opportunity to connect with the newly-minted alumni of the UTSC community.

CAMPAIGNS & ADVOCACY

UTSC Senior Executives Meeting

On June 26th, the SCSU executive committee and the UTSC senior executive committee had their annual orientation. In this meeting, we discussed avenues for collaboration in our projects and took a look at initiatives that would allow us to work closer together with the administration to achieve success. This was an opportunity for the executives to present issues that our members communicate to us frequently, such as space and transit. This meeting was a great way to build relationships in order to get more work done throughout the year.

GSAS

On July 4th, the Vice-President Academics & University Affairs and the President met with the President of the Graduate Students Association at Scarborough (GSAS) to talk about projects we could work on together throughout the year. We also talked about initiatives GSAS could collaborate on with the SCSU to engage more undergraduate students. We are hoping to bring this up at the next DSA council meeting and engage DSAs to promote to their respective departments as well.

Student Space Committee Meeting

On June 4th, the President and the Vice-President Academics and University Affairs were present at the Student Space Committee Meeting. A report that was presented about the new environmental science and chemistry building (ESCB) contained details about the relocation of the Department of Physical and Environmental Sciences (DPES). The Union brought up concerns about multi-faith space in the plans for the North campus expansion, the need for a copy centre for student printing and photocopying needs, as well as the need for designated departmental student association space. In the time the ESCB building's completion, the portables by the Science Research Building will also be torn down. This will result in a net loss of spaces, including those of the philosophy and psychology and neuroscience DSAs. The SCSU will continue to work on behalf of student groups to secure space and representation on these decision-making committees. The committee is aiming to have a report ready for the Fall semester with recommendations for student space. If there are any questions about the student space committee, please contact Ranziba Nehrin, Vice-President Academics and University Affairs at academics@scsu.ca.

Study Space Working Group

On June 13th, the President and the Vice-President Academics and University Affairs attended the study space working group meeting. The meeting included discussions and updates regarding the BV Study Spaces, which are looking at a completion date of late October. The group also discussed the expansion of multifunctional space on campus, such as the R-Wing flat programmable space, to be used for student study spaces. A pilot program is being launched during the summer exam period. The Library reported more incidents of student sleepovers in library group study rooms. The Union is committed to ensuring student needs are met and will consider options to provide safe sleeping spaces

for students. Other issues discussed included the performance of the quiet monitors as well as the extension of the quiet library policy into the BV spaces. If there are any questions about the work of the Study Space Working Group, please contact Ranziba Nehrin, Vice-President Academics and University Affairs at academics@scsu.ca.

AA&CC Meeting

On Tuesday, June 25th, the President and the Vice-President Academics & University Affairs attended a meeting with Academic Advising & Career Centre (AA&CC) to discuss avenues for collaboration for the year upcoming. AA&CC shared their calendar for programming and discussions focused on student participation in the various seminar series' run by the centre. The Union brought up AA&CC's participation in the Orientation activities as well as the possibility for collaborative Fall Reading Week programming for students. AA&CC will also be invited to present at a future DSA Council meeting. Future collaborations will include developing customized workshops, hosting networking events and panels, and collaborating together on employment and volunteer fairs. The SCSU appreciates the value of working together with student organizations and academic departments to build successful student programming throughout the year.

Governing Council

Thursday, June 28th, 2013, marked the last Governing Council meeting of this cycle. The agenda for the meeting included an update to the list of representative campus groups as governed by the procedures for non-members, such as the SCSU, to address Governing Council. The in-camera session also included the appointment of the 2013-2014 standing committee membership to the UTSC Campus Council. The President and the Vice-President University Affairs and Academics were in attendance. The next meeting of the Governing Council will be held on Thursday, September 12th, 2013. If there are any questions about issues related to Governing Council, please contact Ranziba Nehrin, Vice-President Academics and University Affairs at academics@scsu.ca.

Tri-Campus Governance Coalition

On June 18th, the Vice-President Academics and University Affairs attended the UofT Tri-Campus Governance Coalition. Agenda items included the Governing Council statement on education, student union autonomy, the new Presidential and Provostial appointments for U of T senior administration and the future work of the coalition. The SCSU spoke about issues regarding Access Copyright and the Transitional Year Programme (TYP). Action items from the meeting consisted of circulating materials to the student body regarding the issues ongoing with Access Copyright and writing letters of support for TYP. The Union recognizes the importance of supporting access to education programs and will continue to work to support coalition partners in their initiatives to dismantle barriers to post secondary education. For any questions regarding the work of the tri-campus

governance coalition, please contact, Ranziba Nehrin, Vice-President Academics & University Affairs, at academics@scsu.ca.

Access Copyright

On June 7th, UofT declared that it is not renewing its contract with Access Copyright, but is interested in continuing negotiation talks. Access Copyright has accepted this offer and will be commencing conversations with UofT this Fall. The SCSU believes that students should not have to pay for academic materials that should be covered under our tuition fees. In the future, along with educational material circulating to the membership, U of T professor Ariel Katz has agreed to give a public lecture on Access Copyright and its license with universities. This lecture will also be posted online for wider access to students. The Union will continue to advocate for student rights. For more information about the Access Copyright issue, please contact, Ranziba Nehrin, Vice-President Academics & University Affairs, at academics@scsu.ca.

Student Union/Labour Union Symposium

On June 4th, SCSU representatives attended the Student Union/Labour Union Symposium. It was an event that was co hosted by the Canadian Federation of Students and the Toronto and York Region Labour Council. The symposium stressed the need for student worker solidarity, as well as building the basis for local campus labour unions and student unions to work together. The symposium began with an exploration of the realities that students and workers are facing and moved onto building a model for all of the unions to better work together.

Sexual and Gender Diversity Office

On Tuesday June 11th, the Vice-President Equity met with Scott Clarke, the Program Coordinator of the Sexuality and Gender Diversity Office (SGDO) to discuss the ways in which we can work to engage students who identify within the LGBT community and allies on our campus. The Union is starting a conversation about safely engaging students who identify as LGBT but don't want to 'out' themselves by joining an open organization. These meetings aim to ensure equal access to resources, referrals and inclusive and anti-oppressive spaces outside of campus for these students. The SCSU is committed to supporting the LGBT community at UTSC in any capacity possible. The SGDO office has offered to be a resource in providing free LGBT allyship training for the campus community. Discussions have included offering these sessions to our student club executives, our student body and to members of the larger UTSC community.

Accessibility Services

On Monday, June 17th, the President and the Vice-President Equity met with Tina Doyle, the director of Accessibility Services at UTSC, to discuss the ways in which we can work to challenge ableism on our campus, as well as increase accommodations for the needs of students with disabilities at UTSC. The Union

recognizes the value in utilizing an intersectional framework to create awareness about the issue. In conjunction with various partners, we aim to challenge ableism on campus through the creation of accessible and inclusive spaces at UTSC, through the mobilization of student groups to adopt accessibility as central to their event planning, and to raise a larger awareness about the issue through outreach to our membership. For more information about the fight to challenge ableism, please contact Yusra Khogali, Vice-President Equity, at equity@scsu.ca.

Anti-Graffiti Campaign Revamped

On Tuesday, July 9th, the SCSU reopened discussion on an outdated anti-graffiti campaign – a collaborative effort of the SCSU, Campus Police and the University that is primarily aimed to end hate speech and vandalism on campus. The Union recognizes that the current form of this campaign is problematic because it defines graffiti through limiting and negative stereotypes and students who identify themselves within this movement may feel disenfranchised. We are in discussion to re-develop the campaign to provide the context for graffiti as fundamentally an art form of resistance against systemic and institutional oppression; while at the same time recognizing that graffiti can be misused as a form of vandalism that can cost the University a lot of money in repairs, as well as used to propagate hate speech that can make students on our campus feel unsafe. The Union will consult with its membership moving forward with this project to ensure that students' ideas are being involved in the development of this revamped campaign. For more information about anti-graffiti campaign, please contact Yusra Khogali, Vice-President Equity, at equity@scsu.ca.

Sustainability Office Tree Planting

The SCSU was a part of the Sustainability Office's tree planting session in the North Campus Area. The office, in partnership with Evergreen, provided the trees for students to plant. The SCSU supports the sustainability initiatives at UTSC and we were excited to support the program and the students involved. This year, we will be focusing on growing sustainability through everyday practices on this campus. To learn more about our initiatives, please contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca

EVENTS & PROGRAMMING

Pride

Throughout the last two months, the SCSU has been working closely with SC:OUT, the Sexual and Gender Diversity Office (SGDO) and CFS-Ontario in creating programming for students during Pride week. In partnership with SC:OOOUT, we had a T-shirt decorating event for the Pride March. The Union also worked with other GTA locals and put together materials to hand out during the March. For the first time, the UofT students' unions had a float during the Pride March – it was highly successful and we had a large Scarborough presence during the march.

Queer Orientation Planning

On Thursday July 11th, the Vice-President Equity will attend the first meeting of the organizing committee for this year's UofT Queer Orientation (QO). This year, Queer Orientation will again take place at the end of September. Over the past two months, the SGDO has been talking with students and groups about slightly re-formatting the ways in which they organize QO. The SCSU is excited to provide more opportunities for student groups and organizations on campus to engage their members in the planning process for QO. We are working towards developing a strong and diverse set of programming across all U of T campuses to support LGBTQ community initiatives.

Ignite Your Legacy – SCSU 2013 Orientation

Orientation planning is well underway. The Senior Leader (SL) team as well as the Orientation Planning Committee has continued to meet regularly to discuss and finalize Orientation events, schedules, and several other logistical details. In the last week of June, Group Leader (GL) interviews were held with phenomenal success. The SLs, led by the GL Supervisors team, put together a comprehensive interview package. Of over 300 applicants, the SCSU welcomed 250 amazing GLs into our team. Logistics Leader interviews have also taken place. We are excited to be looking ahead to one of the most exciting and successful events all year with such a strong, supportive team. For more information, please contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca.

ASO Event Planning

ARTSIDEOUT planning is underway and the SCSU is working in collaboration with Arts Events Programming (AEP) to help the annual arts showcase come to life at UTSC. The Union is sponsoring the event and this year, is excited to make ASO a tri-campus initiative, by having more involvement from UTM and the UTSG. On October 4th, the campus will be transformed into an interactive art display, where students will be able to showcase their talents to other students and staff and we are excited to support this initiative.

**Minutes of the
Scarborough Campus
Students' Union
Executive Committee
Monday, May 27, 2013
5:00pm
UTSC | Student Centre, SL-232**

Executive Committee Meeting #3
May 27th, 2013, 5:00pm-7:00PM, SL-232

Chair: Amir Bashir (AB) – Present
Meeting is called to order at 5:25PM.

Roll Call

Sarah Worku (SW) - Present
Ranziba Nehrin (RN) – Present
Alice Liu (AL) - Present
Yusra Khogali (YK) – Present
Guled Arale (GA) – Present
Tahsin Chowdury (TC) - Present

Approval of the Agenda

Moved: RN
Seconded: YK

VOTE

Unanimous

1. Approval of Minutes
 - a. May 23, 2013 ECM Minutes
 - i. Move: RN , 2nd: TC
 - ii. Vote: Unanimous

Updates & New Business Discussion:

GA: We need to pick 15 people for the Skills Conference from June 14th-June 16th, 2013. We should invite Amir and Kyle. Let's look into getting some directors.

TC: Orientation Meeting- talk about tentative schedule to SL's. Assign roles to SL's.

YK: sent an email in regards to orientation.

AB: Health & Wellness wants to offer a pet therapy service in their centre. Look for alternative space for them to utilize.

TC: Let's use outside as a space.

AB: Consensus on student centre is a no.

SW: So what is our final plan for the WAC-SAC fund?

GA: Let's utilize the funds towards starting a branch to lobby for accessibility needs.

YK: Our campus is relatively accessible in comparison.

AL: Let's think about the workload we are going to take on. Let's ensure that SCSU presence is known on work the committee does.

AB: Let's look at the referendum question.

GA: Needs to be a refocus on how people think about accessibility. Start a group and have an accessibility audit.

SW: Let's leave some funds in there as a conditional offer so for the next year it'll be good to go.

AB: Doesn't make sense to keep some funds, either all or nothing.

AL: What about keeping the funds for this year and then removing it next year?

GA: It's all about principle; the University should have accessibility as a priority.

RN: How do we get space on certain committees?

GA: It's not an advocacy committee.

TC: We should leave them with some money.

AL: We have to be careful with relationships we build.

GA: There are two things, implementation and principle. Let's hire someone to hold a campaign in regards to accessibility.

TC: We should be sending a message to the University letting them know they need to make it a priority.

AB: Let's break our executive report into sections, example services, GTA coalition, tri-campus meeting, and governing council etc. Suna our minute taker is available for our June 7th board meeting and looks like she'll be available for the rest of the year.

(May 27 Action Items) What are tasks to do; Action Items:

Sarah- WAC- SAC Fund; Referendum question and issuing a letter (Amir- Press); Campaigns and Equity Coordinator. Send Amir HR Files.

Alice- POS, Microwaves, Locks

Ranziba- DSA Meetings & Outreach Box

Yusra-

Guled- Contact members for Skills Conference, WAC-SAC Fund

Tahsin- Orientation Updates to all executives.

Amir- Contact individuals for Pet Therapy

Tabled:

2nd Roll Call

Sarah Worku (SW) - Present

Ranziba Nehrin (RN) – Present

Alice Liu (AL) - Present

Yusra Khogali (YK) – Absent

Guled Arale (GA) – Present

Tahsin Chowdury (TC) – Absent

Adjournment

Moved: SW Seconded: AL

VOTE

Unanimous

BIRT the meeting be adjourned.

End: 6:46pm

**Minutes of the
Scarborough Campus
Students' Union
Executive Committee
Wednesday, June 5, 2013
5:00pm
UTSC | Student Centre, SL-232**

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Wednesday, June 5, 2013 | 5:00pm | SL-232, UTSC Student Centre

IN ATTENDANCE:

Sarah Worku, President
Ranziba Nehrin, VP Academics & University Affairs
Guled Arale, VP External
Alice Liu, VP Operations
Tahsin Chowdhury, VP Campus Life
Yusra Khogali, VP Equity

1. CALL TO ORDER

Meeting is called to order at 5:09pm.

2. APPROVAL OF THE AGENDA

MOTION Moved:Worku Seconded: Nehrin

Be it resolved that the agenda for the June 5, 2013 SCSU Executive Committee meeting be approved as presented

CARRIED

3. APPROVAL OF MINUTES

MOTION Moved:Worku Seconded: Khogali

Be it resolved that June 5, 2013 minutes package including the following documents be approved:

- a. Executive Committee, May 27, 2013

CARRIED

4. EXECUTIVE UPDATES

President Updates

Worku has begun planning for a UTSC Student Society Lunch for June 20th; this lunch will serve as an introductory meeting for the new executives of the student societies and to projects to work on collaborate. After attending the CFS Semi-Annual National General Meeting, the Executive Committee decided to write letters to government representative about issues they felt had an impact on UTSC students. On June 7th, UTSC will be celebrating Miller Lash's 100th Anniversary, some of the SCSU full-time staff will be attending. Worku is looking into finding more information in regards to the SAC-WAC Fund. On June 5th Worku, Chowdhury and Prescod attended an introductory meeting with the Director of Student Housing Life

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Wednesday, June 5, 2013 | 5:00pm | SL-232, UTSC Student Centre

and Residence, to talk about ways we can work together throughout the year. Job Postings for the Executives Associates have gone up, the posting will close June 16th. Worku, Chowdhury and Prescod have begun working on the logistical information for our first Clubs Training sessions in August.

Vice President Equity

Khogali would like to provide additional anti-oppression training for the executive committee and board of directors, which includes, LGBTQ Training and Accessibility Training. Khogali had a meeting with Scott from SGDO and representatives from the Women's Centre in regards to changing Women's Centre to Women and Trans Centre. The racialized students' collective will start meeting the first week of July. On June 18 & 19th there will be a pride performance 7-10pm that would be great for students and executives to attend. Khogali would also like to revisit the Multi-faith space booking policy on a first-come, first-serve basis; will take a look into other student union's policies. Will remind BAC and Women's Centre to send in their content for the handbook. Identified the University's anti-graffiti campaign somewhat problematic, will connect with Campus Police and Gary Pitcher.

Vice President External

From May 29th- June 3rd the SCSU Executive Committee attended the CFS NGM in Gatineau, Quebec. On June 5th, GTA student unions met with Gord Perks, councilor to talk about Transit. GTA coalition will happen tomorrow at 6pm. CFS-Ontario Skills Symposium is next weekend.

Vice President Academics & University Affairs

On June 4th, Nehrin and Worku attended the UTSC Student Space Committee, was not sent the minutes from past meetings. Arifuzzaman's report was presented at Governing Council about the new Environmental Science Building. Study Space Construction has started and will be open September. University's new policy must have Gender-Neutral Washrooms, water fountains and electrical outlets. Nehrin has continued to outreach to the DSA's on campus but has not heard response yet.

Vice President Campus Life

Chowdhury is working with Rex's Den on June 20th Party and to host a reverse Paintball Event on June 18th in collaboration with SC:OUT.

Vice President Operations

Liu has set-up all the director emails. Liu has finalized with Volante for new POS systems. Liu, Chowdhury and Worku will have to reschedule the Artsideout meeting on June 12th for June 19th. After negotiation with the University, SRI units will be on the UTSC One Card and SCSU will not.

5. ORIENTATION UPDATES

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Wednesday, June 5, 2013 | 5:00pm | SL-232, UTSC Student Centre

Chowdhury finalized the dates for the GL Training- August 24th & 25th, 2013. GL interviews will be scheduled for the last week of June. Senior Leader, Acoba has sent the executives the timeslots to select to sit on the interviews. Charity and Logo have been finalized. Khogali and Chowdhury have started on the framework for equity sessions for SL meetings. Chowdhury and Prescod mapped around the UTSC campus for alternative options for street festival. Clubs Training is underway and Week of Welcome. Executive T-shirts will be indigo blue.

6. HANDBOOK CONTENT & PHOTOSHOOT

June 13th is the deadline, photo-shoot for Handbook. Bring a variety of clothing. At the next ECM will go through visioning.

7. CONVOCATION

On June 12th: 9:30am-5:00pm will be UTSC students convocation, Bashir, Liu and Chowdhury will attend to give out composites to the graduating class.

8. STUDENTS & WORKERS UNITE FORUM

Arale mentioned a student's & workers forum also on June 12th: 10:00am-4:00pm. Nehrin, Arale and Khogali will attend.

9. CSS STUDENT MEMBERS

- a. We are currently seeking student members for the CSS committee.

10. OTHER BUSINESS

11. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on June 10th, 2013, from 4pm to 6pm in the Student Centre, SL-232.

12. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Liu

Be it resolved that June 5, 2013 meeting of the Executive Committee be adjourned.

CARRIED

Meeting adjourns at 8:15pm.

**Minutes of the
Scarborough Campus
Students' Union
Executive Committee
Monday, June 10, 2013
4:00pm
UTSC | Student Centre, SL-219**

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Monday June 10, 2013 | 4:00pm | SL-219, UTSC Student Centre

IN ATTENDANCE:

Sarah Worku, President
Ranziba Nehrin, VP Academics & University Affairs
Guled Arale, VP External
Alice Liu, VP Operations
Yusra Khogali, VP Equity

1. CALL TO ORDER

Meeting called to order at 4:11pm.

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that the agenda for the June 10, 2013 SCSU Executive Committee meeting be approved as presented

CARRIED

3. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded: Liu

Be it resolved that June 10, 2013 minutes package including the following documents be approved:

- a. Executive Committee, June 5

CARRIED

4. EXECUTIVE UPDATES

- a. Nehrin invited Worku to AA&CC year long planning meeting. Khogali invited Worku to meeting with Tina Doyle on Monday June 17 at 2pm.
- b. Arale- Int'l Picnic day; GTA Coalition day of action on June 18th.
- c. Bashir, Liu and Chowdhury to attend Convocation on Wed June 12th. While Khogali, Arale and Nehrin to attend Students & Workers forum.

5. SKILLS

- a. Arale notes we need to leave campus at 1 pm on Friday June 14th.

6. ORIENTATION MEETING

- a. Khogali has been preparing equity session for SL meeting today.

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Monday June 10, 2013 | 4:00pm | SL-219, UTSC Student Centre

7. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on June 17th, 2013, from 4pm to 6pm in the Student Centre, **SL-219**.

8. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Arale

Be it resolved that June 10th, 2013 meeting of the Executive Committee be adjourned.

CARRIED

Meeting adjourns at 5:58pm.

**Minutes of the
Scarborough Campus
Students' Union
Executive Committee
Thursday, June 20, 2013
9:30am
UTSC | Student Centre, SL-110**

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Thursday June 20, 2013 | 9:30am | SL-112, UTSC Student Centre

IN ATTENDANCE:

Sarah Worku, President
Ranziba Nehrin, VP Academics & University Affairs
Guled Arale, VP External
Alice Liu, VP Operations
Tahsin Chowdhury, VP Campus Life

1. CALL TO ORDER

Meeting is called to order at 9:28am.

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that the agenda for the June 20, 2013 SCSU Executive Committee meeting be approved as presented.

CARRIED

3. EXECUTIVE UPDATES

a. Vice-President Academic & University Affairs:

- i. Nehrin: Governance coalition TYP, aligned tri-campus campaign about access copyright-deadline July 19.

b. Vice-President Campus Life

- i. Chowdhury: Student wants us to endorse this contest
Bashir: Have any other students entered this contest?
Arale: Doesn't really make sense because other students are entered.

c. Vice-President External

- i. Arale: Student Commons is being deferred to a future cycle.

d. Vice-President Operations

- i. Liu: We met with ASO and tried to come to a mutual understanding in regards to our financial records. SCSU will pay for specific expenses; Tara will be re-doing the MOU.

e. President

- i. Worku: Student Society lunch today at 2pm.
- ii. Bashir: Commercial will be shot in the Alumni Lounge on July 2 and 3rd, 2013.

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Thursday June 20, 2013 | 9:30am | SL-112, UTSC Student Centre

4. HIRING REPORT

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that the SCSU Executive Committee ratify the recommendation of the Campaigns and Equity Coordinator Hiring Committee and hire Kavita Siewrattan effective June 24th, 2013.

CARRIED

5. OFFICE MAINTENANCE

Bashir states that the office re-keying will be happening very soon.

6. PRIDE

Arale states that on Tuesday we will be putting together materials for the Pride March downtown.

7. OTHER BUSINESS

8. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on June 26th, 2013, from 4pm to 6pm in the Student Centre, SL-219.

9. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Liu

Be it resolved that June 20th, 2013 meeting of the Executive Committee be adjourned.

CARRIED

Meeting adjourns at 11:00am.

**Minutes of the
Scarborough Campus
Students' Union
Executive Committee
Wednesday, June 26, 2013
4:00pm
UTSC | Student Centre, SL-112**

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Wednesday June 26, 2013 | 4:00pm | SL-112, UTSC Student Centre

IN ATTENDANCE:

Sarah Worku, President
Ranziba Nehrin, VP Academics & University Affairs
Guled Arale, VP External
Alice Liu, VP Operations
Yusra Khogali, VP Equity

1. CALL TO ORDER

Meeting called to order at 4:18pm.

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded: Liu

Be it resolved that the agenda for the June 26, 2013 SCSU Executive Committee meeting be approved as presented

CARRIED

3. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that June 26, 2013 minutes package including the following documents be approved:

- a. Executive Committee – June 10, June 20

CARRIED

4. EXECUTIVE UPDATES

Equity: Khogali mentions meeting with Worku and Tina Doyle, Director of AccessAbility services and the services they offer and how we can work together with the SCSU. Khogali had a meeting with Scott Park from SGDO how we can work together throughout the year; they are looking to utilize a fixed space at UTSC; also interested in our clubs training and facilitating training on LGBTQ issues.

University Affairs & Academics: Nehrin has been meeting with several DSA's and discussed DSA funding hoping to finish up the DSA policy by the end of July. Nehrin has been working hard on the 4.0 Fair for Orientation, has confirmed 7 DSA's for the fair. Nehrin and Worku had a meeting with AA&CC to talk about events for the year, Nehrin brought up potential collaboration for

MINUTES

Executive Committee Meeting of the Scarborough Campus Students' Union
Wednesday June 26, 2013 | 4:00pm | SL-112, UTSC Student Centre

Undergraduate Research Symposium. Tri-Campus Governance meeting asked to discuss about Access Copyright and TYP.

External: Arale and Siewrattan made pride material for the pride march. Action last week around Int'l Picnic Day. Upcoming coalition meeting next Thursday. Angela Davis funds have been allocated.

Operations: Liu stated "Get Started" went well it was an hour-long session, reminds executives to bring Business Cards and have message box prepared. Has sent out invitations to screen candidates for interviews, interviews will start next Wednesday.

President: Worku discussed success of the Student Society Lunch on June 20th, felt as though it was a great way for the executives of all the societies to get to know each other better and be able to work on collaborative projects together. The BOD Retreat was very successful; directors were super engaged and want to work with the Executives on projects throughout the year. SCSU has partnered with our sister unions and the UofT SGDO for Pride programming; pride march will be held Sunday June 30th.

UTSC Admin meeting on June 26th was a great orientation, got to see what our collective goals are. Relayed our needs to administration and how we can work towards common goals.

5. OTHER BUSINESS

No other business discussed.

6. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on July 3rd, 2013, from 4pm to 6pm in the Student Centre, SL-222.

7. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that June 26th, 2013 meeting of the Executive Committee be adjourned.

CARRIED

Meeting adjourns at 6:03pm.

**Minutes of the
Scarborough Campus
Students' Union
Policy & By-Laws Committee
Tuesday, July 9, 2013
6:30pm
UTSC | Student Centre, SL-219**

MINUTES

Policy & By-Law Committee #1 of the Scarborough Campus Students' Union
Tuesday, July 9, 2013 | 6:30pm | SL-219, UTSC Student Centre

IN ATTENDANCE

Sarah Worku
Iman Mounib
Ranziba Nehrin
Yusra Khogali
Amir Bashir (non-voting)

1. CALL TO ORDER

6:14pm meeting called to order.

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that the agenda for the July 9, 2013 SCSU Policy & By-Law Committee meeting be approved as presented.

CARRIED

3. MOTION TO APPROVE BOARD OF DIRECTORS CODE OF ETHICS POLICY

MOTION Moved: Worku Seconded: Mounib

Be it resolved that the Board of Directors Code of Ethics Policy be recommended for adoption for approval as presented.

CARRIED

4. MOTION TO APPROVE ORIENTATION COORDINATOR HIRING POLICY

MOTION Moved: Worku Seconded: Mounib

Be it resolved that the Orientation Coordinator Hiring Policy be recommended for adoption for approval as presented.

DISCUSSION

Khogali: Is there any room for an Anti-O piece added to the policy?

Mounib: What is Anti-O?

Worku: It stands for anti-oppression workshops, similar to ones we did at the Board Retreat.

MINUTES

Policy & By-Law Committee #1 of the Scarborough Campus Students' Union
Tuesday, July 9, 2013 | 6:30pm | SL-219, UTSC Student Centre

Bashir: It might be a good idea to write another policy altogether about anti-oppression training for all executives and staff. I'll be writing it up soon and bringing to the committee for review.

CARRIED

5. MOTION TO APPROVE SPEAKER OF THE BOARD OF DIRECTORS POLICY

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that the Speaker of the Board of Directors Policy be recommended for adoption for approval as presented.

CARRIED

6. MOTION TO APPROVE STAFF HIRING POLICY

MOTION Moved: Worku Seconded: Mounib

Be it resolved that the Staff Hiring Policy be recommended for adoption for approval as presented.

DISCUSSION

Nehrin: Doesn't the Office Manager report up to the Executive Director?

Worku: Yes. Let's change it to just the Executive director to provide clearer lines of oversight.

Mounib: Who selects the membership if the recommendations are declined?

Bashir: The executive committee.

CARRIED

7. MOTION TO APPROVE SUBMISSION AND ADOPTION OF UNION POLICIES POLICY

MOTION Moved: Worku Seconded: Mounib

Be it resolved that the Submission and Adoption of Union Policies Policy be recommended for adoption for approval as presented.

CARRIED

MINUTES

Policy & By-Law Committee #1 of the Scarborough Campus Students' Union
Tuesday, July 9, 2013 | 6:30pm | SL-219, UTSC Student Centre

8. MOTION TO APPROVE BOARD OF DIRECTORS MEETINGS POLICY

MOTION

Moved: Worku

Seconded: Khogali

Be it resolved that the Board of Directors Policy be recommended for adoption for approval as presented.

DISCUSSION

Mounib: I'd like to see a definition on resolution.

Nehrin: It makes more sense to call them motions and define it as such in the policy. We should include the procedure to submit emergency motions and specify the timelines needed. Does it still need to be submitted in that 4 day timeframe?

Bashir: No, only motions that come in after that because otherwise it would be a regular motion and we could include it in the package.

CARRIED

9. MOTION TO APPROVE ELECTIONS AND REFERENDA OFFICIAL HIRING POLICY

MOTION

Moved: Worku

Seconded: Mounib

Be it resolved that the Elections and Referenda Official Hiring Policy be recommended for adoption for approval as presented.

CARRIED

10. MOTION TO APPROVE GENDER PARITY SPEAKING LIST POLICY

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that the Gender Parity Speaking List Policy be tabled to the next Policy & By-Laws Committee.

DISCUSSION

Mounib: What is the definition of gender parity?

Bashir: Let's table it to the next meeting of the committee when we have come with a good definition. What do folks think?

Worku: I'll entertain motions on the table.

MINUTES

Policy & By-Law Committee #1 of the Scarborough Campus Students' Union
Tuesday, July 9, 2013 | 6:30pm | SL-219, UTSC Student Centre

Mounib motions to table the Gender Parity Speaking List Policy until the next committee meeting.

Nehrin seconds.

CARRIED

11. MOTION TO APPROVE HEALTH AND DENTAL PLAN POLICY

MOTION

Moved: Worku

Seconded: Khogali

Be it resolved that the Health and Dental Plan Policy be recommended for adoption for approval as presented.

CARRIED

12. MOTION TO APPROVE MOBILE PHONE ALLOWANCE POLICY

MOTION

Moved: Worku

Seconded: Khogali

Be it resolved that the Mobile Phone Allowance Policy be recommended for adoption for approval as presented.

DISCUSSION

Worku: I am proposing we increase the amount to increase to \$50.00. The executives use their phones primarily as their work phones and it requires the addition of features that would not have been necessary without the job.

Mounib: Will it make a significant impact on the budget?

Bashir: Anything under \$1000 is not going to make or break our budget.

CARRIED

Abstentions Noted: Khogali, Nehrin, Worku

13. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that July 9, 2013 Policy & By-Law Committee meeting be adjourned.

CARRIED

Meeting adjourns at 7:55pm

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Board of Directors Code of Ethics

Date: 2013 month xx – BOD

Motion: Board of Directors Code of Ethics

Preamble

It is the Union's desire that members of the Board of Directors conduct themselves with integrity that is beyond reproach and in a manner that:

- avoids any conflicts of interest;
- protects confidential information, in accordance with the Personal Information Protection and Electronic Document Act;
- complies with all applicable governmental laws, regulations, and rules; and
- adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.

Conflicts of Interest

Conflicts of interest can occur when a Director of the Board jeopardises their position of trust by having a private interest in the outcome of a decision. The Union can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Union evolve.

To avoid involvement in a conflict of interest, members of the Board of Directors shall not:

- engage in any business of transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties including:
 - (1) having a material or personal interest in any business organisation that has dealings with the Union; and
 - (2) having immediate relations with individuals who have a material interest in a business organisation that has dealings with the Union
- demand, accept or offer, or agree to accept from a person or company having dealings with the Union, a commission, reward, advantage or benefit of any kind, directly or indirectly; or
- engage in any business undertaking that interferes with the performance of their duties as Directors of the Union.

Directors shall disclose any business, commercial, financial or other interest where such interest might be construed as being in actual or potential conflict with their official duties. Directors who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this policy.

Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, Directors of the Union shall not:

- disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;
- use any confidential information acquired by virtue of their position at the Union for their personal or financial benefit or for that of their friends or relatives; nor
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

Compliance with Laws

Directors, in the course of their position with the Union, shall comply with all applicable government laws, rules and regulations, including and without limitation:

- Union Constitution, Bylaws, Policy, Elections Procedure Code and Charter for Referenda
- Canada Corporations Act;
- Personal Information Protection and Electronic Document Act;

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Board of Directors Code of Ethics

- All employment related laws, policies and contracts.

Commitment to the Code of Ethics

Members of the Board of Directors shall be provided with an orientation to the Code of Ethics upon the commencement of their position. Directors of the Union shall be required to sign a declaration of commitment to the Union's Code of Ethics in order to be ratified.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Orientation Coordinator Hiring

Date: 2013 *month xx* – BOD

Motion: Orientation Coordinator Hiring

Preamble

Orientation is the first opportunity that the Union has to make an impression on incoming and returning students. It marks the beginning of a new academic year and offers the ability to welcome new and returning members to the university by offering them a showcase of campus life and increasing student spirit. The Orientation Coordinator of the Union has the responsibility of planning and hosting the Union's annual Orientation as well as carrying out the responsibilities stated in this policy.

The Union shall hire an Orientation Coordinator to carry out Orientation as well as other delegated duties.

The Orientation Coordinator shall work under the supervision of the Clubs & Events Coordinator.

Hiring Timeframe

The hiring of the Orientation Coordinator process commences at the beginning of the winter session. The following is a timeframe, on a month basis, that must be followed as part of the process:

- February: Job posting circulated (no less than 10 business days)
- March: Hiring Committee Struck
- April: Interview Process and ratification of coordinator

Hiring Committee

The Hiring Committee for the Orientation Coordinator must consist of outgoing and incoming executives. The Hiring Committee begins the selection of candidates and interview process only once the incoming executives are elected.

The hiring committee composition is as follows:

- Outgoing and Incoming President, outgoing Vice-President Campus Life, outgoing Vice-President Operations
- The Executive Director (non-voting)
- The Clubs & Events Coordinator (non-voting)

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the Executive Committee must appoint an alternate executive representative; failing this option, the Board of Directors reserves the right to select a representative.

The Hiring Committee makes the final decision in the selection of the Orientation Coordinator.

The Union's Orientation Coordinator shall take office at the earliest date possible.

Orientation Coordinator Responsibilities

The Orientation Coordinator must set up a timeline and project plan to help implement the planning of Orientation.

The Orientation Coordinator must report to the Clubs & Events Coordinator on a daily basis. They must also work with the Clubs & Events Coordinator in regards to the finances of Orientation.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Speaker of the Board of Directors

Date: 2013 month xx – BOD

Motion: Speaker of the Board of Directors

Responsibility

The Board of Directors will have a Speaker who will help to facilitate and conduct the meetings and business of the Board of Directors. In the absence of the Speaker, the President will assume the duties and responsibilities, or the Speaker's designate.

The Speaker of the Board of Directors shall:

- Be the primary facilitator at meetings of the Union's Board of Director in accordance with the Union's by-laws, policies, and Robert's Rules of Order
- Be the final authority regarding the interpretation of procedure and questions of constitutionality during meetings of the Union's Board of Directors
- Be an *ex-officio* non-voting member of the Board of Directors
- At the request of the President, facilitate meetings of the Executive Committee

Selection

The Speaker shall be selected no later than July 1 by the incoming Board of Directors. They will be selected by the Board of Directors on the recommendation of the Executive Committee. The Speaker shall serve until the Joint Board Meeting held no later than April 30, and there is no limit to the number of terms that a Speaker can serve.

Voting

The Speaker shall not have a vote.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Staff Hiring

Date: 2013 month xx – BOD

Motion: Staff Hiring

Preamble

The Executive Committee reserves the right to employ staff, as it deems necessary. It also holds the responsibility to determine and review staff terms of employment as outlined in the most current version of the Employment Contract between the Union and the respective staff.

The Board of Directors has no authority over the matters of personnel and human resources, unless otherwise stated in a hiring policy, this includes, but is not limited to, Orientation Coordinator, Vice-President Campus Life, Vice-President Operations and Election and Referenda Officers.

Hiring Committees

The hiring committee must consist of the President, the Vice-President Operations, and the Executive Director.

All job postings must be posted for a period no less than 10 business days.

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the Executive Committee must appoint an alternate executive representative; failing this option, the Board of Directors reserve the right to select a representative.

For temporary or casual staff, the Executive Committee, at its discretion, may designate the Executive Director to have jurisdiction over the employment, evaluation and discharge of such staff. The Executive Director is required to provide updates on the performance evaluation of such staff from time to time.

Chair of Part-Time Staff Hiring Committees

The Vice-President Operations shall chair all part-time staff hiring committees. It is the responsibility of the Chair to:

- Post the job descriptions
- Receive resumes and schedule interviews of selected applicants

In a case where the Vice-President Operations is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee. The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the Executive Committee for approval. The Executive Committee has the right to accept or decline the advice from the Hiring Committee, and select an alternate candidate.

Chair of the Full-Time Staff Hiring Committees

The President shall chair all full-time staff hiring committees. It is the responsibility of the Chair to:

- Post the job descriptions
- Receive resumes and schedule interviews of selected applicants

In a case where the President is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee. The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the Executive Committee for approval. The Executive Committee has the right to accept or decline the advice from the Hiring Committee, and select an alternate candidate.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Submission and Adoption of Union Policy

Date: 2013 *month xx* – BOD

Motion: Submission and Adoption of Union Policy

Any commission, committee, Director or Executive may submit policy to the Policy & By-Laws Committee.

The Policy & By-Laws Committee will meet to consider proposed policy not more than four (4) weeks following its receipt.

The Policy & By-Laws Committee will submit a recommendation of adoption or defeat of the proposed policy to the Board of Directors for final approval.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Board of Directors Meetings

Date: 2013 month xx – BOD

Motion: Board of Directors Meeting

Preamble

The Board of Directors meets on a monthly basis to discuss Union business governing its daily advocacy and services. Decisions of the Board are final, unless rescinded, and oversee the services and advocacy activities of the Union.

There are basic rules of procedure regarding the conduct and business discussed at Board meetings. The following meeting requirements and protocol must be followed in regard to the submission of agenda items, meeting documents and other materials.

Meeting Package

The Union's Board of Director members must receive the meeting package no less than 4 days or 96 hours prior to the Board meeting. Packages must be delivered through electronic mail.

Every meeting package must include the following items, but are not limited to:

- An agenda of the meeting
- Executive reports
- The minutes of all Commission and Committee meetings that have been called since the last Board Meeting
- Minutes from the previous Board meeting
- A list of all Board members

Motions

A motion is the formal mode in which a member submits a proposed measure or resolve for consideration or action.

For any motions to be placed on the agenda and discussed at a meeting of the Board of Directors, the motion must be sent to the Speaker of the Board of Directors, President and Vice-President Operations at least one-hundred and twenty-two (122) hours or five (5) days prior to the Board meeting at which the motion is to be considered.

Emergency motions that do not meet the deadline for distribution of the meeting package, deal with business that is not previously known to the Board and that must be dealt with immediately must be presented to the Board of Directors and adopted to the agenda by a 2/3 majority vote.

Right to Speak

The following individuals are granted automatic speaking rights:

- a) All members of the Board of Directors
- b) The auditor or designate of the auditor of the Union
- c) Any other person granted speaking privileges by a majority vote of the Board

Externalizations

Motions approved in the minutes of Commissions, or Committees of the Board may, upon request of any one member of the Board, be made an external motion requiring the approval of the Board, except for the following items:

- Meetings of the Elections and Referenda Committee, except for motions allocating expenditures
- Meetings of the Elections Appeals Committee
- Motions of the Executive Committee relating to staff of the Union

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Elections and Referenda Official Staff Hiring

Date: 2013 *month xx* – BOD

Motion: Elections and Referenda Official Staff Hiring

Preamble

Election Officials are essential for carrying out the Election and Referenda process. The Chief Returning Officer and the Deputy Returning Officers are important for overseeing the election and referenda process and ensuring that the election and referenda are held in a transparent manner to ensure free and fair elections.

The Union shall hire a Chief Returning Officer to carry out the election process and other duties delegated. The Union must also hire no less than one (1) Deputy Returning Officer. The Union also has the right to hire Election and Referenda support staff (e.g. polling clerks) for the purposes of carrying out the election process.

Election Officials work under the supervision of the Chair of the Elections and Referenda Committee and the Elections and Referenda Committee.

Hiring Timeframe for Chief and Deputy Returning Officers

The hiring of the Chief and Deputy Returning Officers process begins prior to the beginning of the election nomination period. The following is a timeframe, on a month basis, that must be followed as part of the process:

Fall elections

- July/August: Job posting circulated for election officials
- August: Interview process and hiring of Chief Returning Officer and Deputy Returning Officers

Spring elections

- November: Job posting circulated for election officials
- December: Interview process and hiring of Chief Returning Officer Deputy Returning Officers

Hiring of Election Support Staff

The hiring of the election support staff is conducted by the Election and Referenda Committee. The Committee should circulate a job posting to fill the vacant staff positions.

Hiring Committee

The necessity for non-partisanship makes the hiring of Election and Referenda Officials of the Union unique in character. The decision to hire Election and Referenda Officials falls under the purview of the Elections and Referenda Committee.

The Elections and Referenda Committee selects the Election and Referenda Officials who must be ratified by the Board of Directors through the adoption of the Committee minutes.

Election Official Responsibilities

All responsibilities are delegated by the Chair of the Election and Referenda Committee and the Election and Referenda Committee.

Responsibilities are also outlined in the Election Procedure Code governing the election process.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Health and Dental Plan

Date: 2013 month xx – BOD

Motion: Health and Dental Plan

Preamble

The Scarborough Campus Students' Union Health & Dental Plan was introduced by a student referendum. The result of this referendum made it mandatory for all future students to participate unless they have coverage under an alternative private/government plan in addition to their basic provincial plan.

It is designed to cover expenses not paid by the basic provincial plan. The policies outlined below were created to provide students with a clear understanding of how the plans will be administered, and to guide future elected student representatives when making decisions affecting plan structure. These policies will be available through the Union website and offices.

Eligibility

The Scarborough Campus Students' Union Health and Dental Plans are offered to all full-time undergraduate students who have paid the Union incidental fees with their tuition fees. Students are not required to complete an enrolment process as this is done automatically each year following the opt-out/enrolment period.

Eligibility Restrictions

- a. Students who register and remain a full-time undergraduate during the fall and winter sessions are automatically eligible for coverage from September 1st until August 31st of that year.
- b. Students who register in classes in the winter session only and who were not enrolled during the previous fall session are automatically eligible for coverage from January 1st until August 31st of that year.
- c. Students who register in classes in the fall session only are eligible for coverage from September 1st until December 31st of that year.
- d. Students who initially register as a full-time undergraduate in the fall or winter sessions, but who become part-time by dropping courses before the deadline to receive a 100% refund of the incidental fees are not eligible for coverage.
- e. Students who cancel their academic registration during the period in which fees are refunded 50% will be removed from the plan henceforth. In the event that a student has opted out of the plans prior to canceling their registration, such students will be refunded only the amount of premium (50%) collected by the University of Toronto on behalf of the Union.
- f. Co-op students who are currently on a work term are considered by the University of Toronto to be full-time for academic purposes, but are not charged incidental fees. Therefore, they will not be automatically enrolled in the plans. Co-op students on a work term, however, will have the option of self-enrolling provided this is done prior to the opt-out/enrolment deadline. In order to self-enroll, affected students will also have to pay the Union society fees.
- g. Co-op students enrolled in a full-time course load will automatically be enrolled in the plans for the duration of that session.

Confidentiality

All student information provided to the Union by the University of Toronto will be used solely for its intended purpose and will be accessible only by the Health and Dental Plan Administrator and Executive Director.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Health and Dental Plan

Consent

- a. The Union is not responsible to the parents/guardians of full-time undergraduate students attending the University of Toronto. While staff is happy to assist parents/guardians with general inquiries about the benefits, costs, deadlines, and claim forms, we are not obligated to answer specific questions about a specific student's claims history, opt-out record, policy identification codes, or student records.
- b. Consent to provide information to parents/guardians may be granted under extenuating or health-related circumstances, however, such consent must be submitted in writing to the Health and Dental Plan Administrator who, in conjunction with representatives of the University of Toronto, will strive to reach a conclusion that is acceptable to all parties involved.

Opting Out

- a. Any full-time undergraduate student who has extended health coverage may opt-out of the health plan during the pre-determined period designated by the Union. Students must provide proof of alternative extended health coverage in order for their opt-out to be processed. Please note that OHIP and UHIP are not considered extended health plans, but rather mandatory and basic health plans.
- b. Any full-time undergraduate student who has extended dental coverage may opt-out of the dental plan during the pre-determined period designated by the Union. Students must provide proof of alternative extended dental coverage in order for their opt-out to be processed.

Deadlines

- a. All students must opt-out of, or enroll into, the health and/or dental plans during the pre-determined periods specified by the Union. The Union will make every effort to publicize the deadlines. There are no exceptions to these deadlines except for medical or family emergencies, extenuating circumstances, or administrative errors. Students who believe they have a valid excuse for missing the opt-out/enrolment deadline must submit a letter explaining the circumstances with supporting documentation to the Health and Dental Plan Administrator.
- b. All decisions regarding late opt-out applications will be made on a case-by-case basis. Only students who have paid the Union's society fees and who have not attempted to file any claims will be considered.
- c. All decisions regarding late opt-out applications will be made by the Health and Dental Plan Administrator.

Re-Enrolment

- a. Students who lose their alternative coverage will be allowed to join the health and dental plans within thirty (30) days of losing their alternative coverage.
- b. Affected students must submit a letter from the previous insurer/employer/administrator of the plan stating when and why their insurance was terminated. The letter should also include their student number and contact information.
- c. Please note that re-enrolment into only one of either the health or dental plan is not possible. Students requesting re-enrolment will be charged for both the health and dental plan. The coverage will take effect on the day the alternative coverage was terminated.

General Information

- a. The Union's Health and Dental Plan Administrator, with the assistance of other Union staff, shall be responsible for ensuring an ample supply of claim forms, information booklets, and web updates are available and posted throughout UTSC.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Health and Dental Plan

- b. Membership lists provided by the University are frequently incomplete due to students changing their full-time/part-time status and academic appeals. If, as a result of an incomplete membership list, a student who should have been enrolled in the plan is not enrolled, the Union shall attempt to accommodate the student provided that the Union can confirm the appropriate fees were paid.

Insurance Brokers

Should the Union employ the services of an insurance broker, any contract or Letter of Appointment between the Union and a broker must be reviewed annually.

The Union shall retain the right to choose not to interview other brokers when renewing a contract, providing that the submission of proposals are required and reviewed.

Annual Report

The Vice-President Operations must provide a report on the status of the Members' Health and Dental plan no later than August 1st of each year. This report should outline plan usage and premiums by monthly breakdown, and shall clearly indicate the value gained or lost by the contract during the preceding year.

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Mobile Phone Allowance

Date: 2013 *month xx* – BOD

Motion: Mobile Phone Allowance

Preamble

It is important and expected that Executives of the Union are available throughout their term. With technological enhancements, it has become clear that mobile phones are essential in order to remain accessible to members and the Executive and staff of the Union. Executives, then, are essentially required to be in possession of a mobile device and utilise it for work purposes when out of the office. Subsequently, it is logical that the Union subsidise a portion of Executive mobile phone expenses on a monthly basis.

The Union will subsidise mobile device expenses for each Executive of the Union on a monthly basis up to a maximum of \$50.00 CDN per month unless otherwise determined by the Board of Directors.