



Trent Central Student Association

By-Laws, Policies, & Operating Resolutions

2013 - 2014

Policy Book 2013-2014

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Section I

By-Laws

By-Laws and Mission Statement of the Trent Central Student Association

The by-laws contained herein were last amended on the 28 day of February 2013 at a duly constituted meeting of the membership of the Trent Central Student Association. On the 28 day of February 2013 these by-laws will supersede any previous version of the by-laws and mission statement.

Respectfully Submitted,

Brea Hutchinson
President
Trent Central Student Association
2012-2013

By-Law No. I

A by-law relating generally to the **MISSION AND PRINCIPLES** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

I.1 Preamble

The Trent Central Student Association is a democratically elected student union representing full-time undergraduate students and School of Education students at Trent University in Peterborough operating as an Ontario non-profit corporation with its own by-law and operating policy for its members.

The Trent Central Student Association hereby adopts the following as its Mission and Principles:

I.1.1 Mission

- To provide a high level of assistance to our members through advocacy and services that are dynamic, tangible, relevant and timely;
- To provide a forum to discuss issues of importance to our members and maximize communication of events and issues throughout Trent University;
- To facilitate and provide an environment wherein our members can pursue academic excellence as well as personal and social growth free from all forms of discrimination, harassment, oppression and persecution;
- To encourage and financially support student clubs, organizations, and societies thereby increasing the vitality of student life and the diversity of activities available to students of Trent University;
- To work with other stakeholders at Trent University to maintain its unique character as a community of scholars who seek the highest quality of accessible, publicly funded post-secondary education possible.

I.1.2 Principles

The Corporation is committed to the following fundamental principles:

- Effective democratic and inclusionary mechanisms at all levels of representation and government, including but not limited to, the student, administrative and academic bodies of the University;
- Free speech and effective communication of all opinions in the University community;
- The college system is vital to the quality of student life within the University;
- Involvement in student organisations at a local, provincial, national, and international level as part of a unified student movement.

By-Law No. II

A by-law relating generally to **DEFINITIONS** in the by-laws of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

II.1 Definitions

II.1.1 In this by-law and all other by-laws and resolutions of the TRENT CENTRAL STUDENT ASSOCIATION, the following definitions shall apply:

- i) ACADEMIC YEAR shall refer to a period of time defined by the University, normally consisting of twelve (12) months beginning in September and concluding in August of the following calendar year and divided into the Fall, Winter and Spring terms;
- ii) THE ACT means The Corporations Act, R.S.O. 1990, Chapter c.38 and any amendments thereto;
- iii) BOARD means the Board of Directors of the Trent Central Student Association acting as such;
- iv) CHEIF ELECTORAL OFFICER refers to the person who serves as the head official during elections and referenda of the Association, and who chairs the Elections Committee;
- v) COLLEGE means a College of the University;
- vi) THE CORPORATION shall refer to the TRENT CENTRAL STUDENT ASSOCIATION as a corporate entity;
- vii) DIRECTOR means a member, appointed or elected, to the Board of Directors of the Corporation;
- viii) DULY CALLED MEETING means a meeting called pursuant to the by-laws herein, whether or not that meeting attains quorum;
- ix) DULY CONSTITUTED MEETING means a meeting called pursuant to the bylaws herein, at which quorum is attained;
- xi) LEVY GROUP refers to any organization, which receives fees from each member of the Trent Central Student Association, having had their fees approved by referendum;
- xii) NOTICE refers to communication with all association members including emails and website updates that inform them of upcoming association business.
- xiii) OFF-RESIDENCE means not living in a residence owned, operated, and/or provided by Trent University;
- xiv) ON-RESIDENCE means living in a residence owned, operated, and/or provided by Trent University;
- xv) PERSON includes individuals, bodies corporate, partnerships, trusts and unincorporated associations;
- xvi) REFERENDUM means a vote open to all members on any particular issue;
- xvii) RESIDENTIAL COLLEGES refers to Champlain College, Lady Eaton College, Otonabee College, and Peter Gzowski College;
- xviii) SENATE means the Senate of the University;
- xix) SHADOW EXECUTIVE means the Executive-Elect during the designated transition period;
- xx) THE ASSOCIATION means the TRENT CENTRAL STUDENT ASSOCIATION;
- xxi) UNIVERSITY means Trent University of Peterborough and Oshawa Ontario;
- xxii) Unless the context otherwise required, words importing the singular number only, include the plural and vice versa; words importing the feminine, masculine, or neuter genders include all of these genders;

II.1.2 For the purposes of all official documents of the Corporation where both words and numbers appear, words shall take precedence over numbers.

By-Law No. III

A by-law relating generally to **SYMBOLS AND TRANSACTIONS OF BUSINESS** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

III.1 Symbols

The symbols adopted by the Board and attached in Appendix One of the by-laws hereof, or any revision thereof, shall act as the visual symbols or logos representing the Corporation or any part thereof and the authority to affix the logo(s) to any document or classes of documents shall be determined by resolution of the Board.

III.2 Motto

The motto of the Corporation shall be "*CONSOCIATI FORTIORES SUMUS*" or, in English, "United We Are Stronger."

III.3 Head Office

The Head Office for the Corporation shall be in the City of Peterborough, in the County of Peterborough and Province of Ontario and whenever possible at such place on the campus of the University as the Board may from time to time determine by resolution.

III.4 Officers

The Officers of the Corporation shall be the President, one other executive member and the Operations Manager and such other officers as the membership may determine by by-law from time to time or that the Board may appoint from time to time. Other Officers may, but need not, be members of the Board.

III.5 Seal

III.5.1 The corporate seal of the Association shall be in such form as the Board may from time to time determine by resolution and the name of the Corporation shall be endorsed thereon. An impression of the corporate seal shall be stamped in the margin of any resolution adopting the said seal or any revised version thereof.

III.5.2 The seal of the Corporation shall be in the custody of the President or other such persons as may be designated by the Board, and all papers or documents required to be sealed on behalf of the Corporation shall be sealed in the presence of such person or persons as may be designated by resolution of the Board.

III.5.3 The authority to affix the seal to any document or classes of documents shall be determined by resolution of the Board except where already provided for herein.

III.6 Execution of Instruments

III.6.1 For the purpose of this section, "instruments" include contracts, deeds, mortgages, transfers and assignments of any property of the Corporation, obligations, certificates, and any other documents.

III.6.2 Instruments requiring the signature of the Corporation must be signed by two persons, to be designated by the Board from time to time as the occasion demands.

- III.6.3 The President may certify under the Corporate seal copies of any by-law, resolution, minutes or other documents relating to the Corporation; and any Director may sign a certificate under the seal of the Corporation as to matters of fact in connection with the Corporation within the purview of authority of such director. Instruments so signed shall be binding upon the Corporation without further authorization or formality.
- III.6.4 The corporate seal shall be affixed to any instrument on which the seal is required.

By-Law No. IV

A by-law relating generally to **MEMBERSHIP AND FEES** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

IV.1 Membership

IV.1.1 Full-Time Students

Any student registered for undergraduate full-time study or study in the consecutive education program at Trent University is a member of the Corporation, upon payment of the membership fee pursuant to the by-law hereof and shall be known as a member.

IV.1.2 Other Students

Any other student of the University may become a member of the Corporation on payment to the Corporation of the annual membership fee and shall be known as a member.

IV.1.3 Honorary Membership

Any Alumni and a former undergraduate student of the University may be nominated for honorary membership with a petition from 10 full-time undergraduate students presented to the president. The president will then present the petition at the next scheduled board meeting and will address the person and their reasons for membership and review why they shall be considered. Honorary Membership rights entitle them only speaking rights to come to board meetings of the association and Annual General Meetings, as well as participate in clubs and groups. Honorary Members will be excluded from voting or running in elections of the corporation.

IV.1.4 Annual Membership Fee

IV.1.4.1 The annual membership fee shall be set by law. The Corporation may enter into an agreement or arrangement with the University whereby the University shall collect the usual membership from members together with University ancillary fee payments and remit the annual membership fee to the Corporation in a manner satisfactory to the directors, in satisfaction of the membership fee obligations of the members.

IV.1.4.2 The membership fee set in a by-law passed in accordance with the by-law herein shall increase each year by the Consumer Price Index as determined by Statistics Canada in the calendar year prior to the school year in which the fees are being calculated. This increase shall occur automatically, without the need to pass an additional by-law.

IV.1.5 Termination and Transfer

The interest of a member in the Corporation is not transferable and ceases to exist upon her or his death or when she or he ceases to be a member of the Corporation. Membership ceases upon withdrawal, suspension, rustication, or debarment from the University, or upon ceasing to be qualified for membership pursuant to the by-laws herein, or upon failure to pay the annual membership fee. The membership fee is not refundable.

IV.1.6 Duration

Membership within the Corporation shall cease at the end of the academic year.

IV.2 Membership Fees

IV.2.1 Original Fee

The membership fee of the Trent Central Student Association was set by referendum at \$20.05 in the 1995 calendar year.

IV.2.2 Current Fee

For the 2013-2014 academic year, the membership fee shall be \$31.38 per student, regardless of course load or program. For the 2013-2014 academic year the total amount of membership associated fees amounts to \$560.52.

IV.3 External Membership Fees

IV.3.1 Canadian Federation of Students

IV.3.1.1 Membership in the Canadian Federation of Students was agreed to by referenda by the general membership. The Canadian Federation of Students membership fees are indexed to the Consumer Price Index as determined by Statistics Canada and increase each year.

IV.3.1.2 For the 2013-2014 academic year, the Canadian Federation of Students Fee shall be \$8.52 per student.

IV.3.1.3 For the 2013-2014 academic year, the Canadian Federation of Students Ontario Component Fee shall be \$7.10 per student.

IV.4 Supplemental Service Fees

IV.4.1 Health Plan

IV.4.1.1 All members of the Association who are recognized by the University as full-time students are provided a health plan, the fee for which was determined by referenda of the general memberships of the Association.

IV.4.1.2 For the 2013-2014 academic year the Health Plan Levy shall be \$150.00.

IV.4.1.3 The Board of Directors shall, with a two-thirds (2/3) majority vote, have the authority to increase the Health Plan fee by no more than three percent (3%) each year, as approved by referendum in the 2005 academic year. Increases greater than three percent (3%) must be approved by referendum subject to the by-laws herein.

IV.4.1.4 The Health Plan fee shall be refundable, less a \$5.00 administration fee, to any member who provides proof of alternative and comparable coverage by the date determined by the Corporation.

IV.4.1.5 The Association shall extend the health plan to the members of the Graduate Student Association and the Trent Part-time Student Association upon mutual agreement between the Association and the respective organization.

IV.4.2 Dental Plan

IV.4.2.1 All members of the Association are provided with a dental plan, a fee for which was determined by referenda of the general membership of the Association.

IV.4.2.2 For the 2013-2014 academic year the Dental Plan Levy shall be \$112.00.

IV.4.2.3 The Board of Directors shall, with a two-thirds (2/3) majority vote, have the authority to increase the Dental Plan fee by no more than three percent (3%) each year, as approved by referendum in the 2005 academic year.

Increases greater than three percent (3%) must be approved by referendum subject to the by-laws herein.

IV.4.2.4 The Dental Plan fee shall be refundable, less a \$5.00 administration fee, to any member who provides proof of alternative and comparable coverage by the date determined by the Corporation.

IV.4.2.5 The Association shall extend the dental plan to the members of the Graduate Student Association and the Trent Part-time Student Association upon mutual agreement between the Association and the respective organization.

IV.4.3 Club Funding

IV.4.3.1 All members of the Corporation shall pay a Club Funding fee to the Corporation, in trust, for the sole purpose of funding Clubs and Groups at the University. Disbursement of such funding shall be done in accordance with the Association's operating policy.

IV.4.3.2 For the 2013-2014 academic year the Club Funding fee shall be \$7.43.

IV.4.4 Transportation

IV.4.4.1 All members of the Association who are recognized by the University as full-time students are provided a transit pass, the fee for which was determined by referenda of the general memberships of the Association.

IV.4.4.2 For the 2013-2014 academic year the Transportation Levy shall be \$245.

IV.4.4.3 The Board of Directors shall, with a two-thirds (2/3) majority vote, have the authority to increase the Transportation fee by no more than three percent (3%) each year, as approved by referendum in the 2011 academic year. Increases greater than three percent (3%) must be approved by referendum subject to the by-laws herein.

IV.4.5 Food Bank

IV.4.5.1 All members of the Corporation shall pay a Food Bank fee to the Corporation, in trust, for the sole purpose of administering a campus food bank through the Trent Central Student Association.

IV.4.5.2 For the 2013-2014 academic year the Food Bank fee shall be \$1.52.

IV.5 Unassociated Fees

IV.5.1 Disclaimer

All fees outlined in this section are recorded solely for administrative purposes and are not collected by or for the Corporation. The Corporation has been invested with the responsibility of the administration of the processes governing the approval, amendment and removal of these fees through referenda for its members, as well as reporting the results of said referenda to the University's Finance Office to facilitate the collection and remittance process. All responsibility, excluding the aforementioned, lies solely with the listed organization and not the Corporation.

IV.5.2 Refundable Student Levies

The following fees were agreed to by referenda by the general membership and are refundable in full by the listed organization. For the 2013-2014 academic year, refundable levy fees amount to \$60.03.

- i) Absynthe Levy shall be \$4.24;
- ii) Kawartha World Issues Centre Levy shall be \$5.45;
- iii) Ontario Public Interest Research Group Levy shall be \$12.64;
- iv) Oxfam Working Group Levy shall be \$3.18;
- v) Peterborough Coalition Against Poverty Levy shall be \$1.06;
- vi) Seasoned Spoon Café Levy shall be \$6.01;
- vii) Trent Nature Areas Levy shall be \$2.13;
- viii) Trent Queer Collective Levy shall be \$1.59;
- ix) Frontier College at Trent University Levy shall be \$2.13;
- x) Journal of Undergraduate Studies at Trent Levy shall be \$2.23;
- xi) College Pub Levy shall be \$5.31;
- xii) Active Minds Levy shall be \$2.13;

- xiii) Student Co-operative Housing Initiative Levy shall be \$3.18;
- xiv) BIKE Levy shall be \$3.97;
- xv) Community Race Relations Committee shall be \$2.02;
- xvi) Anne Shirley Theatre Company levy shall be \$2.75

IV.5.3 Non-Refundable Student Levies

The following fees were agreed to by referenda by the general membership and are not refundable. For the 2013-2014 academic year non-refundable levy fees amount to \$134.21.

- i) Arthur Levy shall be \$10.08;
- ii) College Cabinet/Council Levy shall be \$13.53;
- iii) International Scholarship Fund Levy shall be \$5.31;
- iv) Kawartha Sexual Assault Centre Levy shall be \$3.18;
- v) Trent Student Charity Program Levy shall be \$0.53;
- vi) P.R. Community & Student Association (Sadleir House Student Facility) Levy shall be \$26.75;
- vii) Theatre Trent Levy shall be \$3.18;
- viii) Trent Annual Levy shall be \$19.10;
- ix) Trent Child Care Levy shall be \$2.13;
- x) Trent Emergency First Response Team Levy shall be \$6.09;
- xi) Trent Film Society Levy shall be \$3.18;
- xii) Trent International Student Association Levy shall be \$2.13;
- xiii) Trent Music Society Levy shall be \$2.65;
- xiv) Trent Radio Levy shall be \$19.01;
- xv) Centre for Gender and Social Justice Levy shall be \$5.30;
- xvi) World University Service of Canada Levy shall be \$6.27;
- xvii) Sustainable Trent Levy shall be \$2.13;
- xviii) Organic Gardens Levy shall be \$2.62;
- xix) Walkhome Levy shall be \$1.06.

IV.6 Approval, Amendment and Removal of Fees

- IV.6.1 The approval of all new fees and the amendment or removal of all existing fees must be approved by a referendum of the general membership in accordance with the by-laws herein.
- IV.6.2 All referenda regarding the approval, amendment or removal of fees, with the exception of referenda related to service fees for the Health Plan and Dental Plan, must be initiated by a petition requesting said referendum, in accordance with the by-laws herein, except when the Board in 2/3 majority vote to accept the referenda.
- IV.6.3 Petitions requesting a referendum to approve, amend or remove a fee must be received by the Corporation no less than three (3) weeks prior to the first day of the notice period of the Spring General Elections.
- IV.6.4 Referenda to approve, amend or remove a fee shall normally be held in conjunction with the Association's Spring General Elections.

IV.7 Update of By-Law

The Corporate Secretary shall be responsible for updating this by-law each year by the 30th day of April to reflect the approval of new fees, amendments to and the removal of existing fees, subject to successful and binding referenda; and all increases due to indexing already approved in fee design.

By-Law No. V

A by-law relating generally to the **BOARD OF DIRECTORS** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

V.1 Board of Directors

- V.1.1 The affairs of the Corporation shall be managed by a Board of Directors, each of which, at the time of her/his election or appointment and for the extent of her/his term in office, shall be a member of the Corporation unless otherwise provided for in the by-law hereof. Directors shall act with diligence, honesty and good faith in the best interest of the membership of the Corporation. Directors shall report on the activities of the Board on a regular basis to the general membership and to their respective constituencies.
- V.1.2 Subject to the terms and conditions of the by-law hereof, and any resolution of the Board or any revision thereof, all voting directors shall be responsible to assist in the operation of the Corporation's office during the academic year and must publicize a two (2) hour period when said directors will be available in said office each week during which classes meet in the fall and winter terms of the academic year, as defined by the University.
- V.1.3 All voting members of the Board will be responsible for sitting on Standing Committees, as described in the by-laws herein.
- V.1.4 All voting members of the Board of Directors must be members of the Association prior to the commencement of their term;

V.2 Number of Directors

- V.2.1 The Board of Directors shall be composed of:
- i) One (1) director from each residential college, *ex officio* named the College Commissioner, to be elected by and to represent the students of that college, who sits as the representative on that College's Cabinet;
 - ii) One (1) director from each residential college, *ex officio*, named the College Senators, to be elected and to represent the students of that college, who sits as the Senior Senator on their College Cabinet;
 - iii) One (1) director to be elected by the general membership of the Association who shall be named the First-Year Off-Residence Commissioner;
 - iv) One (1) director to be elected by the general membership of the Association who shall be named the First-Year On-Residence Commissioner;
 - v) Three (3) directors to be elected by the general membership of the Association; who constitute the Executive Committee, who shall hold the following titles:
 - a) President;
 - b) Vice President Campaigns and Equity;
 - c) Vice President University and College Affairs;
 - vi) Ten (10) directors to be elected by the general membership of the Association, who shall be known as Equity Commissioners, and who shall hold the following titles:
 - a) Indigenous Students Commissioner;
 - b) Anti-Racism Commissioner;
 - c) Ethical Standards Commissioner
 - d) Environment & Sustainability Commissioner;
 - e) International Students Commissioner;

- f) Queer Students Commissioner;
 - g) Mature and Transfer Students Commissioner;
 - h) Students with Disabilities Commissioner;
 - i) Women's Student Commissioner;
 - j) Gender Issues Commissioner;
 - vii) One (1) Director who is the president of the Trent Part-time Student Association, *ex officio*, who shall have no vote;
 - viii) One (1) director who is the President of the Graduate Students' Association, *ex officio*, who shall have no vote;
 - ix) One (1) director from each residential college, *ex officio*, named the College Cabinet President, who shall have no vote;
 - x) The Speaker, nominated by the executive committee and ratified by the board shall have no vote, as per Robert's Rules of Order;
 - xi) One (1) of the two (2) student members of the Trent University Board of Governors, *ex officio*, who shall have no vote;
- V.2.2 A position on the Board shall be held by no more than one (1) person at any given period of time.
- V.2.3 A director shall hold no more than one (1) office at any one (1) time except as an emergency replacement as authorized by the Board and until such time as a replacement is elected. Such a director shall only have one (1) vote, regardless of the number of offices held.

V.3 Powers of Directors

- V.3.1 Subject to the provisions of this and other by-laws, and of the Letters Patent and any Supplementary Letters Patent or any revision thereof, the Board shall have the final authority on all matters regarding the governance of the Corporation.
- V.3.2 The Board, without restricting the generality of the forgoing, may make regulations:
- a) governing the practice and procedure to be followed in furthering the purpose of the Corporation;
 - b) respecting any matters necessary or advisable to carry out effectively the intent and purpose of this or any other by-law or any revision thereof;
 - c) governing the keeping of accounts and records;
 - d) governing the payment of accounts and the signing of cheques;
 - e) prescribing the forms for the use of the Corporation;
 - f) generally for the better administration of the Corporation
- V.3.3 The Board, without restricting the generality of the foregoing, is authorized:
- i) To decide on a budget for the operations of the Corporation;
 - ii) To make regulations governing the granting of recognition and/or financial assistance to student clubs, organizations and societies within the University;
 - iii) To make by-laws and other such regulations for the conduct of its affairs subject only to any terms and conditions contained herein relating to the amendment of such;
 - iv) To choose from among its members such officers, not provided for in this by-law, as it deems necessary for the exercise of its powers; provided that the titles and duties of new officers are authorized by the Board with a two-thirds (2/3) majority vote and provided that said officers shall not vote unless authorized by the by-law hereof or any revision thereof;
 - v) To appoint external delegations for inter-university meetings and conferences emphasizing the diversity of the membership of the Corporation and recognizing the subject matter of the event. Delegations of two (2) or three (3) individuals must consist of

a least one (1) woman delegate and delegations of more than three (3) individuals must consist of at least fifty percent (50%) women.

vi) By agreement with the Senate to appoint members of the Association to sit on committees of the Senate or other University-wide student/faculty committees.

vii) To make regulations governing referenda among the members of the Association.

V.3.4 It shall be lawful for the Board to admit those associations or organizations representing students at the University not otherwise members of the Corporation on such terms and conditions agreed upon by the parties as long as their rights shall not exceed the rights granted to members of the Corporation.

V.4 Remuneration and Expenses

V.4.1 Only the President and the Vice Presidents shall receive any honoraria for their services as directors. These honoraria will be determined by operating policy.

V.4.2 Such operating policy may only come into effect during a term of office upon ratification by the Executive Committee.

V.4.3 Any director may, with the prior approval of the Board, be reimbursed for travelling and other expenses properly incurred by them in connection with their duties as directors.

V.4.4 No director shall be employed by the Corporation during their term in office.

V.5 Conflict of Interest

V.5.1 A conflict of interest occurs when a director or someone with whom a director has a close personal relationship, or another organization to which the director belongs, could, possibly or could be perceived to possibly benefit, materially or otherwise, from the outcome of the decision on the item under discussion. The size or significance of such a conflict is irrelevant. The director may or may not receive benefit (financial or otherwise) for a state of a conflict of interest to exist.

V.5.2 Should even the potential of a state of conflict of interest occur, as defined in the by-law hereof, the director is required to rise on a point of order and declare such before voting occurs at a meeting of the Board or the Corporation.

V.5.3 A director who finds that a state of conflict of interest exists shall refrain from voting on any matter that creates such a conflict of interest.

V.5.4 Any director who feels another director is in conflict of interest can disclose this to the meeting after being appropriately recognized by the Chairperson. If the director cited as having a conflict of interest disputes the claim, a two-thirds majority vote of those directors present will decide whether or not a conflict does exist.

V.5.5 A state of a conflict of interest shall not exist for a director should the matter under consideration directly involve the constituency, which they have specifically been elected to represent.

V.6 Speaker

V.6.1 It shall be the duty of the Executive to nominate, subject to Board ratification, a Speaker. The Speaker shall act as Chairperson of the meetings of the Board, or other such meetings provided by the by-law herein, or other such meetings as determined by the Board, in which the Board votes on.

V.6.2 The person appointed as Speaker need not be a member of the Corporation at the time of appointment but by the act of appointment becomes a member of the Corporation for the duration of his or her time as speaker, pursuant to the by-laws hereof.

V.6.3 The Speaker is required to provide no public comment of personal belief on matters before the Board while serving as speaker. He or she must remain impartial at all times on matters before the

Board and its committees while acting as Speaker of the Board.

- V.6.4 It shall be unlawful for the Speaker to willfully delay the delivery of any such documents, classes of documents, instruments or other such material to the Board required under the provisions of the by-law hereof or any resolution of the Board, or any revision thereof.

V.7 Length of Term and Date of Transition

The official date of transition to the newly elected Board shall be the first (1st) Saturday after the final day of classes in April. No director shall serve beyond this point, with exception of those re-elected to an additional term by the membership and those reappointed from residential colleges.

V.8 Miscellaneous

- V.8.1 Each voting director's right to vote is granted on the condition that he/she has been duly elected to the office that he or she holds. In the case of College Commissioners and College Senators, confirmation of election and the appointment to the Board by their college must be received in writing by the Corporation from the College Cabinet President prior to being acknowledged as a director.
- V.8.2 Directors shall perform their duties prescribed by the by-law hereof and by the parliamentary authority designated in by-law IX.4 hereof, by any policy or operating resolution, or by any other such lawful resolution or any revision thereof that is adopted by the Board.

V.9 Vacant Positions

- V.9.1 Should the position of President become vacant at anytime, it shall fall to another member of the executive to act in the capacity of President. The Acting-President shall be remunerated accordingly until such time as a new President can be elected.
- V.9.2 Should any of the positions of Vice President become vacant at anytime, it shall be at the discretion of the Board to appoint a current director to act in that capacity with appropriate remuneration until such time as a new Vice President can be elected.
- V.9.3 Should any other at large position of the Board become vacant at anytime, it shall be at the discretion of the Board to call a by-election to be concluded no later than the first (1st) day of December or the end of classes in the fall term or whichever comes first. After this date the said position shall remain vacant for the duration of the Board's term in office unless a non-voting member is appointed to this portfolio.
- V.9.4 Should any position filled by a College Cabinet or Council become vacant it shall fall to that Cabinet or Council to fill that vacancy and to provide written notice of such to the President on letterhead of the College Cabinet or Council.

By-Law No. VI

A by-law relating generally to **EXECUTIVE TRANSITION** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

VI.1 Shadow Executive

- VI.1.1 Upon ratification of the Spring General Elections results, the Shadow Executive shall begin transition with the current Executive.
- VI.1.2 The Shadow Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate operating resolution for a period of four (4) weeks.

- VI.1.3. Until the date of turnover, no member of the Shadow Executive shall have a vote at meetings of the Board unless he or she is currently a voting director.
- VI.1.4. Members of the Shadow Executive will receive half the honoraria of the current executive members as outlined in the appropriate operating resolutions of the Board except where the executive member is returning to the same position in which case they will receive no additional honoraria.

By-Law No. VII

A by-law relating generally to **TERMINATION FROM OFFICE** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

VII.1 Resignation of Office

Directors resign their office by the submission of a signed letter to the Association's head office written under their hand and addressing the same to the Speaker. The resignation shall take effect at such time as the Board of Directors has received the letter from the Speaker at a duly constituted meeting of the Board of Directors, whereupon the office shall become vacant. Until such time, the director remains responsible for all duties, obligations and tasks resulting therefrom.

VII.2 Termination of Office

- VII.2.1 Any director, either elected or appointed, may be removed from office for due cause provided that a fair hearing is conducted by the Board pursuant to the terms and conditions outlined in the by-laws hereof.
- VII.2.2 Due cause for termination may include, but is not limited to:
- i) Dereliction of duty where the director is found to have abandoned his or her duties as outlined in the Letters Patent, the by-laws hereof or any policy or lawful resolution of the Board, or any revision thereof;
 - ii) Lack of attendance without notice for more than three (3) meetings of the Board pursuant to the terms and conditions of the by-laws hereof;
 - iii) Any other serious act or actions injurious to the Corporation or its Mission and Principles.
- VII.2.3 Full termination of office shall be restricted to those officers and directors of the Corporation who hold said office by virtue of being elected by or for the Board including but not limited to all Commissioners, Senators, the President and the Vice Presidents.
- VII.2.4 College Cabinet or Council Presidents and Senators, Commissioners, the President of the Julian Blackburn College Student's Association and the President of the Graduate Students Association may only have the office they hold terminated by the terms and provisions of the by-law of the College Cabinet or Council or Association which they represent but the office of Director of the Corporation which is held by them *ex officio* may be removed.
- VII.2.5 Pursuant to the by-laws hereof, termination of office shall be defined to mean the removal of the office of director of the Corporation which includes, but is not limited, to the removal of all rights, obligations and privileges for College Cabinet or Council Presidents and Senators and the Presidents of the Julian Blackburn College Student's Association and the Graduate Students Association.
- VII.2.6 Procedures relating to termination are initiated according to the terms outlined in the bylaws hereof or by a petition from the general membership.
- VII.2.7 Petitions requesting the initiation of termination procedures against a director from the regular membership are subject to the rules, terms and conditions for petitions initiating referenda

outlined in the by-laws hereof.

- VII.2.8 Any director who has been removed from office under the terms and conditions herein will be eligible to serve again as a director of the Corporation in the next duly called election provided herein.

VII.3 Process for Termination of Office

- VII.3.1 Any director may at a meeting of the Board, request that the item of impeachment be included on the agenda of the subsequent meeting of the Board. A request to have the Board consider the removal of a director must be approved by a simple majority vote.
- VII.3.2 Once a request to have the Board consider the removal of a director from office has been received and adopted, it shall be the responsibility of the Speaker to take all reasonable and necessary actions to contact the director in question, in writing, to inform him or her of the request, the time and place at which the Board will consider the question, and that he or she may be present to argue the question in their own defense.
- VII.3.3 At the time of the hearing the following process will be followed:
- i) A resolution shall be tabled to remove the director. This resolution shall be duly moved and seconded. In the event that the resolution fails to achieve a seconder, the item of impeachment will be considered resolved, the director shall remain in office, and no further hearing will be required.
 - ii) The director moving the resolution for removal from office shall have the opportunity to state his or her arguments in support of the removal of the director.
 - iii) The director in question shall have the opportunity to speak against the question of removal from office and defend his or her case.
 - iv) The floor shall be opened up to other directors to debate the resolution, subject to the parliamentary authority designated herein.
 - v) The question of removal from office must obtain a two-thirds (2/3) majority vote in favor in order for the director to be considered impeached and removed from office.

By-Law No. VIII

A by-law relating generally to **THE PROTECTION OF DIRECTORS AND OTHERS** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

VIII.1 Indemnity of Directors, Officers and Employees

Every director, officer, and employee of the Corporation and his or her heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Corporation from and against:

- i) Any liability and all costs, charges and expenses that he or she sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against her or him for or in respect of anything done or permitted by her or him in respect of the execution of her or his duties.
- ii) All other costs, charges or expenses that he or she sustains or incurs in respect of the affairs of the Corporation; provided that no director or officer of the Corporation shall be indemnified by the Corporation respect of any liability, costs, charges or expenses that she or he sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of any duty or responsibility imposed upon him or her

under the Act unless, in an action brought against her or him in her or his capacity as director or officer, either she or he has achieved complete or substantial success as a defendant or the Board is satisfied upon a two-thirds (2/3) majority vote at a meeting that she or he acted in good faith according to the policies of the Board.

VIII.2 Insurance

Subject to the provisions of the Act, the Corporation will purchase and maintain such insurance for the benefit of its directors, officers or employees as the Board may from time to time determine.

By-Law No. IX

A by-law relating generally to MEETINGS of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

IX.1 Meetings of the Board of Directors

IX.1.1 Speaking

Members of the Corporation may attend all meetings of the Board and have the right to speak to any issue on the agenda of any such meeting except when the Board moves into closed session, as defined by the Corporation's parliamentary authority designated in the by-laws hereof.

IX.1.2 Voting

All directors of the Board shall have the right to vote except where removed in the by-law hereof.

IX.1.3 Meetings

There shall be no less than six (6) meetings of the Board in each of the Fall and Spring terms of the academic year, there shall be at least one meeting of the Board per month. The Executive Committee shall set these meetings no later than August 30th of each year.

IX.1.4 Special Meetings

IX.1.4.1 The Speaker or the President may call special meetings of the Board of Directors, provided that sixty (60) hours notice is given in order to supplement the regular meeting schedule.

IX.1.4.2 It shall be unlawful for the President or the Speaker, either jointly or severally, to prevent the calling of a Special Meeting of the Board where there exists a genuine need or will for said meeting.

IX.1.4.3 A special meeting can be called by a letter signed by 25% of directors.

IX.1.5 Emergency Meetings

IX.1.5.1 The Speaker or the President may call emergency meetings of the Board of Directors provided that twenty-four (24) hours notice is given. No business shall be transacted except that which was included in the Notice of Emergency Meeting provided to each director.

IX.1.5.2 It shall be unlawful for the President or Speaker, either jointly or severally, to prevent the calling of an Emergency Meeting of the Board where there exists a genuine need or will for said meeting.

IX.1.5.3 An Emergency meeting can be called by a letter signed by 25% of directors.

IX.2 Attendance

IX.2.1 Directors will make every effort to attend all meetings of the Corporation or the Board. In the event that a director is unable to attend, said director will submit written notice of such, no less than twenty-four (24) hours prior to the meeting to the Speaker or the President. Said notice is valid for only one (1) meeting unless otherwise authorized by the Board.

IX.2.2 College Cabinets and Councils are authorized to send a replacement person to meetings of the

Board or the Corporation in the event that the College Cabinet/Council Senator or College Commissioner is unable to attend provided that no less than twenty-four (24) hours written notice is given to either the Speaker or the President on letterhead of the College Cabinet/Council and signed by the person unable to attend and the College Cabinet/Council President. The replacement person shall have the right to vote for the duration of the meeting. Said notice is valid for only one (1) meeting unless otherwise authorized by the Board.

IX.3 The Transaction of Business

IX.3.1 A majority [fifty percent (50%) plus one (1)] of the Directors, excluding non-voting members, shall constitute a quorum for the transaction of the business of the Board.

IX.3.2 There shall be no voting by proxy at any meeting of the Corporation.

IX.4 Parliamentary Authority

In all matters of procedure not provided for in this or any other by-law or resolution, the Board and all other meetings of the Corporation shall acknowledge and be governed by the rules and forms contained in the most recent revision of *Robert's Rules of Order, Revised*.

IX.5 Meetings of the Membership

IX.5.1 The Speaker or the President may call general meetings of the membership provided that there is seventy-two (72) hours notice given.

IX.5.2 All members of the Corporation have the right to speak at a meeting of the membership.

IX.5.3 All members of the Corporation have the right to vote at a meeting of the membership.

IX.5.4 Decisions made at a meeting of the general membership are non-binding on the Board except for policy resolutions, which may be amended at a meeting of the Membership.

IX.5.5 Quorum for a Meeting of the Membership shall be twenty (20) members of the Corporation.

IX.6 Annual and Semi-Annual General Meeting

IX.6.1 The Semi-Annual General Meeting of the Corporation shall be held in the last week of January or the first week in February of each academic year.

IX.6.2 The Annual General Meeting of the Corporation shall be held no later than the week proceeding the fall reading week in the fall term of each academic year, within six (6) months of the Association's fiscal year end.

IX.6.3 There shall be at least three (3) weeks notice of the Annual and Semi-Annual General Meetings. The President shall ensure such notice is posted conspicuously throughout the university, and notices shall be sent to all members of the association.

IX.6.4 The purpose of the Semi-Annual General Meeting shall be to consider any by-law amendments and Policy Resolution amendments proposed, and served with due notice, as per the by-laws herein. At the Semi-Annual General Meeting each director shall be required to present a report on their activities during their term in office. Copies of such reports or summaries thereof shall be made available in the head office of the Association.

IX.6.5 The purpose of the Annual General Meeting shall be to receive the financial statements and the Accountant's report thereof. The Annual General Meeting may also consider any bylaw amendments policy resolution amendments proposed, and served with due notice, as per the by-laws herein.

IX.6.6 All meeting documents will be made available seven (7) days prior to the Annual and Semi-Annual General Meetings.

IX.6.7 Annual and Semi-Annual General Meetings are meeting of the membership, and as such attendance is open to all members of the Corporation.

- IX.6.8 The Speaker of the Board of Directors or any other such person as determined by the Board shall chair the Annual and Semi-Annual General Meetings and shall be called the Chair.
- IX.6.9 Quorum for the Annual and Semi-Annual General Meetings shall consist of twenty (20) members of the Corporation.

IX.7 Notice

- IX.7.1 Unless otherwise defined in the by-law hereof or any lawful resolution adopted by the Board or any revision thereof, formal notice for meetings of the Board shall be not less than one (1) week.

IX.8 Language

- IX.8.1 The language of operation of the Corporation is English, however, the Corporation will provide such services and materials in whatever language is necessary to meet the needs of a significant number of its members, subject always to the financial implications being satisfactorily resolved as determined by the Board.

By-Law No. X

A by-law relating generally to **COMMITTEES** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

X.1 Standing Committees

- X.1.1 There shall be four (4) Standing Committees of the Board of Directors.

- i. Organizational Review and Development;
- ii. Finance And Operations
- iii. Campaigns and University Affairs
- iv. Executive

The terms of reference for these committees shall be determined by operating policy that the Board may, from time to time, adopt or revise.

X.1.2 Membership Appointments

Each voting member of the Board shall be a member of a Standing Committee. Committee members shall serve until the end of their current term in office. Vacancies shall be filled by the Executive Committee as soon as possible after the vacancies occur. The President and the Vice Presidents shall serve as the Chair of the Standing Committees relevant to their portfolios in accordance with the by-law herein.

X.1.3 Meetings

- X.1.3.1 Meetings will normally be open to the membership, but may be closed by a resolution of the Standing Committee.

- X.1.3.2 Three (3) days notice of meetings, including a tentative agenda, will normally be given to Standing Committee members. Only in an emergency situation will a formal meeting be held without due notice. The Chair of the Standing Committee shall make a reasonable effort to contact all members of a Standing Committee prior to the start of an emergency meeting. The agenda of an emergency meeting should be limited to the emergency at hand.

- X.1.3.3 Quorum for the conduct of business shall be fifty percent (50%), plus one (1), of the voting members of the Standing Committee.

- X.1.3.4 All Standing Committee decisions shall be made by a simple majority unless otherwise stipulated by operating policy. The Chair of a Standing Committee shall vote only in the event of a tie, in

which case a deciding vote may be cast.

X.1.3.5 A Standing Committee member absent for three (3) duly called meetings without prior reasonable excuse to the Chair of the Standing Committee shall have her or his position on the Board reviewed in accordance with the by-laws herein.

X.1.4 Reporting

The chair of each Standing Committee shall report to the Board at each meeting of the Board, if the Committee has met since the previous meeting of the Board. A written report, to be distributed to the Board, must be submitted two (2) weekdays before the meeting of the Board to the Association office. Minutes will be recorded by one (1) member of the committee and will be available in the Association office. Any funds approved of greater than \$500.00 by a standing committee must be reported to the Board by the next scheduled board meeting.

X.1.5 Authority

X.1.5.1 Standing Committees can make recommendations for action to the Board. Recommendations of a Standing Committee may be passed by a simple majority.

X.1.5.2 The Board may from time-to-time, delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Standing Committee. A motion to delegate authority should specify the parameters within which the Standing Committee must operate, and the length of time for which the delegation shall apply.

X.1.5.3 A decision made by a Standing Committee in accordance with the by-laws herein is subject to reconsideration by the Board.

X.2 Special Committees

From time to time the Board or a member of the corporation may choose to establish Special Committees. These committees shall exist for a specific purpose and can be given a fixed time. These committees may be termed "Task Forces" as determined by the Board.

X.2.1 Definition

Committees of the Board and of the Corporation may exist, and may be created by a simple resolution of the Board.

X.2.2 Membership Appointments

Membership on a Special Committee of the Trent Central Student Association shall be ratified by the Board. Membership on a Special Committee of the Association is not limited to directors and other members may be appointed to a Special Committee by the Chairperson of the Special Committee when authorized by the Board of Directors.

X.2.3 Meetings

Meeting procedure for special committees shall be determined in the first meeting of that committee.

X.2.4 Reporting

The Chairperson of each Special Committee shall report to the Board when there is business of interest to the Board. If a Special Committee has ended its operation period a final report to the Board is required to be distributed two (2) weekdays before the meeting of the Board.

X.2.5 Authority

X.2.5.1 Special Committees will make recommendations for action to the Board. Such recommendations are normally contained within a written report of the Special Committee.

X.2.5.2 The Board may from time-to-time delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Special Committee. A motion to delegate authority should specify the parameters within which the

- committee must operate, and the length of time for which the delegation shall apply.
- X.2.5.3 A decision made by a Special Committee in accordance with the by-laws herein is subject to reconsideration by the Board by a two-thirds (2/3) majority vote.
- X.2.5.4 Special Committees of the Corporation may only use the name of the Association with ratification of the Board.

By-Law No. XI

A by-law relating generally to **POLICY** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XI.1 Definition of Terms

There shall be three (3) classes of resolutions recognized by the Corporation.

- i) Operating Resolutions;
- ii) Policy Resolutions;
- iii) Simple Resolutions

XI.2 Operating Resolutions

- XI.2.1 Operating Resolutions concern issues, which the Board deems to be issues of administrative policy. Operating Resolutions are intended primarily for reference by the Association, its committees, and staff. Operating Resolutions may have limited or unlimited temporal reference.
- XI.2.2 Operating Resolutions require at least one (1) meeting's notice of motion. An Operating Resolution passed by a two-thirds (2/3) majority after proper notice shall be considered Operating Policy of the Corporation.
- XI.2.3 A resolution meant to establish Operating Policy must state explicitly that the resolution is Operating Policy of the Corporation.
- XI.2.4 Operating Resolutions may not contravene the by-laws of the Corporation.
- XI.2.5 Operating Resolutions shall be collected in a booklet, which will be updated as necessary. The booklet shall be available for reference in the Association office and a copy shall be distributed to each member of the Board.

XI.3 Policy Resolutions

- XI.3.1 Policy Resolutions shall present the considered or general view of the Corporation with respect to any issue not covered by the by-laws herein and may have limited or unlimited temporal reference.
- XI.3.2 Policy Resolutions may be passed either through a simple majority at an Annual General meeting, Meeting of the membership or through referendum pursuant to the by-laws herein.
- XI.3.3 A resolution meant to establish Issues Policy must state explicitly that it is a Policy Resolution.
- XI.3.4 Policy Resolutions may not contravene the by-laws of the Corporation.
- XI.3.5 Policy Resolutions shall be collected in a booklet, which is updated as necessary. The booklet shall be available for reference in the Association office and a copy shall be distributed to each member of the Board.

XI.4 Simple Resolutions

- XI.4.1 A simple resolution shall be a resolution, which is not defined by the by-laws herein.
- XI.4.2 A simple resolution of the Corporation shall expire upon the end of the term of the Board, which

passed said resolution.

XI.5 Policy Review

- XI.5.1 Any Operating Resolution of the Corporation may be reviewed at the request of a member of the Board. The request for review must pass by a simple majority vote. Procedures for the policy review will be established by the Board. One (1) Board Meeting's notice of motion is required to commence a policy review.
- XI.5.2 Any Policy Resolution may be reviewed or amended at the request of twenty (20) members of the corporation or through a motion of the Board. If a policy resolution is required for review it will then be presented to the Standing Committee on Organizational Review and Development for discussion with the membership. Two (2) open forums will be held to discuss amending policies resolutions. The committee will then present the recommendations at either an Annual General meeting or a meeting of the membership. Alternatively a Policy Resolution may be amended through a Referendum pursuant of a petition requesting a referendum.
- XI.5.3 The rescindment of an Operating Resolution of the Corporation shall require one (1) meeting notice of motion and must be rescinded by a simple majority of the Board.
- XI.5.4 The rescindment of a Policy Resolution of the Corporation may only be done through an annual general meeting or a meeting of the membership. The rescindment of all policy resolutions requires a simple majority to be rescinded.
- XI.5.5 All Operating Resolutions shall be reviewed three (3) years after their last passage, and unless re-ratified by the Board, by a two-thirds (2/3) majority, will expire.
- XI.5.6 All Policy Resolutions shall be reviewed five (5) years after their last passage, and unless re-ratified by an annual general meeting, a meeting of the membership or by referendum, will expire.
- XI.5.7 All operating resolutions may be amended by a two-thirds (2/3) majority by the Board between the months of September to April in accordance to the by-laws herein.
- XI.5.8 All motions for amendments of operating resolutions must be served with one (1) meeting notice.
- XI.5.9 All Policy resolution amendments must be submitted to the Standing Committee on Organizational Review and development three (3) weeks before the scheduled Annual General Meeting or meeting of the membership.

By-Law No. XII

A by-law relating generally to the **FINANCIAL MANAGEMENT** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XII.1 Annual Operating Budget

- XII.1.1 The President, in consultation with the Executive Committee, and where possible, other directors, shall develop an annual operating budget for the Corporation.
- XII.1.2 The President shall present a draft copy of the operating budget no later than June 30 each year for the approval of the Summer Committee.
- XII.1.3 The President shall present a revised budget to the Board, in consultation with the appropriate Standing Committee(s), no later than the first meeting of the Board of Directors in October and the last meeting of the Board in January.

XII.2 Expenditure of Funds

- XII.2.1 The funds of the Corporation to be administered by the Association Board shall be expended only pursuant to a budget approved by the Directors and in accordance with the by-laws and policies of

the Association.

- XII.2.2 No organization funded by the Board shall use their monies for any purposes other than those for which the monies were allocated, without the prior approval of the Board.
- XII.2.3 No person shall, in the name of or on behalf of the Board, make any purchase or incur any debt or liability whatsoever, without the prior approval of the Board of Directors or the Standing Committees.
- XII.2.4 The President, in consultation with the Executive Committee, and where possible other directors, shall develop an annual student services budget for the Corporation.
- XII.2.5 The President shall present a draft copy of the student services budget no later than June 30 each year for the approval of the Summer Committee.

XII.3 Borrowing

- XII.3.1 The Board may from time to time:
 - i) Borrow money on the credit of the Corporation, or
 - ii) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.
- XII.3.2 Notwithstanding the foregoing, the Corporation shall not:
 - i) Borrow money other than from chartered banks, trust companies, credit unions or the University, provided that such restrictions shall not apply to purchase-money obligations; or
 - ii) Borrow money that is not fully repayable during a term of one (1) year or less, unless approved by a resolution passed by a two-thirds (2/3) majority vote of the Directors present.

XII.4 Lending

- XII.4.1 The Board may, from time to time, lend monies to other organizations, upon request.
- XII.4.2 The conditions of loans made, including length of term and interest rate, shall be at the discretion of the Board.
- XII.4.3 Notwithstanding the foregoing, the Corporation shall not lend monies to individuals for any reason or purpose.
- XII.4.4 Upon approval by the Board for the lending of monies, the President shall prepare a written contract outlining the terms and conditions of the loan as approved, to be signed by officers of both parties.

XII.5 Banking Arrangements

- XII.5.1 The banking business of the Board, or any part thereof, shall be transacted with such chartered financial institutions or credit unions as the Board may designate from time to time.
- XII.5.2 The Operations Manager and the President shall be the joint-signing officers for all the banking business of the Board of Directors, or any part thereof.
- XII.5.3 Another executive member shall hold signing authority to be used only as a back up in the absence of either of those officers outlined in Section XII.5.2 hereof.
- XII.5.4 The Operations Budget, the Student Services Budget, Clubs and Groups Funding Budget, and Insurance Benefits Budget shall be in separate accounts in accordance with the By-Laws herein.

XII.6 Fiscal Year

The fiscal year of the Corporation shall end on the 30th day of April each year.

XII.7 Financial Statements

XII.7.1 Each fiscal year, the Corporation shall require the Operations Manager to prepare or supervise the preparation of the following financial statements:

- i) Balance Sheet;
- ii) Statement of income and expenses;
- iii) Statement of Change in Financial Position.

XII.7.2 The financial statements of the Corporation shall be prepared in draft format for presentation in accordance with the by-laws herein. The final document and the review engagement report shall be presented to the Board of Directors at a duly constituted meeting no later than six (6) months following the end of the Corporation's fiscal year.

XII.8 Accountant

XII.8.1 The President and Operations Manager shall appoint a certified accountant for the ensuing year.

XII.8.2 The accountant during her or his term of tenure shall be entitled to attend and be heard at meetings of the Board on matters relating to his or her duties as accountant.

By-Law No. XIII

A by-law relating generally to **ELECTIONS** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XIII.1 Elections Committee

XIII.1.1 Membership

An Elections Committee shall be comprised of three (3) directors in accordance with operating policy. In addition there shall be a Chief Electoral Officer who shall act as Chair of the Committee, and a Deputy Chief Electoral Officer, both appointed for a term coinciding with that of the Board in accordance with operating policy, subject to revision as required.

XIII.1.2 Powers of the Elections Committee

The Elections Committee is authorized to:

- i) Set guidelines and approve campaign materials;
- ii) Select elections staff;
- iii) Impose disciplinary actions to be taken against candidates, in the event of election infractions;
- iv) Determine polling procedures.

XIII.1.3 Responsibilities of the Elections Committee

- i) Ensure that elections are conducted in accordance with the by-laws and any resolutions;
- ii) Recommend an elections schedule to the Board;
- iii) Consider complaints from and against candidates;
- iv) Produce a report on each set of elections.

XIII.1.4 Misconduct by the Committee or a committee member therein shall be investigated by a Special Committee called for that purpose by the Board.

XIII.1.5 The Board reserves the right to review all operations of the Elections Committee or the Chief Electoral Officer at its discretion.

XIII.2 Timing of Elections

XIII.2.1 Spring General Elections

The voting period for the Spring General Elections shall be held during the month of March for the purpose of electing all at-large positions.

XIII.2.2 College Elections

Election of all College Commissioners and Senators shall be conducted by College Cabinets, Councils or Executive in accordance with their own electoral procedures, where possible.

XIII.2.3 Fall Elections

The voting period for the fall election and by-election shall be held in the first half ($\frac{1}{2}$) of October for any vacant positions created by resignation, or removal or not otherwise provided for in the Spring General Elections.

XIII.2.4 By-Elections

XIII.2.4.1 The office of any director, where said office is held by and for the Corporation and not *ex officio*, that becomes vacant pursuant to the terms of the by-laws hereof shall be filled by the call of a by-election to be held at a time and place as determined by the Board.

XIII.2.4.2 If a director currently holding a seat on the Board wishes to declare his/her candidacy in the by-election it shall be mandatory for the director to resign from the Board before the end of the nomination period.

XIII.3 Nomination Period

Notice of elections and the nomination period shall be for a period of no less than two (2) teaching weeks for the Spring General Elections and no less than one (1) teaching week for special elections. Nominations received after the nomination period has ended will not be accepted.

XIII.4 Campaigning

XIII.4.1 The campaign period shall be from the point at which the nomination period closes until the close of the voting period.

XIII.4.2 Candidates shall not begin actively campaigning until they have signed a Code of Conduct as provided by the Chief Electoral Officer and the Board, and shall only campaign during the official campaign period pursuant to the by-laws hereof.

XIII.4.3 All campaign materials shall be approved by a member of the Elections Committee prior to use and candidates shall adhere to a campaign-spending limit as set by the Elections Committee.

XIII.5 Voting

XIII.5.1 Voting will be conducted at polls as determined by the Elections Committee for a period of not less than three (3) days and for a period not exceeding five (5) days.

XIII.5.2 A student on exchange may e-mail the electoral officer through their Trent e-mail account requesting to vote via e-mail. Upon the request being granted, the student may e-mail their vote through their Trent e-mail account.

XIII.6 Interpretation of Results

A candidate achieving a majority of votes cast will be determined to be the winner of that election. In the event of a sole candidate, the candidate must receive a majority of affirmative votes in a ratification election to be deemed the winner.

XIII.7 Ratification of Results

Results of all elections remain unofficial until such time that the Board has, upon reviewing the

report of the Elections Committee and finding acceptable adherence to the by-laws and policy, ratified the results. Ratification shall occur at the next meeting of the Board following the close of the voting period as defined in the by-laws hereof pending successful completion of any recounts, investigations, etc.

XIII.8 Electoral Disputes

Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Committee shall investigate the charge and take such action deemed appropriate. In the event of a complaint against the Committee or any member thereof, the infraction shall be referred to the Board. It is the right of any candidate determined to have lost by less than five percent (5%), and without specific charge, to request an official recount within two (2) weekdays of the notification of results.

By-Law No. XIV

A by-law relating generally to **REFERENDA AND PETITIONS** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XIV.1 Purposes of Referenda

A referendum of the members may be called for the following purposes:

- i) determine the stance of the membership on issues of major importance;
- ii) determine membership in, or commitment to pay any corollary fees, of other organizations;
- iii) overturn decisions of the Board; and
- iv) enact or amend the by-laws of the corporation.

XIV.2 Initiation of Referenda

XIV.2.1 The membership may initiate a referendum through the presentation of a completed petition to the Board. Such a petition must be signed by not less than ten percent (10%) of the membership to be deemed valid. A petition may state the reason and suggest wording of the question.

XIV.2.2 The Board may, at any time, initiate a referendum by a two-thirds (2/3) majority vote.

XIV.3 Supervision of Referenda

XIV.3.1 It shall be the duty of the Elections Committee to supervise referenda subject to the general rights, terms and conditions of the by-laws hereof.

XIV.4 Notice of Referenda

Public notice must be issued not less than one (1) teaching week prior to the registration of referendum committees.

XIV.5 Debate of the Question

If a referendum is called pursuant to the by-laws hereof, whether initiated by the Board or by membership petition, the Board shall hold at least two (2) meetings, one (1) on the Symons Campus of the University and one (1) off of the Symons Campus in the City of Peterborough, for the purpose of debate and discussion of the opposing sides of the issue to be decided by referendum.

XIV.6 Interpretation of Results

A majority decision of those votes cast in the referendum shall be binding upon the Board, provided that the total number of votes cast represents more than fifteen percent (15%) of the total membership of the corporation.

XIV.7 Ratification of Results

Results of all referenda remain unofficial until such a time that the Board has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the by-laws and policy, ratified the results. Such consideration should occur at the next meeting of the Board.

XIV.8 Referenda Disputes

Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Elections Committee shall investigate the charge and take such action deemed appropriate. In the event a complaint against the Elections Committee or any member thereof, the infraction shall be referred to the Board. It is the right of any referendum committee whose position has been determined to have lost by less than five percent (5%), and without specific charge, to request an official recount within two (2) weekdays of the notification of results.

XIV.9 Petitions

XIV.9.1 Petitions are written requests by the membership for the Board to take action on a particular problem. They may be binding or non-binding on the Board according to the terms and conditions of the by-laws.

XIV.9.2 It is the responsibility of the instigator(s) of the petition to insure the following:

- i) That the petition is undertaken in good faith for a legitimate reason;
- ii) That each person filling out the petition is clearly informed of what he or she is signing, individually, by the instigator(s) of the petition;
- iii) That, to the best of the knowledge of the instigator(s) of the petition, each signatory appears to be of sound mind and that said signatory appears capable of understanding that which they are signing;
- iv) That, when gathering signatures, the instigator(s) avoid such places or establishments where it is reasonable to assume that individuals who may choose to sign the petition are intoxicated or have consumed other forms of mind-altering substances, including, but not limited to alcohol, or where it is reasonable to assume that such persons have been in the presence of such substances;
- v) That the instigator(s) ensure that each signatory is a full-time student of the University and therefore a member of the Corporation as verified by a valid student photo card issued by the University, or other such proof of membership issued by the University or by lists of names and student numbers generated by the Registrar's Office of the University and that the student number on said card or other such identification of membership matches the number which the student has written on the petition;
- vi) That each signatory has written clearly and legibly under all required headings, with the exception of those entries under the signature heading as outlined in the by-laws hereof;
- vii) That no false, incomplete, or duplicate entries are made on the petition

XIV.9.3 Instigator(s) of the petition are responsible for the conditions as detailed in the by-laws hereof. Failure to comply with any of these conditions shall invalidate the entire petition.

XIV.9.4 The format of the petition must comply with the following format:

- i) All petitions must be addressed to the Board;
- ii) Petitions must be written in clear language, have the subject matter indicated on every sheet and be either typewritten or printed;
- iii) Petitions must contain original signatures and addresses.

XIV.9.5 Action called for within petitions must be within the jurisdiction of the Board.

XIV.9.6 Petitions must contain the following headings:

- i) "NAME (printed)";
- ii) "SIGNATURE";
- iii) "STUDENT NUMBER";
- iv) "ADDRESS (POSTAL OR EMAIL) OR PHONE NUMBER".

XIV.9.7 Petitions must be sent to the Speaker who will certify that the conditions required herein are met and will present the petition to the Board for its consideration or action.

XIV.9.8 The Speaker will direct the petition to the appropriate director for action.

XIV.9.9 Unless otherwise defined in the by-law hereof, a binding petition must contain the valid signatures of no less than ten percent (10%) of the members of the Corporation as of the date of submission.

By-Law No. XV

A by-law relating generally to **EXTERNAL ORGANIZATIONS** and the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XV.1 Membership in External Organizations

The Board may seek, maintain or withdraw from membership in external organizations on behalf of the Corporation subject to this by-law and the by-laws of the external organizations of which the Corporation is a member.

XV.2 Unified Student Movement

The Corporation shall be a member of such provincial and federal student organizations as determined by the membership through referenda, or as the by-laws of the organization determine.

By-Law No. XVI

A by-law relating generally to the **AMENDMENT AND ENACTMENT OF BY-LAWS** of the Trent Central Student Association:

BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

XVI.1 Management of Process

The management of amendments of the Corporation's by-law is the responsibility of the Standing Committee on Organizational Review and Development.

XVI.2 Amendment Proposals

The Standing Committee on Organizational Review and Development will develop its own by-law amendments for the consideration of the Corporation. It will also accept by-law amendment proposals from the following sources:

- i) The membership may initiate an amendment through the presentation of a completed petition according to the terms of the by-laws hereof. Said petition must be signed by not

less than five percent (5%) of the membership. Said petition may state the reason and suggest wording for the amendment.

ii) The directors may initiate an amendment through the presentation of a completed amendment request signed by not less than five (5) directors. Said request may state the reason and suggest wording for the amendment.

iii) The Association shall consider all amendments proposed as per XVI.2 at the following Annual General Meeting. The Standing Committee on Organizational Review and Development may make minor changes to ensure the amendments are lawful, consistent, and grammatically correct as part of the process outlined in XVI.3.

XVI.3 Presentation of Amendment Proposals

The Standing Committee on Organizational Review and Development shall gather these amendments into a package for the information of the Board and the general membership. This package must be available not less than three (3) weeks prior to any meeting where by-law amendments may be properly considered. The delivery of this package to the Corporation shall serve as due notice of amendment. For the purposes of debate, the presentation of this package will be considered, by the Speaker, to have been duly moved and seconded by the Standing Committee on Organizational Review and Development.

XVI.4 Amendments to the by-laws of the Corporation will be adopted at the Annual General Meeting or at a Special Meeting called for that purpose by a two-thirds (2/3) majority vote by the voting delegates.

XVI.5 A Special Meeting called for the purpose of amending the by-law of the Corporation shall conform to the general provisions of the Annual Meeting under the by-laws hereof with the exception of By-Law IX.6.1.

XVI.6 A Special Meeting for the purpose of amending the by-law of the Corporation may be called according to the provisions of the by-laws hereof with the exception that notice shall be not less than three (3) weeks.

XVI.7 The Board may chose to endorse any or all proposed amendments at the last regularly scheduled meeting of the Board before the Annual General Meeting. Said endorsement shall not be binding on the Annual General Meeting but shall act as an indicator of the will of the Board.

XVI.8 The amendment package, or each amendment proposal, as the case may be, shall be considered adopted by the Corporation at such time as a two-thirds (2/3) majority vote is cast in favor of the amendment(s) by the voting Members in attendance.

XVI.9 Unless otherwise provided for in the by-law hereof, or any resolution of the Board or any revision thereof, any amendment proposal approved pursuant to the by-law hereof, shall come into force at the beginning of the term of the next Board.

XVI.10 It shall be lawful for the Standing Committee on Organizational Review and Development to make grammatical and other such minor technical changes to the by-laws hereof at such times as may be deemed necessary by the committee provided that such alterations do not change the intent, explicit or implicit, of any passage herein. Such changes shall be subject to the confirmation of the Board and shall not come into effect until such confirmation is acquired.

By-Law No. XVII

A by-law relating generally to **EXTRAORDINARY MEASURES** of the Trent Central Student Association:
BE IT ENACTED as a by-law of the TRENT CENTRAL STUDENT ASSOCIATION.

- XVII.1 On a matter of extreme importance to the membership of the Corporation and where immediate action is required, and where delay may be injurious to the Board, the Corporation, or any part thereof, a declaration of a state of emergency may be enacted to enable the Executive Committee to act in the best interest of the Corporation without the direction of the Corporation or the Board.
- XVII.2 A state of emergency may only be declared by unanimous resolution of the Executive Committee accompanied by the written support of three other directors.
- XVII.3 The President shall prepare or order the preparation of a written declaration of the state of emergency on the letterhead of the Corporation to which will be added the seal of the Corporation and the signature of the President. The declaration shall include the reason for the action, that the action conforms to the by-laws of the Corporation, and that the declaration achieved the unanimity of the Executive Committee and the support of three other directors, as outlined in the by-laws herein. The said declaration shall be posted conspicuously throughout the University and communicated directly to all directors immediately upon declaration.
- XVII.4 Any decision made by the Executive Committee whilst acting under a declaration of a State of Emergency is subject to the review of the Board and may be overturned by a majority vote of the voting Directors of the Board at its next regularly scheduled meeting or a Special Meeting called for that purpose.
- XVII.5 A state of emergency shall exist for no more than thirteen (13) calendar days unless the Board grants an extension on a two-thirds (2/3) majority vote at either a regularly scheduled meeting of the Board, or a Special Meeting called for said purpose.
- XVII.6 A declaration of a State of Emergency cannot be used to deprive any member of the Board or the Corporation of any rights or privileges granted in the Letters Patent or the by-laws hereof.

Trent Central Student Association

By-Law No. III - Appendix One

The Symbol(s) of the Corporation:



Section II

Operating Resolutions

Appointments to University Committees

There are a number of University Committees which have seats allocated for Association members, appointed by the Association. This resolution governs the appointments to those seats.

ADOPTED
04/2001

1) Appointments to University Committees shall be ratified by the Board of Directors no later than the second meeting of the board in October, subject to the following:

AMENDED
03/2004

i) Appointments to any and all committees which report regularly to the Senate and Senate Executive Committee shall be made by the President in consultation with the chair of Student Senate Caucus;

AMENDED
02/2007

ii) Appointments to the Colleges and Student Services Committee and its subcommittees and task committees shall be made by the President in consultation with the Executive Committee;

AMENDED
03/2010

iii) Appointments to all other university advisory committees shall be made by the President in consultation with the Executive Committee.

2) In the event of the vacancy of a student seat on a University Committee, the President shall have the authority to appoint a student as an interim replacement to fill the vacancy, pending ratification by the Board of Directors at its next meeting.

3) The President will inform student representatives upon their appointment to committees that they shall be required to submit one brief written report to the Board of Directors in each term, and shall be available to report to the Board of Directors in each term, given reasonable notice.

4) The President is responsible for the circulation of the committee list to the Board of Directors no later than third week of August.

Board of Directors Orientation

ADOPTED
01/2006

To ensure that the Association Board of Directors has an opportunity to learn about the Association and the Association's roles and responsibilities, meet the staff of the Association, and plan for the upcoming year, each year there shall be a Board Orientation session for the newly elected Board of Directors following the Spring Elections.

AMENDED
02/2008

AMENDED
04/2009

It shall be the responsibility of the President and President Elect to plan and arrange the Spring Orientation Session in consultation with Executive and Executive Elect members.

Topics to be covered at the Board Orientation shall include, but are not limited to, the following:

i) Robert's Rules of Order;

ii) The Trent Central Student Association By-Laws, Operating Resolutions and Policy Resolutions;

iii) Responsibilities of the Trent Central Student Association Board of Directors;

iv) Trent Central Student Association Finances and budget processes;

v) Introduction of Association Staff and of the Trent University Administration (where possible);

vi) A strategic planning session.

The Executive Committee shall plan a similar orientation session, to take place in October, for any Directors elected in the Fall By-Elections. The date(s) for this orientation session shall appear on the nomination forms for the Fall By-Elections.

All newly elected Directors of the Association Board of Directors shall attend the Board Orientation session. Directors who are unable to attend the Board Orientation session shall be required to make

other arrangements with the President prior to the Board Orientation session, otherwise they may be charged with dereliction of duty pursuant to the By-Laws of the Association.

ADOPTED
04/2013

Clubs

As laid out in the Association's by-laws, the Association shall strive to increase the vitality of Trent's campus by supporting clubs. A student levy paid to the Association shall be exclusively directed to recognize clubs and associated costs incurred to support their work. In order to fully support clubs at Trent, the Association's clubs shall be governed by this operating resolution.

This Operating Resolution only pertains to the recognition of clubs. The operating resolution does not govern who can, or cannot, organize on campus.

The Association shall ensure one of the Vice-Presidents of the Association be responsible for oversight and function of the club service.

Application

To apply to form a club at Trent University, a proposed club must complete a registration package, be signed by at least five (5) members of the Association and submitted to the Association's office.

The club application form will require prospective clubs to outline, but is not limited to, the following information:

- Purpose of the club,
- Proposed budget for the upcoming year,
- How the club shall be governed, and
- Any membership fees

Clubs shall require approval by both the Association and the university. Each of the following is required to approve a club application:

- The Vice President from the Association responsible for the club service
- A representative from the Office of Student Affairs
- A representative from the Athletics Centre, when deemed appropriate, and
- The Clubs Coordinator of the Association

Upon approval or denial of a club application a written notice will be sent to club within 48 hours. If an application is denied, the Association's vice-president responsible for the club service shall provide an explanation to the applicant.

Denial of Club Status

Prior to denying a club recognition status, the TCSA representative shall report back to the Executive Committee where the denial of status will be considered.

Renewal

Clubs can apply for multi-year agreements with the Association with the following requirements:

- Be a recognized club of the Association for two (2) consecutive years,
- Every third year the club must apply to renew their application as detailed above,
- Renewed clubs must update their constitution with the Association annually as well as provide updated contact lists, identify the executives of the club for the upcoming year and provided the previous year's budget

Privileges and Responsibilities of Clubs

The Association shall support clubs by providing, but not limited to the following:

- Ability to apply the Association's annual club funding,

- Free printing for up to 100 black and white copies, additional at \$0.05,
- Use of the Association's button maker at \$0.10 a button,
- Use of Association's mailboxes,
- Ability to utilize Co-Curricular Record,
- Use of the Association's tents,
- Use of the Association's film license, and
- Training and support regarding budgeting, advocacy, bank accounts, and event planning.

For clubs that support, or denounce, any political party shall be denied access to club funding, printing privileges, access to the button maker or the Association's tents as well as denied the ability to book space on campus.

Clubs shall be expected to uphold the Association's Policy Resolution on Accessibility, and uphold Canadian Charter of Rights and Freedoms. Clear and repeated violations of such documents could result in a loss of eligibility for club funding as well as club status.

Club Funding

Funding for clubs shall be determined by the Clubs Sub-Committee of the Standing Committee of Campaigns and University Affairs, the committee membership will include:

- The Vice President responsible for the club service, who shall chair the committee,
- Two representatives from the Board of Directors, and
- The Clubs Coordinator (non-voting)

As per the Association's operating resolutions all expenditures by the Clubs Sub-Committee over \$500 must be reported to the Board of Directors, Expenditures over \$2000 should be considered by the Committee, and the Committee shall make a recommendation to the Board of Directors.

Every semester, a club has the opportunity to apply for funding. The requirements to be considered for funding are:

- Be a recognized club
- Complete a financial acquisition form, completed with all account statements, as well as a budget for the year with all expenditures, and incomes reported
- In order to receive funding for the second time in the year, financial statements from the first funding period must be provided.

Event Funding

The Association shall provide funding for annual or time-limited events. This fund shall be equal to 10% of the Clubs Budget. To apply for the event funding, the coordinator(s) must submit:

- A budget outlining expected costs as well as all sources of revenue,
- An outline explaining the event and how it will benefit the Trent community.

Sports Clubs

The Association shall support pan-university sports teams that are not eligible for varsity support, or funding through the university inter-mural program. Teams shall strive to ensure their membership requirements do not act as a barrier for students to get involved.

Sports clubs shall not use the Trent University Varsity Sports logo.

College Email Lists

Trent University's Information Technology department maintains a set of restricted-access student email lists for each college and has granted access to the Association for the purpose of communicating with its members. This access will be limited to the President and any person authorized by the

ADOPTED
01/2006

AMENDED
02/2008

President to have access to this list.

AMENDED
04/2009

In recognition of the resources required to utilize the email lists and the University's responsibilities in their administration, the Association understands that it must exercise responsibility and care in the use of college email lists. Usage shall be limited to an email newsletter sent out once weekly during the fall and winter terms and occasional administrative issue-related notifications. The President may from time to time authorize additional emails to communicate TCSA related information on behalf of the Association; not to be used for personal use.

Contingency Fund

ADOPTED
03/2003

The Association shall at all times maintain a bank account autonomous from the Operating Account under the name "Contingency Fund".

RATIFIED
10/2006

Each year the Association's Standing Committee on Finance shall budget for 5% of the total year's revenue to be allocated to the Contingency Fund. The Contingency Fund shall not exceed 200% of the current year's Operating Budget.

AMENDED
04/2009

The President shall ensure that this allocation is transferred to the Contingency Fund Account each year no later than January 30 or the second installment of the levy.

AMENDED
04/2012

Withdrawal of funds from the Contingency Fund may only be approved by a two-thirds majority vote of the Trent Central Student Association Board of Directors.

Contractual Agreements

ADOPTED
03/1998

The Association may from time to time enter into partnership or sponsorship agreements for political, social, or financial reasons with businesses or non-profit organizations of a fixed or open term or may retain the services of individuals or organizations. In all such cases, the agreements or terms of service shall be stipulated in a written contract signed by representatives of all parties involved.

RATIFIED
03/2001

AMENDED
01/2001

i) Under no circumstances shall the Association enter into an agreement which:

RATIFIED
03/2007

a) Contravenes any By-Laws or resolutions of the Association;

b) Supports a federally or provincially registered political party.

AMENDED
03/2010

ii) The President and one other member of the Executive Committee shall be the normal signatories on behalf of the Board of Directors and with the approval of the Executive Committee shall be authorized to enter into contracts on behalf of the Association. Contracts involving expenses remain subject to the resolutions on expenditure approval. Any contracts involving partnerships of a duration longer than the remaining term of the Executive Committee members must be presented to and approved by the Board of Directors or the Summer Committee. If a contractual agreement is approved by the Summer Committee, it shall require 48 hours notice to the board of Directors.

iii) All new contractual agreements binding the Association to a relationship that would endure for longer than the term of the current Board shall be reviewed by legal advisors retained by the Board of Directors. Annually recurring contracts need not be reviewed, provided that no substantial changes are introduced to them.

iv) In the case of business organizations, criteria to be reviewed in advance of contractual agreements shall include, but not be limited to:

- a) Compliance with the non-discrimination terms of the Charter of Rights and Freedoms;
- b) History of staff treatment, as verified by the Labour Relation Board;
- c) History of financial soundness as verified by the Better Business Bureau;
- d) Ownership and/or controlling interest;
- e) Environmental practices and record;
- f) Use of suppliers that comply with the declarations and conventions of the International Labour Organization.

v) In the case of non-profit organizations, criteria for consideration shall also include, but not be limited to:

- a) Political and social aims;
- b) Fundraising policies;
- c) History of staff and volunteer treatment.

Discrimination, Harassment, and Oppression

ADOTPED
01/1998

The Association shall require that its directors and staff receive training on issues of power and oppression, Trent University's policy on Harassment and Discrimination and related human rights issues, to be offered at the Association's expense. This training shall normally be offered in conjunction with Orientation for new Directors.

AMENDED
01/2007

AMENDED
02/2004

The Association shall endeavor to provide opportunities for the wider university community to participate in anti-oppression training at least once each academic year.

AMENDED
03/2005

The President shall meet at least once in each of the fall and winter sessions each year with the Trent University Human Rights Advisor to review the University's and the Association's practices and policies in regards to discrimination, harassment, and oppression and to develop strategies for their improvement.

AMENDED
02/2008

Duties of Directors

ADOPTED
03/1998

All Directors

All Directors, excluding Ex-Officio Directors, shall:

AMENDED
03/2000

i) Act in accordance with Association By-Laws and Policy as determined by the Board of Directors, or the general membership through petition and subsequent referendum, unless such by-laws or policies conflict with the by-laws or policy of the College Cabinet they represent;

AMENDED
03/2002

ii) Sit on at least one Standing Committee of the Association and at least one other Committee that may be of the University or the Association and attend meetings of these Committees as required;

AMENDED
03/2004

iii) Hold, at minimum, two office hours per week in the Association head office that shall be publicized as per the by-laws of the Association;

AMENDED
02/2007

iv) Attend meetings of the Association Board of Directors;

AMENDED
04/2009

v) Be proactive in educating the membership on issues of oppression and power, and opposing all forms of oppression including, but not limited to, ableism, homophobia, racism, sexism, and xenophobia.

AMENDED
03/2010

Equity Commissioners

All Equity Commissioners, in addition to that stated in the section entitled Directors, shall:

- i) Run at least one awareness campaign or three events pertaining to their portfolio per year;

- ii) Represent the interests and concerns of their constituency regarding regular Association business;
- iii) Be a member of the Association's Introductory Seminar Week staff, if available;
- iv) Be entitled and encouraged to form working groups related to the issues of their portfolio;
- v) Wherever applicable, work with related Canadian Federation of Students caucuses and components on activities related to their portfolios;
- vi) Assist in the development of issues policy related to their portfolio.

Indigenous Students Commissioner

The Indigenous Students Commissioner must be a North American aboriginal student (status or non-status) and shall:

- i) Act as a liaison between the Board of Directors and aboriginal groups on campus, in the Peterborough community, and national organizations such as the Assembly of First Nations;
- ii) Work with aboriginal student groups such as the Trent University Native Association on the organization of events actively publicizing aboriginal student issues;
- iii) Attend, if possible, the annual meeting of the Aboriginal Caucus of the Canadian Federation of Students.

Anti-Racism Commissioner

The Anti-Racism Commissioner must be a student who self-identifies from a historically marginalized "racial" group and shall:

- i) Work to address and raise awareness of issues of racism on campus and in the Peterborough Community;
- ii) Work with relevant groups and organizations on and off campus such as the Ontario Public Interest Research Group and the Race Relations Committee of Peterborough;
- iii) Act as a liaison between the Board of Directors, the Office of Student Affairs, the Human Rights Advisor, and the Ontario Public Interest Research Group on campus regarding issues of racism;
- iv) Assist racialized students in pursuing a barrier-free education through representation and advocacy.

Ethical Standards Commissioner

The Ethical Standards Commissioner shall:

- i) Act as a liaison between the Association and the Trent University Administration to ensure fair and ethical standards in the procurement of goods and services by the University and in the operation of Trent University;
- ii) Ensure compliance with policies on ethical purchasing including non-sweatshop apparel and fair-trade certified products;
- iii) Promote solidarity campaigns that support labour unions and fair working conditions, both within and outside of the University;
- iv) Engage in outreach activities to Trent University student organizations to raise awareness about ethical procurement practices;
- v) Work with allied Trent University and Peterborough community groups to further issues of social and economic justice;
- vi) Sit as the Association's representative on the Fair Trade Task Committee of the Colleges and Student Services Committee.

Environment & Sustainability Commissioner

The Environment & Sustainability Commissioner shall:

- i) Act as a liaison between the Association Board of Directors and various environmental organizations within Peterborough and Trent University such as the Trent Nature Areas, Sustainable Trent, and the Ontario Public Interest Research Group, on the organization of events actively publicizing environmental concerns and promoting environmental

preservation;

- ii) Sit as the Association representative on the University Environmental Advisory Board;
- iii) Work with the University's Physical Resources Department and the University's food service provider to ensure environmentally friendly operations and advocate for changes as necessary.

International Students Commissioner

The International Students Commissioner must be a student holding citizenship in a country other than Canada who has lived abroad for the majority of his or her life or who is an elected member of the Executive of the Trent International Student Association at the time of nomination and shall:

- i) Investigate and act on disputes concerning the international student body both within and outside of the University;
- ii) Act as a liaison between various organizations representing the interests of international students within the University, such as the Trent International Students Association, the Trent International Program, Amnesty International, and the Trent Chapter of the World University Service of Canada, and the Association;
- iii) Represent and promote international education at Trent University and within the Peterborough community;
- iv) Sit as a non-voting member of the Trent International Students Association Executive, unless otherwise elected to that body;
- v) Act as a liaison between the Association and various internationally oriented organizations within the Peterborough community such as the Kawartha World Issues Centre and the Ontario Public Interest Research Group.

Mature Students Commissioner

The Mature Students Commissioner shall be a student who is registered as a mature student with the University and shall:

- i) Act as a liaison between the Board of Directors and groups working on issues relevant to mature students on campus, in Peterborough, and nationally, and provincially;
- ii) Assist mature students in pursuing a barrier-free education through advocacy and representation;
- iii) Work with the Part-Time Students' Association on issues relating to mature students.

Queer Students Commissioner

The Queer Students Commissioner shall be a self-identified member of Trent's queer and / or trans community who shall:

- i) Act as a liaison between the Board of Directors and individuals and groups working on issues relevant to the queer community on campus such as the Association's Women Students Commissioner, the Trent Queer Collective, the Trent Women's Centre, and the Office of Student Affairs;
- ii) Work with relevant off-campus organizations such as the Rainbow Service Organization, Parents Family & Friends of Lesbians and Gays-Peterborough, the Peterborough AIDS Resource Network, and the Peterborough Pride Commission;
- iii) Work to create "positive space" and queer and trans support services both within the Association and Trent University;
- iv) Work to inform the Trent community on issues of sexual health and safety as well as to publicize information on local health support services;
- v) To co-ordinate queer and trans positive events during Introductory Seminar Week and, if possible to be present on campus to serve as a resource for new queer and trans students during Introductory Seminar Week.

Students with Disabilities Commissioner

The Students with Disabilities Commissioner shall be a student who is registered as a special needs student with the Disability Services Office of the University and shall:

- i) Act as a liaison between the Board of Directors and groups working on issues relevant to

- students with disabilities on campus, in Peterborough, provincially and nationally;
- ii) Work with on-campus organizations such as the Trent Disability Services Office;
- iii) Assist students with disabilities in pursuing a barrier-free education through advocacy and representation;

Women Students Commissioner

The Women Students Commissioner will identify as a woman and shall:

- i) Act as a liaison between the Board of Directors and The Centre and other women's groups on campus, women's groups in the City and County of Peterborough and external women's issues organizations;
- ii) Inform students of women's issues and events through the campus media;
- iii) Work with the Association's Women's Issues working group and other women's groups on the organization of events actively publicizing women's issues.

Gender Issues Commissioner

The Gender Issues Commissioner will identify as a member of Trent's trans and/or gender variant community and shall:

- i) Act as a liaison between the Board of Directors and individuals and groups such as the Association's Queer Issues Commissioner, the Women Students Commissioner, The Centre for Gender and Social Justice, the Office of Student Affairs, Counseling Services, and Health Services;
- ii) Work with relevant off-campus organizations such as the Peterborough AIDS Resource Network and the Rainbow Service Organization;
- iii) Work to create a positive and inclusive space within the Association and Trent University;
- iv) Work to develop trans and/or gender variant resources within the Association and Trent University;
- v) Coordinate trans and/or gender variant positive events during ISW and create a visible presence for new students;
- vi) Coordinate trans and/or gender variant awareness campaigns and events such as the Trans Day of Remembrance and a Trans Access.

Other Directors

First-Year Commissioners

One of the First-Year Commissioners will serve as the On-Residence First-Year Commissioner, and must be living in a residence owned or operated by Trent University. One of the First-Year Commissioners will serve as the Off-Residence First-Year Commissioner, and must not be living in a residence owned or operated by Trent University.

Each First-Year Commissioner will be elected in the fall by-election and shall be in their first year of studies at Trent University while in office, and shall:

- i) Consult with First-Year Representatives on College Cabinets on matters of mutual concern through such channels as are available;
- ii) Endeavour to liaise with other first-year students for the purposes of outreach, polling, and other related matters;
- iii) Run at least one activity or service for first-year students;
- iv) Work to educate and inform first-year students about such issues and information as necessary including items related to Trent University, and the activities, services, advocacy and political work of the Association and the Canadian Federation of Students.

College Commissioners

Each College Commissioner shall:

- i) Act as a liaison between her or his College Cabinet and the Board of Directors;
- ii) Attend College Cabinet meetings of her or his college;

- iii) Be fully informed of all business pertaining to her or his College in relation to the Association, should such information be required by the Board of Directors;
- iv) Distribute Association material to her or his College;
- v) Work to inform the students of their College about the activities, services, advocacy, and political work of the Association and the Canadian Federation of Students.

College Senators

Each College Senator shall:

- i) Act as a liaison between the Board of Directors, the Student Senate Caucus, and Senate;
- ii) Work in conjunction with the College Commissioner from her or his College Cabinet to act as a liaison between their College Cabinet and the Board of Directors;
- iii) Advise the Board of Directors on policy matters within the purview of Senate;
- iv) Work to inform the students of their College about the activities, services, advocacy and political work of the Association and the Canadian Federation of Students.

Student Member of the Trent University Board of Governors

One of the two Student Members of the Trent University Board of Governors shall:

- i) Serve as a liaison between the Association’s Board of Directors and the University Board of Governors;
- ii) Advise the Board of Directors on matters within the purview of the University Board of Governors.

Ex-officio Directors

The Trent Part-time Student Association President, and the President of the Graduate Students’ Association

Each *ex officio* Association President shall:

- i) Act as a liaison between the Board of Directors and their respective Student Association.

College Cabinet Presidents

Each College Cabinet President shall:

- i) Represent the positions of their College Cabinet to the Board of Directors.

Speaker

The Speaker, who is appointed by the Board of Directors and will in no circumstances hold the power of a vote, shall:

- i) Chair meetings of the Board of Directors;
- ii) Call meetings of the Board of Directors in accordance with the provisions of the by-laws;
- iii) Act as the Staff Relations Officer in accordance with the policies of the Association.

Elections Oversight Committee

ADOPTED
03/2003

Mandate:

The Elections Oversight Committee shall be solely responsible for the execution of any election, by-election, or referenda held by the Association for the Association or on behalf of its members. These elections shall be conducted according to the procedures outlined in the resolutions and in the by-laws of the Association. Any situation or occurrence that cannot specifically be applied to the resolutions or the by-laws of the Association shall be at the discretion of the Elections Oversight Committee.

AMENDED
03/2004

AMENDED
02/2006

AMENDED
02/2009

The Elections Oversight Committee shall also be responsible, at the close of each election referendum, to review elections procedure and make recommendations to the Association’s Board of Directors for the future.

Membership:

The membership of the Elections Oversight Committee shall be the following:

- i) One member, external to the voting Board of Directors, selected as the Chief Electoral Officer, to act as Chairperson;
- ii) One member, internal to the Board of Directors, selected as the Deputy Chief Electoral Officer, to act as Deputy Chairperson;
- iii) Three members, internal to the Board of Directors, selected to be At Large Members of the Elections Oversight Committee.

Duties and Responsibilities of Members:**1) Chief Electoral Officer**

- i) The Chief Electoral Officer shall be ultimately responsible for the execution and coordination of all Association elections, by-elections and referenda;
- ii) The Chief Electoral Officer shall act as the Chair of the Elections Oversight Committee;
- iii) The Chief Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws as determined by the Board of Directors, or the general membership through meetings of the membership or through petition and subsequent referendum;
- iv) The Chief Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees, with the aid of the Deputy Chief Electoral Officer. This shall be done in consultation with the Elections Oversight Committee when the punishment being considered is disqualification. Minutes of said decision(s) shall be documented and available upon request;
- v) The Chief Electoral Officer shall be responsible to, and report directly to the Board of Directors. The Chief Electoral Officer shall make an oral report to the Board at each meeting while elections/referenda are in progress. At the conclusion of each election/referendum the Chief Electoral Officer shall make a formal written report to the Board of Directors. This report shall contain a detailed summary of the election and / or referendum process followed, and shall include:
 - The names and positions of all candidates;
 - A breakdown by college of the total number of votes for each position or referenda (if college breakdown is unavailable, total number of votes shall be acceptable);
 - The total number of voting students per college (total number of votes shall be acceptable if no college breakdown is available);
 - An overall evaluation of the election and the Election Committee's recommendations for the future.

2) Deputy Chief Electoral Officer

- i) The Deputy Chief Electoral Officer shall act as the Deputy Chair of the Elections Oversight Committee;
- ii) The Deputy Chief Electoral Officer shall aid the Chief Electoral Officer in his/her duties and in her/his absence shall fulfill said duties and shall be vested with the same authority as the Chief Electoral Officer during this time.
- iii) The Deputy Chief Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws as determined by the Board of Directors, or the general membership through meetings of the membership or through petition and subsequent referendum;
- iv) The Deputy Chief Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates or referenda committees. All disciplinary action against parties must be done in consultation with the Chief Electoral Officer.

3) At Large Members

- i) At Large Members shall aid the Chief Electoral Officer and Deputy Chief Electoral Officer in any and all aspects of the execution and co-ordination of all elections, by-elections, and

referenda of the Association;

ii) At Large Members shall be familiar with and act in accordance with Association policy and by-laws as determined by the Board of Directors, or the general membership through meetings of the membership or through petition and subsequent referendum;

iii) At Large Members shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees. All disciplinary action against parties must be done in consultation with the Chief Electoral Officer & the Deputy Chief Electoral Officer.

Meetings:

The Elections Oversight Committee shall meet for the first time within one week from the date it is struck. The first order of business of the Elections Oversight Committee shall be to review all resolutions and by-laws of the Association relating to elections and referenda and ensure that all members of the Elections Oversight Committee have a full understanding of the Association’s procedures and practices. The Elections Oversight Committee shall then meet at least once per week during the elections period and at least once after the close of the elections/referendum period.

Term:

The Elections Committee shall not be a standing committee of the Trent Central Student Association and as such shall be struck on an ad-hoc basis for each election/referendum initiated by the Trent Central Student Association.

The term of the Chief Electoral Officer and the Deputy Chief Electoral Officer shall commence upon their selection in April and will cease with the conclusion of the Trent Central Student Association Spring Elections and their subsequent elections report to the Board of Directors.

Elections Procedures

ADOPTED
02/2004

The Association, including its members and all registered candidates and committees, shall adhere to the following procedures in all elections and referenda facilitated by the Association.

AMENDED
02/2005

Candidates, Campaign Staff, and Referendum Committees

All candidates, campaign staff members, and members of referendum committees shall sign a code of conduct that includes the following:

AMENDED
03/2007

i) All campaign staff members and all members of a referendum ‘yes’ or ‘no’ committee must be registered with the Elections Oversight Committee and must sign the same code of conduct provided to candidates. There may be no more than five ‘yes’ or ‘no’ committees for any single referendum question. For elections there may be a ‘no’ committee, however this may only occur if the candidate is running uncontested;

AMENDED
02/ 2010

ii) A campaign spending limit of \$100 for elections candidates and \$500 combined for each side of any single referenda question;

iii) All publicity materials must be approved by a member of the Elections Oversight Committee and must bear the stamp of the Association prior to being mass produced;

iv) All publicity materials must be acceptable under the Trent University policy on Human Rights and the Association’s policies surrounding Discrimination, Harassment, and Oppression;

v) Email publicity is permitted but is subject to the following conditions:

a) Emails must clearly state the date that the campaign period closes and that forwarding after that date is not permitted;

b) Emails must be pre-approved by a member of the Elections Oversight Committee before being sent;

c) The Chief Electoral Officer must be ‘cc:’d on any email publicity being sent by a

- candidate, campaign staff member, or referendum committee member;
- d) Candidates and campaign staff members are not permitted to use distribution lists that may be available to them for the purposes of campaigning. Referendum committees shall be permitted to use distribution lists for the purpose of contacting members of the organizations that they represent.
- vi) Internet campaigning is permitted but is subject to the additional following conditions:
 - a) Internet campaigning must be taken offline by the date and time that the campaign period closes;
 - b) Internet campaigning must be pre-approved by a member of the Elections Oversight Committee prior to going online.
- vii) All receipts for campaign materials must be handed in to the Elections Oversight Committee by the time polls close on the last day of the polling period;
- viii) For any materials that are either donations or owned by the candidate or committee prior to the elections, arrangements must be made with the Elections Oversight Committee who shall assess a value and issue a receipt to the candidate or committee;
- ix) All candidates and committees are permitted one scrutineer to be present during ballot counting. The name, telephone number and email address of the scrutineer must be given to the Chief Electoral Officer by noon on the last day of the polling period;
- x) All candidates and committees must submit valid and working contact information, including telephone number and email address, for the duration of the election period;
- xi) All publicity material must be taken down and campaigning ceased by the end of the designated campaign period. Any publicity material found outside of this time period may be grounds for disciplinary procedures;
- xii) Discussion of other candidates must be limited to the public record and defamation or slander of opponents or other candidates may result in disciplinary procedures;
- xiii) Any candidate, campaign staff member, or referendum committee member who is found directly or indirectly tampering or disfiguring the publicity of another candidate or committee will be subject to disciplinary procedures;
- xiv) All candidates, campaign staff members, or referendum committee members must stay away from the general area where voting shall occur while not voting themselves;
- xv) All candidates and committees shall be permitted and are strongly encouraged to have an information sheet outlining their platform at the ballot boxes of a length determined by the Elections Oversight Committee in advance of the beginning of the elections process that shall be submitted by noon on the first day of campaigning.

Information

The following information shall be communicated to all candidates and referendum committees in writing with their nomination / registration form:

- i) Copies of all elections policies and by-laws;
- ii) In the case of candidates, copies of all policies and by-laws pertaining to the duties of the position for which they are running;
- iii) A Code of Conduct;
- iv) Copies of the Trent University and the Association's policies relating to Human Rights, Discrimination, Harassment, and Oppression;
- v) The dates, times, and locations of all elections related events;
- vi) Registration forms for campaign staff members;
- vii) Contact information for all members of the Elections Oversight Committee.

Disciplinary Procedures

In the event that any part of the rules outlined herein are reported to be violated by a candidate, a campaign staff member, or a referendum committee member the Elections Oversight Committee shall initiate the following disciplinary process:

- i) Investigation:
The Elections Oversight Committee shall request a meeting with those involved to discuss

the alleged infraction for the purpose of determining whether or not any action will be taken by the Elections Oversight Committee. Meetings to discuss alleged infractions should be timely and held as soon as possible once an infraction has been reported. In the event that the infraction has been reported by someone other than a member of the Elections Oversight Committee, it will be the responsibility of the Elections Oversight Committee to investigate the allegation prior to setting up a meeting of those involved;

ii) Discipline:

In the event that the Elections Oversight Committee determines that an infraction has indeed taken place, the infraction will be noted next to the candidate's or committee's name at the polling station as a notice to members. The indication of the infraction may not appear on the ballot nor with the candidates' profile, but must be placed on a separate Elections Infractions List to be posted at the polling station. Neither the Elections Oversight Committee nor the Board of Directors has the power to remove any candidate or referendum question from the ballot at any time once the election and referendum processes have begun, except where a candidate chooses voluntarily to withdraw from the ballot.

Polling Procedures

The following procedures shall occur surrounding voting stations:

- i) Hours and locations for all polling stations shall be posted one week in advance of the polling period opening;
- ii) Polling shall occur at only one location at a time during the polling period;
- iii) Polls shall be open for a minimum of six hours per day;
- iv) Students wishing to vote shall:
 - a) Present a valid Trent ID card indicating status. In the event that a member is registered part-time they may present a letter signed and sealed by either the Association President or Operations Manager indicating that they have paid their membership fee or shall follow the procedures outlined below for being added to the voters list;
 - b) Students must sign beside their name on the voters list. Should a student not appear on the voters list but indicates that they are eligible to vote, the following process shall occur:
 - The student will be given a ballot and an envelope;
 - The polling clerk shall sign the envelope and mark the students' ID number on the envelope;
 - The student shall mark their ballot, place it in the envelope, seal it and deposit it in the ballot box.
 - c) Students are permitted to cast spoiled or declined ballots. Declined ballots shall have "Declined" written across the front and the back will be signed by the poll sitter and given to the student to deposit in the ballot box.
- v) A log book shall be present at the ballot boxes and all poll sitters shall record any irregularities and the actions taken during their shift.

Ballot Counting Procedures

- i) Counting shall be conducted within twenty-four (24) hours of the close of polling;
- ii) The time and location of counting shall be determined by the Elections Oversight Committee at least one week in advance and shall be communicated to all candidates and referendum committees. Candidates, campaign staff members, and referendum committee members, are not permitted to loiter around the area where counting shall occur and may be subject to fines if found doing so;
- iii) Counting shall be conducted by a minimum of three members of the Elections Oversight Committee, including the Chief Electoral Officer, in the presence of all registered scrutineers;
- iv) Any envelopes shall not be opened until such time as eligibility to vote has been confirmed.

Security

- i) All ballot boxes shall be locked in a secure location while not in use. The Chief Electoral Officer shall be the only person with access to the room where ballot boxes are stored;
- ii) All keys to ballot boxes shall remain in the possession of the Chief Electoral Officer for the entirety of the elections and / or referendum process and until such time as the results have been ratified by the Board of Directors;
- iii) Whenever possible, voters lists and blank ballots shall be secured separately from the ballot boxes.

Ratification

With the exception of quorum in the case of referenda, the only due cause for elections and or referendum results not being ratified shall be a breach of the processes and duties outlined in the policies and by-laws of the Association on behalf of the Elections Oversight Committee.

Ethical Purchasing

ADOPTED
03.2008

The Association will patronize local businesses with high ethical standards preferentially. For the purchase of goods, products, and services from non-local businesses, the Association will purchase from unionized work environments preferentially, when available.

The Association will purchase apparel from suppliers and companies that strive to uphold international labour standards and work with the Workers Rights Consortium.

The Association will purchase goods which have been certified Fair Trade by Fair-trade Labeling Organizations International (FLO) whenever possible.

The Association will support future efforts to develop new policies and existing procurement policies, which mandate ethical and sustainable purchasing practices.

Executive Committee

ADOPTED
02/2002

Mandate:

- i) To provide a formal means of communication between the Executive Officers and the Board of Directors; AMENDED
01/2005
- ii) To set the agenda for the meetings of the Board of Directors; AMENDED
02/2007
- iii) To make recommendations to the Board of Directors on such matters as it considers appropriate. The Executive Committee shall have the power to access such administrative resources, personnel, and consultants as it considers appropriate; AMENDED
11/2009
- iv) To set the terms and conditions of employment of the Association's staff;
- v) To conduct reviews of the Operation Manager and shall delegate the reviews of all other staff to the Operation Manager unless the committee feels otherwise; AMENDED
03/2010
- vi) To act on behalf of the Board of Directors when the Board of Directors is unable, subject to ratification by the Board of Directors; AMENDED
04/2012
- vii) Solicit applications for the appointed positions on the Board of Directors (Speaker) and make recommendations for appointment to the Board;
- viii) Establish and present an Annual Strategic Plan to be present in June of each year.

Membership:

The Executive Committee membership shall be exclusive to the following members:

- i) President, to act as Chairperson;
- ii) Vice President Campaigns and Equity;
- iii) Vice President University and College Affairs.

From time to time the Executive Committee may wish to consult the Operations Manager, or other association staff if deemed necessary. Such guests to the executive committee shall have no vote.

Meetings:

The Executive Committee shall meet at least every two weeks during their term in office. Meetings shall operate using either consensus decision making or Robert's Rules of Order at the discretion of the Chairperson. Meetings shall operate in accordance to the by-laws of the Association. The Executive Committee shall meet in camera.

Executive Review

ADOPTED
02/2001

In accordance with the By-Laws, the Association shall follow the procedures set herein for the review of the President or Vice Presidents.

Establishment of Executive Review Committee:

The Executive Review Committee shall be an ad-hoc committee of the Board of Directors and established at anytime under the following procedures:

- i) Any board member may request that the question be posed to the Board of Directors to establish the Executive Review Committee provided all procedures are followed to do so. The executive member requested to be reviewed must be included in the motion.
- ii) A simple majority is required to establish the Executive Review Committee.
- iii) The Executive Review Committee shall consist of three voting directors, none of which may be executive members, and the Chair of the Board of Directors.

Process for Executive Review:

- i) All members of the committee are required to be present in order to conduct business.
- ii) The committee shall consult with individuals deemed to have knowledge of the duties of the executive member under review or would like to provide contextual information to said body.
- iii) The executive member under review must have an opportunity to meet with the entire committee.
- iv) The executive under review must be formally notified by the chair of the Executive Review Committee of the committee's recommendations within 48 hours of the next scheduled board meeting.
- v) The Executive Review Committee will have until the next scheduled Board Meeting to present its recommendations to the Board. At such Board Meeting the committee chair will be required to present a summary report outlining the process followed. Items to include in the report will include but will not be limited to the following:
 - a) Number of meetings with dates;
 - b) Composition of committee;
 - c) List of people consulted;
 - d) Copy of email to the executive member under review;
 - e) Any other relevant context to the process.
- vi) The committee will dissolve after it has presented its recommendations to the board unless extended more time from a vote by such body.

Eligible Criteria for Consideration:

Executive members shall be evaluated on the fulfillment of duties as outlined in the standing resolutions and by-laws of the Association, as well as other activities undertaken that may be unrelated to the duties of their portfolio.

Executive members shall further be evaluated based on their conduct in terms of adherence to Association by-laws, standing resolutions, their fiduciary duties and all other conduct befitting an executive member of the corporation.

Recommendations from the Executive Review Committee may include but are not limited to:

- i) A formal written warning on behalf of the Chair of the Board of Directors;
- ii) Alteration of how the executive member reports to the board;
- iii) Recommendation for impeachment.

The committee may not recommend alteration to the executive's honoraria.

Expenditure Approval

ADOPTED
12/1996

The Association shall abide by the procedures set herein for the approval of all expenditures.

- i) An expenditure is defined as any activity that incurs a charge against the Association. This includes any and all invoices, purchase orders, and journal entries against the Association's accounts with Trent University, TD Canada Trust, or any other creditor.
- ii) Expenditures less than or equal to two thousand dollars (\$2000.00), that can be associated to a specific budget line item, must be approved by two (2) members of the Executive; expenses above \$500.00 dollars must be circulated to the Board at the next Board Meeting.
- iii) Expenditures greater than five hundred dollars (\$500.00), but less than or equal to two thousand dollars (\$2000.00), that can be associated to a specific line item, must be approved by a motion at an official recorded meeting (quorum must be achieved and minutes taken) of the committee responsible for the expenditure, and must be approved by one member of the executive who does not sit on the approving committee.
- iv) Expenditures greater than two thousand dollars (\$2000.00), that can be associated with a specific line item, must be approved by a motion of the Board of Directors.
- v) All expenditures of the Summer Committee must be approved by a majority vote of the Summer Committee.
- vi) Any expenditure less than two thousand dollars (\$2000.00) which cannot be associated to a specific line item can be approved by the Executive Committee as a whole; expenses above \$500 must be must be circulated to the Board at the next board meeting.
- vii) Any expenditure in section ii) or iii) that is refused approval by the means outlined in the respective sections can be appealed to the Board of Directors.

AMENDED
01/1999

AMENDED
01/2002

AMENDED
10/2006

AMENDED
04/2009

AMENDED
04/2012

Hiring and Selections

ADOPTED
04/1997

At such time as the Association wishes to make paid or voluntary appointments, the following procedures will be followed:

- i) The Board of Directors shall approve a clear job description for each position drawn directly from the Staff Plan or drafted by the Standing Committee on Operations.
- ii) An ad-hoc Sub-Committee selected by the executive committee shall act as the hiring or selection committee. The Sub-Committee may ask for the participation of such persons deemed to be consultants to the process when appropriate.
- iii) The Hiring or Selections Sub-Committee will meet at least once after the close of applications to establish a standard set of interview questions for each position and to create a short list of applicants.
- iv) All positions will be widely posted for a minimum of two weeks prior to the close of applications.
- v) With the exception of any appointment to the Board of Directors, which must be done by the Board itself, the Hiring Sub-Committee shall be empowered to extend the position to the most capable candidate available on behalf of the Board.
- vii) Documents related to the hiring process shall be managed in the following way:
 - a) Applications and notes from references checks of successful applicants shall be placed in candidate's personnel file;
 - b) Notes resulting from interviews and Sub-Committee deliberations shall be shredded & disposed of in a confidential manner.

AMENDED
03/1998

AMENDED
01/2001

AMENDED
02/2004

AMENDED
03/2007

AMENDED
03/2010

AMENDED
04/2012

viii) When hiring the Association shall endeavor to create equal opportunities for all applicants, recognizing and seeking to counter the grounds of oppression, discrimination, and harassment which often inhibit applications as per standing resolutions of the Association. On the grounds of language, disability, health status, and place of residence, while effort will be made to enable all candidates to perform required duties, it is recognized that freedom from discrimination can be achieved only insofar as these qualities do not clearly prevent the performance of required duties.

Insurance Benefits Contracts

The Association may enter into contractual agreements with insurance carriers and/or insurance intermediaries or 'brokers' in order to procure insurance benefits for its members. In order to maintain flexibility in the benefits open to members and in order to permit free competition guaranteeing the best possible price for such services, such contractual agreements shall not extend beyond one (1) year in length.

ADOPTED
03/2001

AMENDED
10/2001

AMENDED
10/2005

Meetings of the Board of Directors

The Association shall undertake the following procedure outlined below when calling a meeting of the Board of Directors:

i) The Board of Directors shall meet on Sunday afternoons, no less than six times a semester during the fall and winter semesters;

ii) The President shall be responsible for a published list of all meetings, their dates, locations, and times. This list will be available by the first day of classes of each academic year;

iii) The President may call such additional meetings as are required, provided 48 hours notice is given, except that in the case of an emergency meeting, when only 24 hours notice need to be given;

iv) A letter signed by five Directors addressed to the Speaker and/or President requesting a meeting of the Board shall prevail upon her or him to call a meeting for such a time and location as set out in the letter;

v) The time, date, place, and agenda of all Board of Directors meetings shall be posted on the Association's website, not less than 48 hours before each meeting, except that in the case of an emergency meeting only 24 hours notice must be given.

ADOPTED
03/1998

AMENDED
01/2002

AMENDED
03/2004

AMENDED
03/2007

AMENDED
04/2009

AMENDED
03/2010

AMENDED
04/2012

Location

Meetings of the Board of Directors shall be held in a room that is accessible to all members of the Corporation.

Length of Meetings

Meetings of the Board of Directors will last for a maximum of three (3) hours in length. If the agenda has not been completed by this time, the Board may extend the meeting length by a simple majority vote.

Observers

i) Observers are welcome to attend open session meetings of the Board. Seating for observers is limited by the fire code and observers are admitted on a first come, first served basis;

ii) Observers who are not members may not address or participate in the meeting (except as provided Section iii under Communicating with the Board). Observers are expected to behave with decorum and not to disturb the conduct of the meeting;

iii) Audio-recording, videotaping and filming open sessions of the Board of Directors is allowed provided those wishing to do so contact the Secretary in advance, who will make the appropriate arrangements consonant with the effective conduct of the meeting.

Communicating with the Board

- i) The Board welcomes input from its members, the Trent community, and the public. Those wishing to communicate with the Board are invited to do so in writing care of the Board Secretary; the Secretary will forward the material to the Board. Between meetings, material for the Board will be accumulated and mailed once a week. Material sent by email will be Forwarded to Board members as it is received. Material to be distributed at a meeting of the Board should be received by the Secretary 48 hours in advance of the meeting;
- ii) Matters come to the Board only through its Committees, Directors, and the Executive of the Association;
- iii) Non-members of the Association may request an opportunity to address an item on the agenda of an open Board meeting. Such requests, in writing, should reach the Secretary of the Board not later than 48 hours before the meeting. The Chair of the Board will determine which speakers it will be possible to recognize at an open meeting and will determine the length of time allotted for presentations. Those wishing to address the Board will be notified of the Chair's decision before the meeting. An observer who is recognized to speak will present views on an agenda item.

Disruption of a Meeting

Anyone who interrupts or disrupts a meeting of the Board of Directors will be asked to desist. If the disruptive activity continues, the individual(s) can be removed from the meeting. Individuals who disrupt a meeting of the Board can be excluded from the gallery at future open meetings.

Board Collegiality – Statement of Principles

Members of the Board of Directors come from diverse backgrounds and bring different experiences, perspectives, and skill sets to the deliberations they undertake in exercising their responsibilities as Directors.

- i) It is expected that Board debate and decision making will be conducted with respect for differences of opinion and in a constructive fashion;
- ii) Every board member has a responsibility to voice his or her viewpoint and to contribute to the debate on issues that come before the Board. In any decisions taken, a member of the Board has a responsibility to vote on the matter according to what he or she believes is in the best interests of the students as a whole;
- iii) Members of the Board must respect the integrity of Board decisions;
- iv) Debate shall be open, honest, clear and respectful.

Meeting Materials

This policy concerns the advance circulation of materials for meetings of the board of Directors and its committees and is designed to ensure that Members receive material in such form and time as to allow them an appropriate opportunity to read and reflect on issues they are asked to consider.

- i) Members of the Board should normally be given a minimum of five (5) days to consider matters about which decisions are needed. Agendas and materials that relate to matters about which a committee or the Board is expected to make a recommendation or decision normally should reach members five (5) days in advance of the date of the meeting;
- ii) The Secretary will provide the Executive with a schedule of dates by which material must be sent from the Association to achieve this objective;
- iii) Consideration of material and issues not presented to the Board and Committees in this way will be deferred to the next meeting unless the Chair of the Board or the Chair of the Committee agrees in advance with the Executive Committee that an exception should be made.

Operating Budget

In addition to the annual preparation of financial statements, the President, Operations Manager, and the Standing Committee on Finance shall be responsible annually for the preparation of an Operating Budget indicating all anticipated revenue and expenses over a fiscal year beginning May 1 and ending April 30.

ADOPTED
03/2001

AMENDED
01/2004

AMENDED
03/2007

The President, Operations Manager, and the Executive Committee shall present a first draft budget for presentation at the Summer Committee no later than June 30th.

AMENDED
04/2012

The President and the Standing Committee on Finance shall recommend a revised budget to the Board of Directors for adoption no later than the first meeting of the Board of Directors in October and the last meeting of the Board of Directors in January of each year. The President shall prepare the budget presentation and shall include a comparison of the current draft to the previous year and a comparison of the current draft(s) to year to date actual spending, wherever possible, to allow the Board of Directors to gauge the ongoing financial performance of the Association. The budget shall be approved by a simple majority of the Board of Directors.

Subject to the review of the Board of Directors, the Standing Committee on Finance shall be entitled to reallocate funds within the approved budget so as to accommodate actual deviations from budgeted expectations.

Policy Approval Process

ADOPTED
9/2003

The Association shall adhere to the following practices when adopting standing resolutions:

- i) When a standing resolution has been presented for Notice to the Board of Directors, the Board shall immediately refer that resolution to a Standing Committee of the Board for recommendations;
- ii) Before being voted upon by the Board of Directors, all standing resolutions must have a recommendation from a Standing Committee or it shall be deferred until such recommendation has been acquired. This recommendation must be decided upon at a duly constituted meeting of the Standing Committee;
- iii) In the event that a standing resolution expires prior to consideration by the Board of Directors, it shall automatically be reviewed by the Executive Committee at its first opportunity and brought to the subsequent meeting of the Board of Directors with a recommendation for the Board's consideration.

AMENDED
11/2006

AMENDED
03/2008

AMENDED
03/2010

Presentation of Written Material

ADOPTED
03/2003

The Association shall endeavor to make available copies of all documents and publications produced by the Association in a format accessible for students with impairments.

AMENDED
11/2006

The Association also encourages clubs, groups, branches of the university administration, and other external organizations to adopt a similar policy.

AMENDED
03/2010

Representation of the Corporation

ADOPTED
01/2001

The President shall be authorized to speak, to send correspondence, and to act on behalf of the Corporation and shall represent the Corporation to the best of his or her ability, exercising due diligence and good judgment in accordance with the by-laws and all operating, policy, and simple resolutions of the Board of Directors.

RATIFIED
02/2004

AMENDED
01/2007

Statements, correspondence, and actions of the President shall be brought by the President to the Board of Directors for review and the President shall endeavour to confer with the Board of Directors in advance of speaking, corresponding, or acting on behalf of the Corporation.

AMENDED
03/2010

With the approval of the Executive Committee, members of the Executive Committee may speak, correspond, or act on behalf of the corporation. The Executive Committee shall report all such statements, correspondence, or actions to the Board of Directors and shall endeavor to confer with the Board of Directors in advance of speaking, corresponding or acting on behalf of the corporation.

No other members of the Corporation or of the Board of Directors shall presume to speak on behalf of the Corporation or the Board of Directors unless specifically directed to do so by resolution of the Board of Directors.

Special Committee on Student Benefits Plans

ADOPTED
02/2002

Mandate:

The Special Committee on Student Benefits Plans is primarily responsible for overseeing the negotiation and operation of the TCSA Student Benefits Plan, as offered and contracted by the Association. The Committee shall be struck by the Board of Directors at such times as is warranted.

AMENDED
02/2006

AMENDED
03/2008

The Committee shall:

- i) Review the operations of the student benefits plans;
- ii) Review the market for student benefits plans;
- iii) Solicit feedback from members about the student benefits plans;
- iv) In consultation with the Plan Administrator, the Standing Committee on Operations, and the Executive Committee will implement, develop, and amend as needed policies to ensure the proper administration of the student benefits plans;
- v) Will make recommendations as to action around student benefits plans negotiations to the Board of Directors.

AMENDED
04/2009

Membership:

The committee must include, but not be limited to, the following membership:

- i) One Executive Member, to act as the chairperson;
- ii) Operations Manager;
- iii) Two members of the Board of Directors;
- iv) The Benefits Assistant.

Meetings:

The committee shall meet at least once each academic year or as required by the Board of Directors. Meetings shall operate in accordance with the by-laws of the Association.

Staff Management

ADOPTED
03/2007

1) Staff Plan

Each year the Standing Committee on Operations shall be responsible for recommending a staff plan for the upcoming year to the Board of Directors no later than the last day of February. The Staff Plan shall include the overall staff structure, including brief job descriptions, for all full-time, part-time, summer, and casual employees of the Association for the upcoming year.

AMENDED
04/2009

AMENDED
04/ 2012

2) Hiring and Selections

The hiring of all employees shall adhere to the Association's Operating Policy on hiring and selections.

The Hiring Committee may choose to offer existing positions internally or to extend the contract or

work term of a current employee. Positions which the Hiring Committee wishes to offer internally should follow an internal procedure which follows as closely as possible to the Association's Operating Policy on hiring and selections.

3) Orientation and Training

All employees must receive at least one orientation and training session facilitated by a senior staff member or a member of the Executive before they begin employment with the Association. This session should include a general introduction to the Association, its mission and mandate, an introduction to and tour of the Association offices, an introduction to basic policies and procedures of the Association, review and discussion of the resolutions relating to staff management and staff relations, and the Trent University Harassment policy. Subsequent to this initial orientation, all employees must have an introductory meeting with the Staff Relations Officer and further sessions as needed to receive all training necessary for the employee to perform his or her job. In the case of the Operations Manager, the President shall be responsible for the facilitation of the orientation and training session(s).

At any time, should an employee feel that they require more training in an area related directly to tasks that they have been asked or are required to perform, the Association shall be required to provide additional training in that area.

The employee shall be paid at the regular rate of pay for all hours logged for orientation and training. Should the employee be required to attend any mandatory events of the Association (such as Board and Staff Development Days or Anti-Oppression Training) the employee shall be paid at the regular rate of pay for all hours logged at such events.

4) Employment Agreements

All full-time employees shall be asked to sign an employment agreement prepared by the Operations Manager in consultation supervisors and legal counsel as appropriate. This agreement will clearly outline the employee's job description and duties, supervisor(s), the methods and rate of pay, benefits, termination, review of performance, discipline and any other item(s) related to the individual's employment requiring the agreement of both parties.

5) Performance Review

All employees shall receive a review of their job related performance at least once each year, unless otherwise stipulated in the job description or employment agreement. Employees shall be notified at least two weeks in advance of the administration of a performance review. This notification shall include a copy of the criteria on which they will be evaluated.

6) Documentation

Documentation for all employees shall be recorded and kept in a personnel file. This file shall be accessible to the employee at their request. Senior staff and members of the Executive Committee may have access to the file in order to document performance or to make additions to the file. At no time should performance related information be placed in the file without the knowledge of the employee.

The documentation that shall be kept on all employees of the Association must include but may not be limited to a copy of the application to the Association for employment, a copy of the employee's employment agreement (where applicable), a record by which to document the employee's performance, copies of letters written on the employee's behalf (ie. letters of reference), or any other information related to the employee's work or performance that the Association wishes to document.

7) Reporting & Supervision

As per the by-laws of the Association, the Operations Manager shall be the Chief of Staff and shall be responsible for the administration and supervision of all employees of the Association; however, from time to time various members of the Executive Committee or employees hired for this purpose may

take on supervisory and / or management roles based on the needs of the Association or the requirements of the job description of the employee in question.

As per standing resolutions of the Association, the Executive Committee shall be responsible for the administration and management of the Operations Manager.

8) Right to Participate

The Association acknowledges that all employees of the Association provide a valuable experience and perspective to the work undertaken by the Association and shall have the right to participate fully in all open meetings, committees, forums, and activities of the Association.

Staff Relations

ADOPTED
02/2004

The Association shall strive, at all times, to maintain a workplace free from personal or sexual harassment, bullying and discrimination as defined in the Ontario Human Rights Code, the Trent University Policy on Harassment and the Association's own policy, as provided below. Each October the Board of Directors shall appoint a Staff Relations Officer from among voting directors. The Staff Relations Officer shall not be a member of the executive.

AMENDED
03/2007

AMENDED
04/2009

1) Definitions

AMENDED
04/2012

For the purposes of this policy, the terms outlined here will be defined broadly:

i) **Discrimination:**

Unfair or unreasonable treatment on the basis of prejudice;

ii) **Harassment:**

Either sexual harassment or personal harassment & bullying, or both, as defined below;

iii) **Sexual Harassment:**

Any conduct, comment, gesture or contact of a sexual nature, whether on a one time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to an individual, or that the individual might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Generally, sexual harassment is deliberate, unsolicited, coercive, and one-sided and both male and female persons can be the victim or the perpetrator;

iv) **Personal Harassment:**

Any conduct, physical, verbal, written or electronic, that has the intent or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, hostile, humiliating, offensive, or poisoned environment in the workplace. Harassing or bullying behaviour can affect a person's dignity, physical, emotional, or psychological integrity or may compromise an individual's rights. Harassing conduct can comprise of a single incident or occurrences over a period of a time. It shall include harassment as outlined within the meaning of both federal and provincial human rights, employment, and other legislation;

v) **Bullying:**

Persistent, offensive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self confidence and which may cause them to suffer stress. Examples of bullying behaviour include shouting at others to get things done, making life difficult for those who have the potential to do a better job and punishing those who are too competent by removing their responsibilities.

2) Grievance Procedures

Employees of the Association shall be encouraged to pursue complaints or issues related to the management and administration of their employment as well as the quality of the workplace environment. Employees may not be subject to direct or perceived disciplinary action as the result of attempt to ameliorate their employment situation or working conditions.

i) Informal Verbal Complaint

It is the desire of the Association that complaints of employees shall be addressed as quickly as possible without having to level formal complaints against the Association, its directors, volunteers or employees; and that the employee normally shall give her or his immediate supervisor an opportunity to address her or his complaint accordingly. Where the employee is making a complaint about his or her immediate supervisor or feels that they require any support in addressing a complaint, the employee may request the assistance of the Association's Staff Relations Officer.

The supervisor shall be allowed five (5) working days to seek information and advice and to communicate his or her answer to the complainant once an issue has been raised and communicated to the supervisor. Failing a satisfactory settlement, the complaint may be taken up as a grievance through a formal process outlined below.

ii) Formal Grievance

Step 1

The employee may submit a written grievance to the Staff Relations Officer. Any such grievance should be delivered to the Staff Relations Officer within ten (10) working days after the employee became aware of, or ought reasonably to have been aware of, the incident or original circumstances giving rise to the grievance occurred.

In circumstances where the employee has attempted to resolve the complaint through the informal process outlined above, the employee shall have ten (10) days from the point where the informal process has been considered to have failed or the receipt of the supervisor's decision on the matter in question.

In special circumstances, the Staff Relations Officer may use his or her discretion in evaluating the timely nature of the grievance. The nature of the grievance, the remedy sought, and all other pertinent information relating to the grievance shall be included in the grievance submission.

The Staff Relations Officer shall then deliver a decision in writing to the employee, the supervisor and the Operations Manager within five (5) working days following the day on which the grievance was presented (in the event that the Operations Manager be the supervisor in the grievance presented, a copy of the decision should also be delivered to the President).

Failing settlement or resolution the employee may refer the grievance to Step 2 within ten (10) working days of the decision of the Staff Relations Officer under Step 1. In the event that the Staff Relations Officer is named in the grievance, the grievance should be submitted to the President and proceed directly to Step 2.

Step 2

The Operations Manager and the President (or a designate of either, in the event that either are named in the grievance) will arrange a meeting within ten (10) working days with the grievor, the Staff Relations Officer and another representative of the Association's employees selected by the grievor to discuss the grievance.

The Operations Manager and the President (or designate(s)) shall deliver a written decision within five (5) working days of the Step 2 meeting to the grievor and the Staff Relations Officer. Failing settlement or resolution the employee may refer the grievance to Step 3 within ten (10) working days of the decision of the Operations Manager and the President under Step 2.

Step 3

The Board of Directors, at the next meeting following the referral of the grievance from Step 2, shall create an ad-hoc committee on Staff Relations composed of a minimum of three (3) Directors and one (1) Vice President to act as chair. No Director may serve on the committee if they are named in the grievance.

The committee shall meet within ten (10) working days of the Board of Directors meeting to discuss the grievance with the grievor, the Staff Relations Officer, and another representative of the Association's employees selected by the grievor. The ad-hoc committee shall then deliver a written decision within five (5) working days of the Step 3 meeting to the grievor, the Staff Relations Officer, the President and the Operations Manager.

iii) **Group Grievance**

In the event that more than one employee has a similar complaint or grievance and are seeking similar relief, a group grievance may be submitted at Step 1 (in cases where the dispute concerns employees with the same supervisor) or Step 2 (in cases where the dispute concerns employees with different supervisors). Such grievance shall be signed by all grievors concerned and shall be presented within fifteen (15) working days after the employees became aware of, or ought reasonably to have been aware of, the incident or original circumstances giving rise to the dispute.

3) Time

Time limits set out in the grievance procedure may be extended by mutual agreement of the employee and the Association in writing. In the event that no decision is given within the time limits specified in the grievance procedure, the employee or the Association shall be entitled to submit the grievance to the next Step in the grievance procedure. In the event that the ad-hoc committee fails to give a decision within the time limits specified in the grievance procedure, the grievance shall return to the Board of Directors and a new ad-hoc committee shall be struck.

4) Decisions

All decisions arrived at between representatives of the Association and its employees shall be in writing and shall be final and binding upon the Association and all individuals concerned.

In the event that a grievance still cannot be resolved after Step 3 of the grievance procedure, the grievor may ask for a third party to mediate the situation within fifteen (15) working days of the Step 3 decision. The mediator must be someone external to the Association and must be mutually agreed upon in writing by both the grievor and the Association. At the meeting where the mediation occurs the individuals present shall be the grievor, another representative of the Association's employees selected by the grievor, the Staff Relations Officer, the supervisor (if named in the grievance) and a representative of the Association selected by and from the Board of Directors. The mediator shall not make a decision, but shall help the parties reach a mutually acceptable resolution to the grievance. Any resolution agreed upon at this mediated session shall be put into writing by the mediator and signed by both the grievor and the representative of the Association, and shall be considered binding on the Association and all concerned but without prejudice.

No grievance may be submitted for mediation that has not been properly carried through all requisite steps of the grievance procedure.

5) Conflict of Interest

In the event that the Staff Relations Officer should be in the position that they cannot fairly advocate for an employee based on a particular personal relationship with either the employee or any person named in the grievance, the grievance will proceed immediately to Step 2.

In the event that either the President or the Operations Manager should be in the position that they cannot fairly address a grievance based on a particular personal relationship with either the employee or any person named in the grievance, the grievance will proceed immediately to Step 3.

Individuals wishing to declare a conflict of interest situation should submit notice of a conflict of interest in writing to the grievor as soon as they become aware in order for the grievance to be considered at the next step in the process.

ADOPTED
04/2013

Standing Committee on Campaigns and University Affairs

Mandate:

The Standing Committee on Campaigns and University Affairs shall be responsible for matters pertaining to advancing the priorities of the Association within the Trent and Peterborough communities, as well as in conjunction with allied groups on provincial and federal levels. The Committee shall:

- i. Strive to involve the Directors in the work of the Vice-Presidents, including direction-setting, and development of the Campaigns and Media Relations Strategy;
- ii. Oversee the execution and organization of at least one social, campaign, or educational activity per month during the Fall and Winter semesters;
- iii. Oversee the implementation of Senate and College and Student Services Committee objectives identified in the annual Executive Strategic Plan;
- iv. Assist in the implementation of the Association's Campaigns and Media Relations Strategy;
- v. Develop and review Operating Resolutions and Policy Resolutions relating to issues of equity, campaigns, and university affairs.

Membership:

The Committee's membership shall include at least:

1. Vice President Campaigns and Equity as co-chair,
2. Vice President University and College Affairs as co-chair,
3. One (1) Equity Commissioner, and
4. One (1) College representative

The Committee will hold open meetings where all members of the Association maintain speaking rights. The membership of the Committee can be expanded at the discretion of the co-chairs.

Meetings:

The Committee shall meet at least twice per month during the Fall and Winter semesters. Meetings during the Summer semester shall be at the discretion of the Committee's membership.

ADOPTED
04/2013

Standing Committee on Finance and Operations

Mandate:

The Standing Committee on Finances and Operations shall be responsible for functioning of the operations of the Association as well as the financial accountability and transparency of the Association. The Committee shall:

- i. Review all funding requests made to the Board Directors and make recommendations to the Board of Directors regarding action on said requests;
- ii. Review the revised operating budget produced by the President in consultation with the Executive Committee in order to recommend adoption or modification to the Board of Directors;
- iii. Review, develop and make recommendations, as needed, to the Board of Directors regarding policies and procedures relating to the Operations and Finances of the Association;
- iv. Investigate the feasibility of new and existing services for the Association

Membership:

The Committee's membership shall include at least:

1. President, to act as Chairperson
2. One (1) Vice President,
3. Three (3) Directors, and
4. The Operations Manager, non-voting

The membership of the Committee can be expanded at the discretion the chair.

Meetings:

The Committee shall meet at least twice per month during the Fall and Winter semesters. Meetings during the Summer semester shall be at the discretion of the Committee's membership.

Standing Committee on Organizational Review and Development

ADOPTED
09/1998

Mandate:

The Standing Committee on Organizational Review and Development acknowledges that only effective ongoing review of the Association will ensure accountability and transparency. The Standing Committee on Organizational Review and Development shall:

AMENDED
01/2002

- i. Review, develop, and make recommendations, as needed, to the Semi-Annual General Meeting regarding the function and effects of the Association's By-Laws and Policy Resolutions;
- ii. Hold at least two open meetings for the purpose of soliciting recommendations from the membership;

AMENDED
03/2003

AMENDED
02/2007

AMENDED
03/2010

Membership:

The Committee's membership shall include:

1. President, to act as Chairperson
2. One (1) Vice President
3. One (1) Equity Commissioner
4. One (1) College representative
5. One (1) member external to the Board of Directors, appointed by the Executive Committee

AMENDED
03/2012

AMENDED
04/2013

Meetings:

The Committee shall hold the first meeting prior to the Fall reading week, and at least once a month after that until the Semi-Annual General Meeting.

Standing Committee on Transportation

ADOPTED
09/2012

Mandate:

The Standing Committee on Transportation recognizes that only effective ongoing review of the transit system will ensure accountability and efficiency. The Standing Committee on Transportation shall:

- i) Have its first meeting during the month of September of each academic year for the purpose of an orientation to the mandate of the committee, review summer transit service, develop an understanding of the Transportation Budget, and set goals for the academic year;
- ii) To review scheduling and financing of Peterborough transportation and GO Transit service;
- iii) To advise the TCSA Board of Directors, Office of Student Affairs, Security, Peterborough Transit, and GO Transit on issues presented by the members of the committee;

- iv) To review and provide input on parking and roadways for service improvements;
- v) To promote environmental awareness as it relates to modes of transportation;
- vi) To determine ways in which to address student complaints.

Membership:

The Standing Committee’s membership will include:

- i) The President to act as Chairperson;
- ii) One student representative from both GSA and TPSA (2);
- iii) One student representative from each residential college (4);
- iv) One representative from Security, Student Affairs, Card Office, Grounds (4);
- v) The TCSA Operations Manager (non-voting);
- vi) Representatives from Peterborough Transit (non-voting).

Meetings:

The standing Committee shall meet at least once per month during the fall and winter academic term. Meetings shall operate in accordance with the by-laws of the Association and shall operate under the parliamentary authority designated therein.

Student & Community Support Grants

ADOPTED
01/2008

The Association shall maintain four (4) designated funds, from which grants can be awarded under the process and guidelines outlined below. Each year, a minimum budget line of two thousand dollars (\$2000.00) shall be made to each fund.

AMENDED
04/2012

1) Grant Applications and Proposals:

AMENDED
03/2013

- i) The format of grant applications shall be determined by the Standing Committee on Finance, but must, at minimum, include:
 - a) A letter to the Association requesting the funds, including a detailed outline of the proposal;
 - b) A detailed breakdown and description of all expenses involved in the proposal;
 - c) A detailed breakdown and description of all secured and potential financial resources, including outstanding applications to other sources, at the time of the submission of the proposal;
 - d) A reliable phone number and email address for the applicant for the purpose of contacting the applicant about the award or collecting any supplementary information required to clarify the application.

- ii) Applications may be made by individuals, groups, or organizations at anytime using the application process prescribed by the Standing Committee on Finance. The Standing Committee on Finance shall review the application process, and make recommendations for its revision, no later than the end of February each year;
- iii) Applications received during the regular academic year (September - March) shall be reviewed by the Standing Committee on Finance, which will make a recommendation regarding the award to the Board of Directors for approval. Applications received during the summer months (April - August) shall be reviewed by the Summer Committee who will have the authority to award grants upon review;
- iv) Award recipients are encouraged to attempt to recognize the Association’s support publicly wherever possible and appropriate once an award has been granted. Through the submission of their application, recipients give the Association authorization to publish information about their award.

2) Designated Fund Eligibility and Guidelines:

- i) Academic Development Fund
 - a) Rationale: Publication and presentation of undergraduate academic work outside

of the classroom is far less common than at the graduate level. The Association, through its mandate to facilitate and provide an environment where in the membership can pursue academic excellence, maintains this fund to assist members with the costs that these exceptional academic opportunities provide in an academic reality where there is only modest funding, if any, available to these students through their academic department(s).

b) Eligibility: Applications to this fund will be accepted from individual members to support academic development such as costs related to undergraduate research, conference presentations, and publication of academic work.

c) Additional Guidelines: Applicants must clearly outline their project and demonstrate their financial need. In cases involving research and academic conferences applicants may also include in their application any applicable travel or accommodation costs. Applications to this fund must be accompanied by a letter of support from a Trent University faculty member.

d) Limitations: Awards will not be granted for the costs of degree or diploma related courses or course requirements and will not be available for capital items such as computer hardware or other equipment.

ii) Personal, Professional and Leadership Development Fund

a) Rationale: Students often have rare opportunities to participate in events and activities that will expand their experiences, skills, and leadership potential. The Association, through its mandate to facilitate and provide an environment wherein the membership can pursue personal and social growth, maintains this fund to assist members with the costs associated with these leadership opportunities, which can be prohibitive, and can act as barriers to participation.

b) Eligibility: Applications to this fund will be accepted from individual members to support personal, professional, and leadership development such as costs related to skills development, conferences, courses, and workshops.

c) Additional Guidelines: Applicants must include documentation of the event or workshop that they wish to attend that outlines all applicable fees. Applicants may also include in their application any applicable travel or accommodation costs. Applicants must outline how they intend to benefit the Trent University or Peterborough community through the experience(s) outlined in their proposal for funding as well as how they will benefit personally.

d) Limitations: Awards will not be granted for the costs of degree or diploma related courses or course requirements. Individuals will be limited to one application every six (6) months.

iii) Supplementary Levy Fund

a) Rationale: The Association, through its mandate to encourage and financially support student organizations to increase the vitality of student life and the diversity of activities available to students, maintains this fund in the recognition that organizations that already receive direct funding from students may also require avenues from which they can receive financial support from time to time, be it for special projects or for reasons of financial need.

b) Eligibility: Applications to this fund will be accepted from organizations in receipt of direct funding from Trent University students through a levy fee.

c) Additional Guidelines: Organizations must identify a project outside the scope of its normal operations or demonstrate extenuating circumstances causing the organization to be in extreme or unusual financial need.

d) Limitations: Organizations shall be limited to one application every twelve (12) months.

iv) Partnership, Sponsorship, and Events Fund

a) Rationale: The Association, through its mandate to increase the vitality of student life and the diversity of activities available to students through the financial support

of student events, maintains this fund to assist members with the execution of a broad range of dynamic events and projects through partnership and sponsorship.

b) Eligibility: Applications to this fund will be accepted from individuals, groups or organizations either wishing to partner with the Association on events or projects, or looking for sponsorship to fund existing events and projects. Events and projects will be broadly interpreted to include those for entertainment, socializing and community building as well as academic, political, education or social justice goals.

c) Additional Guidelines: Applicants interested in partnerships with the Association shall be required to outline how roles, organizing, and recognition for the event could be shared. Applicants interested in sponsorship from the Association must outline how the Association will be recognized for its contribution.

d) Limitations: Student groups and established organizations shall be limited to one application every four (4) months. Organizations in receipt of direct funding from Trent University students through a student levy fee shall be ineligible for sponsorship awards but may pursue partnership proposals.

v) College Programming and Event Fund

a) Rationale: Whereas college cabinets are a levy group and historically have accessed the Supplementary Levy Fund, the TCSA recognizes that they fulfill a unique role on campus and the TCSA can support their work through a dedicated fund. This fund shall be used for college cabinets to offer events and programming to increase the vitality of student life and the diversity of activities available to all students.

b) Eligibility: Applications for this fund shall be available exclusively to the undergraduate college cabinets. Applications shall be sent to the Chair of the Finance Committee on behalf of the college cabinet.

c) Additional Guidelines: This fund shall be included in the annual budget of the Association. Each college shall be budgeted equal funds. Each college line shall not be budgeted for less than two thousand dollars (\$2000). College cabinets must identify a project outside the scope of their normal operations while applying for this fund. Applications must include a proposed budget and planned funding sources.

d) Limitations: Events and programs funded through this fund shall be organized on a not-for-profit basis.

Student Award of Excellence

ADOPTED
01/2002

The Association’s Student Award of Excellence will be awarded annually by a volunteer selections committee. The committee shall be comprised of five members of the Board of Directors, with one being from each college, as well as one representative appointed by and from each of the Graduate Student Association and the Trent Part-Time Student Association. The Chair of the committee will be named upon the striking of the committee each year from among the members listed above and will be responsible for calling meetings, accepting nominations and organizing publicity regarding the award and the nominations process.

AMENDED
01/2004

AMENDED
01/2007

The selection committee shall follow the criteria and process outlined.

Criteria:

There shall be one to three individuals chosen for this award per annum and those individuals will be chosen based on the following criteria:

1. The individual(s) chosen must be any student registered at Trent University, regardless of status or program;
2. Participation and leadership in various fields of activity in both Trent and Peterborough communities. The fields that will be specifically considered will be any of the following:

politics (student and community), academics, social, drama, art, volunteerism, and athletics;
3. The recipient of this award shall not be a member of the selections committee.

Selection Process:

The committee will accept nominations for this award beginning on the first day of class in February. Nominations will be accepted from individuals external to the committee and the committee may also nominate candidates. Nominations will be accepted until the last day of classes in February. The committee will select and announce the winner of this award on or before the fifteenth day of March.

Summer Committee

The Summer Committee shall be an ad hoc committee of the Board of Directors and as such, does not equal or exceed the power of the Board of Directors. The Committee shall exist annually and shall be struck at the first meeting of the new term of the Board of Directors in the month of April. Should a vacancy or a need occur the President can appoint Board members to the Summer Committee.

ADOPTED
03/1999

AMENDED
09/2002

AMENDED
03/2004

Mandate:

It shall be the responsibility of the Summer Committee to ensure that the business of the Association continues in the summer. However, the Committee cannot implement changes to operating resolutions, by-laws, or policy resolutions.

AMENDED
03/2007

AMENDED
04/2009

Finances:

The expenditure authority of the Summer Committee shall be determined by the Board of Directors and expenditure approval will act in accordance with the resolution on expenditure approval.

AMENDED
04/2012

Membership:

The committee membership must include but not be limited to:

- i) The President, Vice President Campaigns and Equity, and Vice President University and College Affairs;
- iii) At least three (3) members of the Board of Directors;
- iv) The Chair shall be selected by the Executive Committee.

Special Circumstances:

In the event that a matter of serious policy or budgetary consideration occurs, the President may call a meeting of the Board of Directors pursuant to the operating resolutions and by-laws of the Association. Members of the Board may, if absolutely necessary, be allowed to meet via teleconference in such circumstances.

Meetings:

The Summer Committee shall meet in June and August of each summer, and if necessary, at the pleasure of the President and Executive Committee. The Committee will meet no more than once per month during the summer months (May to August) but are not mandated to meet once per month.

Term:

The term of the Summer Committee shall be from the close of the Board of Directors meeting at which it is struck in April until such time as the Board of Directors calls to order its first meeting in September.

Transfer Payments

Each fiscal year the association shall transfer 4% of the revenue from each service budget to the Operating Budget. These transferred funds reflect the costs that the Operating Budget incurs

ADOPTED
04/2012

throughout the year to deliver services to the association's members. For Contingency Fund transfer information please see the Contingency Fund operating resolution within these by-laws.

Service Budgets:

The following budgets shall be considered Service Budgets:

1. Health and Dental Benefits Plan;
2. Transportation;
3. Clubs and Groups.

The Standing Committee on Finance shall review this policy each year.

Travel Expense Claims

ADOPTED
03/2010

All directors, officers, staff, volunteers, and other persons undertaking work on behalf of the Association shall be entitled to claim a reimbursement for distance traveled when using a personal vehicle to accomplish the work of the Association. The Association shall abide by the procedures set herein for the claiming and reimbursement of expenses incurred by delegates sent by the Corporation to participate in events external to the university.

AMENDED
04/2012

Costs, such as travel, meals, and accommodations, not covered in advance for the delegate, or similar expenses that from time to time must be paid out of the pocket can be claimed upon the delegate's return through the presentation of receipts and a complete cheque requisition form to the President subject to the following conditions:

- i) Delegates shall be reimbursed for a maximum amount of forty-five dollars (\$45.00) per day per delegate for each day of travel where meals are not covered in advance. Alcoholic beverages are not reimbursed under any circumstance;
- ii) Delegates shall be reimbursed in full for the cost of any transportation expenses (i.e. bus or airline ticket, taxi fare, etc.);
- iii) In cases where accommodation is not provided, the delegates shall make arrangements in consultation with the President;
- iv) Any other expenses incurred and not covered by this policy are subject to the approval of the Standing Committee on Finance.

In September each year, the Standing Committee on Finance shall establish the per kilometer rate at which mileage claims shall be reimbursed. For the 2011-12 academic year the per kilometer rate was \$0.40.

Claims in any amount shall be subject to the review and approval of the Standing Committee on Finance.

In the event that the Standing Committee on Finance is unable to meet during the summer months, claims shall be subject to the review and approval of the Executive Committee. In the event that any mileage claim or portion thereof is denied reimbursement, the claimant may ask that the Board review the decision by making a written request for such a review to the President or Board Chair.

Section III

Policy Resolutions

Access to Technology

The Association calls upon the Board of Governors and administration of Trent University to ensure that there are enough public computer workstations to ensure timely access to essential technology.

ADOPTED
02/2002

AMENDED
03/2008

Accessibility

The Association endeavors to make all of its events, public spaces, and meetings accessible to all members, and will strive to make any necessary accommodations to this end.

The Association defines accessibility as the ability of all members to access a space, event, or meeting in a dignified, equitable, and accountable matter. Further, the Association operates with broad definition of “accessibility”, including:

- Physical accessibility;
- Accessibility for students with limited sight and hearing;
- Accessibility for students from all age demographics;
- Accessibility for student from all religious backgrounds
- Accessibility for students from marginalized communities; and
- Financial accessibility.

ADOPTED
02/2013

The Association shall:

- Strive to ensure that all events and meetings are held in a physically accessible space, including events held in partnership with downtown venues and businesses;
- Maintain an accessible workstation in the Association’s office;
- Provide large-text format versions of Annual General Meeting materials, Board of Directors Meeting materials, and TCSA Committee Meeting materials for members with visual accessibility needs upon request and demonstrated need;
- Provide American Sign Language interpretation for Annual General Meetings and Board of Directors meetings upon request and demonstrated need;
- Strive to create events that are accessible to members regardless of age, including:
 - a) Striving to ensure that members under the age of 19 can access all events,
 - b) Taking into consideration the unique needs of mature students;
- Strive to create accountable and anti-oppressive spaces that are accessible to students from marginalized communities;
- Reduce financial barriers to participating in TCSA events by ensuring that all events are either:
 - a) Free of charge, or
 - b) Students in financial need can make a special request to have an event fee waived;
- Provide childcare for students that are parents during Annual General Meetings and Board of Directors meetings upon request;
- Maintain an accessibility budget line in the Association’s Operating Budget;
- Lobby the University to uphold similar accessibility standards.

Accommodations for Special Needs Students

The Association encourages Trent University to provide special needs students with accessible housing on the Symons Campus. If special needs students choose to live at an off campus location, the Association encourages Trent University to assist special needs students with finding appropriate, convenient and accessible accommodations and transportation to campus.

ADOPTED
03/2002

AMENDED
03/2005

AMENDED

The Association encourages Trent University to make teaching materials utilized by instructors accessible to all special needs students prior to and after completion of classes, in an accessible format (i.e. large print, audio, braille, etc).

The Association requests that Trent University provide special needs students with adequate funding and resources (including but not limited to scholarships and bursaries) for specialized equipment and learning aids.

The Association encourages Trent University to promptly improve the accessibility of its current facilities for students with mobility needs by addressing the following:

- i) Elevators
 - a) Elevators need to be kept accessible and available at all times during the school year. To do this, the university should not be blocking off or locking doors leading to elevators;
 - b) Trent should also keep the elevators in good working order;
 - c) The elevators need to be well labelled and any new elevators should be placed in accessible locations.
- ii) Stairs
 - a) Stairs throughout campus need to be clear and free of debris;
 - b) Stairs located in indoor areas with poor lighting require track lighting and/or reflective strips to aid students in determining stair positions;
 - c) Stairs also require proper railings.
- iii) Classrooms
 - a) Classrooms should be made accessible to all students. When possible, this should include the addition of more accessible entrance routes into the classroom;
 - b) Adequate and accessible seating should be provided in all classrooms;
 - c) This seating should also include a proper writing surface;
- iv) Washrooms
 - a) More mobility accessible washrooms need to be created on campus;
 - b) The safety of current washrooms also needs to be improved. The washroom doors, for example, can be a fire hazard. When the doors open inwards, instead of outwards, people with mobility issues get stuck in the washrooms. The Association wishes to see such safety issues being addressed and fixed;
- v) Door Sweeps
 - a) These door sweeps need to be at a gradual enough incline as not to impede those students with mobility problems.

The Association encourages Trent University to consider and accommodate students with mobility needs when planning, building or renovating any buildings or developing land.

Campus Safety

ADOPTED
02/2003

The Association believes that a safe campus environment is of the utmost importance and encourages and supports organizations, equipment and other devices that improve the safety of Trent University for everyone.

AMENDED
03/2005

The Association specifically supports the following as necessary measures to ensure campus safety:

AMENDED
03/2008

- i) Access to safety phones throughout the Symons and Downtown campuses, especially around Gzowski College and in parking lots;
- ii) The presence of an adequate number of working external lights to provide light at night in entrance ways, walkways and other areas of the campus on both the

Symons and Downtown campuses. Prompt repair of any damaged or burnt out lights is essential;

- iii) The maintenance and clearance of all walkways, access routes, elevators, bridges, washrooms, and wheelchair entrances/pathways to Trent University buildings;
- iv) In conjunction with Trent Walkhome, an annual safety audit of both the Symons and Downtown campuses to be reviewed by Trent University Security Services;
- v) Current clubs, groups and student organizations such as Trent University's Emergency First Response Team and The Trent University Walkhome program that encourage and promote campus safety;
- vi) Current clubs, groups and student organizations that encourage, promote and campaign for Human rights;
- vii) On a weekly basis, that Security Services, in cooperation with Arthur and Trent University Communications Department, make available all campus security calls; these reports should be produced in a format that is accessible for individuals with visual disabilities;
- viii) Increased presence of security personnel, particularly on weekends.

Canadian Millennium Scholarships

ADOPTED
10/1999

The Association recommends to the federal government that monies from the Canada Millennium Scholarships be awarded to those who are in most financial need.

AMENDED
01/2002

The Association further recommends to the federal government that merit should only be used as a secondary consideration in determining Canada Millennium Scholarship eligibility and only when it is necessary to decrease the number of applicants to a manageable size.

AMENDED
02/2005

The Association supports the ability of students receiving awards under the Canada Millennium Scholarships to make use of the funds regardless of the province in which they may elect to pursue their studies.

AMENDED
03/2008

The Association opposes the idea that the Canadian Millennium Scholarships become program-based scholarships.

Class Size, Course Offering & Teaching Complement

ADOPTED
02/2002

The Association calls upon the Board of Governors and administration of Trent University to protect small group learning and increase the breadth of course offerings by increasing the number of tenure-stream teachers at Trent.

AMENDED
03/2005

AMENDED
03/2008

Boycott and Divestment against Israeli Apartheid

ADOPTED
02/2013

Preamble

The Association recognizes that apartheid is a crime against humanity, which involves inhuman acts committed in the context of an institutionalized regime of systematic oppression and domination by one racial group over any other racial group or groups and committed with the intention of maintaining that regime.

The Association recognizes that Israel is an apartheid state, as determined and substantiated by many legal frameworks established by international courts, civil society organizations, and conventions such as the UN International Convention on the Suppression and Punishment of the Crime of Apartheid, the Russell Tribunal on Palestine, and the International Court of Justice.

The crime of apartheid severely impedes the rights of Palestinians living in the Occupied Palestinian Territories as well as Arab-Israeli citizens living and working in Israel as guaranteed under the Universal Declaration of Human Rights in all aspects of self-determination including economic opportunity, citizenship, movement, security, and access to water, food, resources, health care, and education.

The Association roots its mandate in the right to education and as such recognizes the importance of standing in solidarity with Palestinian students who have had their right to education violated by Israeli apartheid. Palestinian students face gender-based violence, detention, harassment, humiliation, and immobilization at regular checkpoints, have had scholarships revoked and visas denied by Israel, and those engaged in ‘political activity’ (including participation in student councils) are targeted for incarceration. Palestinian universities face economic and cultural isolation, including the deportation of professors and banning of guest speakers. Furthermore, the Association recognizes that the Israeli state creates barriers to access to higher education for Israeli citizens by mandating young people to participate in military or state service prior to being eligible to attend post secondary education institutions.

In recognition of the above and in response to a call from Palestinian civil society, the Association commits to adhere to an academic, cultural, and consumer boycott as well as divestment against Israeli apartheid until Israel meets the stipulations listed in the *Conditions* section below. The Association takes this stand with countless other civil and private institutions and organizations including CUPE Ontario, The United Church of Canada, ANC International, the University of Johannesburg, and Colombia University.

Academic and Cultural Boycott

As upheld by our mission statement, the Association has a responsibility as students and intellectual leaders to promote justice and equality as well as freedom from all forms of discrimination, harassment, oppression, and persecution. The Association upholds this responsibility by opposing the occupation, colonialism, and racism in apartheid Israel, which have denied Palestinians their basic rights guaranteed by international law.

The Association shall refrain from cooperation, collaboration, or joint projects with Israeli academic and cultural institutions in any form including sharing intellectual resources or property with Israeli universities, offering Study Abroad opportunities for students of Trent University, or hosting Israeli Academics, unless these institutions acknowledge Israel as an apartheid state. Additionally, the Association will support Palestinian academic and cultural institutions directly without requiring them to partner with Israeli counterparts as an explicit or implicit condition for such support.

Consumer Boycott and Divestment

Israeli and specific international companies, goods, and services sustain and defend the occupation and colonial apartheid by exploiting and violating Palestinian human rights and international law on their indigenous land. The Association shall divest and boycott from any private, corporate, or state-owned institution, which support Israeli apartheid and are complicit in the violation of international law and Palestinian rights. The Association shall ensure that investment portfolios and student funds are not used to finance or purchase products and services from such companies.

Conditions

This policy will be maintained until Israel meets its obligation to recognize the Palestinian people's inalienable right to self-determination and fully complies with the precepts of international law by:

1. Ending its occupation and colonization of all Arab lands, dismantling the Wall and freeing all Palestinian and Arab political prisoners;
2. Recognizing the fundamental rights of the Arab-Palestinian citizens of Israel to full equality; and
3. Respecting, protecting and promoting the rights of Palestinian refugees to return to their

homes and properties as stipulated in UN General Assembly Resolution 194.

College System

ADOPTED
10/2001

The Association affirms its support for and the importance of college life within the academic, educational, social and residential experience of Trent students.

AMENDED
10/2004

Key aspects of the college system which the Association will work to maintain and enhance are:

AMENDED
02/2008

- i) The recognition that colleges are communities, with personal and meaningful relationships between its student, faculty and staff members;
- ii) Decentralized administration which strengthens the familiarity of administrators and staff with individual students;
- iii) Maximized informal learning opportunities, such as the invitation of writers and artists to stay in residence;
- iv) Academic support including academic advising from college fellows and the assistance of a Senior Tutor and of a College Head;
- v) The College Head as a leader in the academic, social and recreational life of the college;
- vi) Dining halls which provide a focal point for student life and college functions and , through common meals and college dinners, also protect and enrich the autonomous identity of a college and the familiarity of its students, staff and faculty with one another;
- vii) Student common spaces such as pubs and junior common rooms which provide a focal point for student life and college functions and so protect and enrich the autonomous identity of a college and the familiarity of its students with one another;
- viii) Senior common rooms which provide a place of association for the fellows of a college and a focal point for the academic life of the college;
- ix) Introductory seminar weeks and orientation activities organized in a collegiate basis;
- x) A student-run and elected cabinet or council to work with the College Head, the College Administration and the students of the college to increase the quality of student life and to represent the interests and views of the students at the college and university level, and to help oversee an established framework of college events;
- xi) Interaction of students from a variety of different academic disciplines, backgrounds, and identities, including but not limited to ethnicity, age group, and social background.

Corporatization

ADOPTED
01/2002

The Association is opposed to agreements of any kind between Trent University and corporations that do not meet with the Association's Contractual Agreements Operating Resolution.

AMENDED
12/2004

The Association is opposed to exclusive agreements, which allow any external body influence over or income from members of the Trent Community and which prevents access to competitors.

AMENDED
02/2005

The Association is opposed to the representation of external vested interests on Trent University's Board of Governors.

AMENDED
03/2008

The Association is opposed to agreements of any kind between Trent University and Corporations

that have any influence on academic curriculum, programming or research, except where there is a direct benefit to students.

Counseling Services at Trent University

ADOPTED
12/1997

The Association encourages Trent University to hire enough adequately trained counselors to ensure that every student has access to quality counseling programs within a week of requesting them, with no restrictions on the number of visits permitted.

AMENDED
03/2005

AMENDED
03/2008

Discrimination, Harassment and Oppression

ADOPTED
12/1997

In the conduct of its business and the development of its policies, the Association shall endeavor to create and maintain an environment of mutual respect which recognizes the dignity and worth of every person and permits the fullest possible participation of all students in the life of the university and their communities.

AMENDED
01/2001

AMENDED
02/2004

The Association prohibits and will work to counter discrimination on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, language, creed, clerical or lay status, sex or gender, pregnancy or health status, sexual orientation, gender identity, age (except as required by statute), marital status, family status (parent/child relationship), number of dependents, disability, political or religious affiliation or belief, membership in legal associations, place of residence, or any other related grounds to ameliorate the status of a specific group and all harassment.

AMENDED
03/2005

AMENDED
03/2005

The Association actively encourages and will endeavor to assist all clubs, groups and levied organizations to develop anti-oppression policies and undergo anti-oppression training.

Discriminatory Funding Programs

ADOPTED
03/2001

The Association denounces and opposes discriminatory funding programs such as the Ontario Work-Study Program and Ontario Student Opportunity Trust Fund insofar as they:

AMENDED
02/2004

i) Collect their revenue from the tuition fees, ancillary fees, and levy fees of all students but discriminatingly permit only certain students to be employed or funded with the collected funds;

AMENDED
03/2007

ii) Are used to impede or to justify impeding the re-implementation of a nationally or provincially-based needs-based grants program;

iii) Disadvantage low-income students by forcing them to hold employment in exchange for their financial assistance;

iv) Require institutions and organizations to participate in discriminatory practices in order to collect funding for employment programs.

Educational Expenses

ADOPTED
10/1999

The Association recommends that students be allowed to claim up to \$5000 in required class materials (books, equipment, etc) on their income tax returns in any given year.

AMENDED
01/2002

AMENDED
02/2005

AMENDED
03/2008

Ethical Purchasing

ADOPTED
03/2008

Preamble

Human Rights are linked to issues of environment, social and economic justice. Purchasing practices are directly linked to issues of social and economic justice through the workers implicated in production processes of goods purchased.

As a union, the Association stands in solidarity with the struggles of workers in Canada and around the world who are demanding dignified and fair working conditions.

The purchasing practices of the Association and the purchasing practices of Trent University must uphold human rights and take a stand against exploitation and injustice through ethical and sustainable purchasing practices.

Policy

The Association supports the purchase of goods and products that have been produced under fair working conditions, such as those which have been recommended by the Workers Rights Consortium or certified Fair Trade by Fair-trade Labelling Organizations International (FLO).

The Association supports the adoption of procurement policies by Trent University that preference the purchase of goods, products or services which have been produced under fair and dignified conditions.

The Association supports the No Sweat and Fair Trade Certified procurement policies adopted by Trent University and will work to deepen and strengthen such policies.

The Association does not support the purchase goods or products that have been produced in unfair or “sweatshop” conditions where human rights have been undermined for the sake of increased private profit by private interests.

Exam Periods

ADOPTED
04/2001

The Association actively encourages the Undergraduate Studies Committee and the University Senate to implement the following additions regarding examination scheduling to Trent’s academic regulations:

AMENDED
03/2004

i. Trent University must ensure a minimum 48 hour break between the end of classes and the opening of both fall and winter examination period;

AMENDED
03/2005

ii. Trent University must not schedule more than 3 exam periods per day;

AMENDED
03/2008

iii. No student shall have more than two exams in a 24-hour period;

iv. No exams in the Fall Session shall be scheduled later than December 22 and no exams in the Winter Session shall be scheduled later than April 28. This means that four exams can be scheduled for one day as an emergency measure.

GST and Textbooks

ADOPTED
10/1999

The Association seeks the abolition of the Goods and Service Tax (GST) on the purchase of course related textbooks.

AMENDED
01/2002

AMENDED
02/2005

AMENDED
03/2008

Income Contingent Loan Repayment

ADOPTED
12/1997

Preamble

First introduced in 1955 by US economist Milton Friedman, a leading proponent of supply side economics, Income Contingent Loan Repayment Plans (ICLRPs, also referred to as “Income Sensitive”) were devised as a way to shift the cost of an education from the state to the individual. This shift would result in increasing the individual cost of education and student debt loads. Friedman proposed that, in order to bear the increased financial load, students should have access to loans so large that they would only be manageable if the repayment was scaled to the level of students’ income after graduation.

AMENDED
10/2000

AMENDED
11/2003

AMENDED
01/2007

Supporters of ICLRPs characterize the plan as a fair and flexible model of student aid. But, ICLR models are mechanisms to raise institutional revenue through an emphasis on debt management, rather than acknowledging the crisis of debt accumulation. Shifting the cost to students would only place upward pressure on user fees, further increasing debt loads. In other countries where ICLRPs have been implemented, such as Australia, New Zealand, and the United Kingdom, the corresponding tuition fee increases have been dramatic, some as high as 500% in one year.

Borrowers with lower incomes after graduation repay their loans over a longer period of time, thus accruing more interest than graduates with high post-graduate incomes who are able to repay their loans more quickly. The result is borrowers who earn more money would pay less for their education. Ultimately the Plans would discriminate against disadvantaged groups in Canada, who continue to suffer from wage inequality. Consequently, if ICLRPs are implemented it is likely that many people may select their field of study based on a rough estimate of future earnings, rather than personal interest.

Historically, when ICLRPs have been considered in Canada, the reaction has been overwhelming. When the Federal Liberal government attempted to introduce the Plans in 1995, students mounted a massive campaign and successfully defeated their implementation. In 1996, the provincial government in Ontario also proposed ICLRPs but met resistance from students and unwillingness from the banks.

Policy

The Association opposes Income Contingent Loan Repayment Plans and related repayment schemes that extend debt repayment, rather than reduce student debt. The Association supports a national system of needs based grants.

Labour Disputes

ADOPTED
10/1998

The Association reserves the right to take side in labour negotiations, disputes and other labour issues internal and external to Trent University which affect the interests of Trent University students.

AMENDED
12/2000

AMENDED
02/2003

AMENDED
03/2005

AMENDED
03/2008

Occupational Health and Safety

ADOPTED
01/2005

The Association is vitally interested in the health and safety of its employees and members, as well as visitors to the university community. Protection from occupational disease and injury is a major continuing objective. To these ends, the Association shall take appropriate measures to protect and promote the health and safety of employees, students and visitors and to provide a safe, healthy work

and study environment.

The Association, as an employer, is ultimately accountable for health and safety; as a university community every individual has a role to play: the management and Board of Directors are obliged to be cognizant of health and safety concerns and to provide appropriate and effective mechanisms for dealing with them; supervisors have a responsibility for the safety of themselves and those who work and study under their supervision; all members of the University community are entitled to adequate safety training programs, and all employees are obliged to participate willingly in such training and to follow safe work practices and procedures.

The Association believes that it is in the best interest of the entire university community to consider health and safety a priority in every activity. Commitment to health and safety is an integral part of the university's and the Association's mission.

Online Course Tools

ADOPTED
02/2002

The Association discourages the use of online course tools such as WebCT to replace tutorial, seminar and laboratory sessions insofar as it:

AMENDED
03/2005

i) Removes the critical personal interaction with fellow peers and professors;

AMENDED
03/2008

ii) Works to diminish the participation level of students who lack technological skills and/or access to appropriate technology; and

iii) Threatens the quality of education being received by students;

The Association acknowledges that exceptions are required for situations pertaining to distance education and other similar programs where students cannot physically attend live sessions;

The Association calls upon Trent University to ensure that online course tools such as WebCT are not used to replace tutorial, seminar, or laboratory sessions, but used only as an optional alternative or to supplement such sessions.

Online Registration

ADOPTED
03/2003

The Association opposes making the process of registration entirely online and encourages Trent University to offer alternative methods of registration.

AMENDED
03/2005

AMENDED
03/2008

Opposition to Zoom Media

ADOPTED
12/2000

Preamble

Zoom Media represents just one way in which education is being commercialized. Trent University entered into a contract with Zoom Media in the spring of 2000, despite minimal consultation with students and strong warnings from student union officials. Within the first week of the contract, ads were spray-painted, smashed, and forcibly removed by individuals opposing corporate advertising on campus. Four years later, the corporate ads that formerly appeared in washroom stalls, cafeterias, and hallways had been removed because Zoom was losing money due to the vandalism.

AMENDED
01/2004

AMENDED
03/2006

AMENDED
03/2008

Policy

The Association opposes any partnership between Trent University and the Zoom Media corporation. In the event that a partnership does exist, the Association opposes any extension of the agreement with the Zoom Media corporation.

The Association opposes any similar corporate or leasing agreements on Trent University's campuses.

Public Education and Public Universities	ADOPTED 11/2001
The Association supports the development, maintenance and enhancement of a strong public education system at all levels of instruction.	AMENDED 11.2004
Private, for-profit universities and college degree-granting programs threaten to undermine the integrity of university degrees. Furthermore, private, for-profit universities threaten to significantly increase fees associated with post-secondary education, and strain funding resources available to public universities.	AMENDED 02/2005
	AMENDED 03/2008
The Association is opposed to and will work to prevent the establishment of private, for-profit universities.	
Relations with Peterborough	ADOPTED 10/2001
The Association believes that Trent University has benefited since its inception from an amiable relationship with the citizens and residents of Peterborough.	AMENDED 10/2004
The Association believes that the educational experience of Trent students is enriched by the close relationship which they maintain with the civic, athletics, artistic, recreational, spiritual, social and other organizations and communities of the City of Peterborough.	AMENDED 02/2005
	AMENDED 03/2008
The Association will work to maintain the presence of Trent students in the life of the Peterborough community and opportunities for students to reside and participate in that community.	
Senate Seats	ADOPTED 02/2000
The Association condemns the Trent University Senate for the removal of the Association's three senate seats.	AMENDED 03/2003
The Association is committed to actively working to regain the three lost senate seats.	AMENDED 03/2005
	AMENDED 03/2008
Student Loans and Parental Resources	ADOPTED 10/1999
The Association recommends that the provincial and federal governments find better ways to identify non-supportive parents.	AMENDED 12/2001
The Association recommends that the assessment of parental resources be based on a percentage of total discretionary family income without a mandatory minimum contribution.	AMENDED 01/2002
The Association recommends that the assessment of parental resources better reflect the individual circumstance faced by families from different regions or provinces.	AMENDED 02/2005
	AMENDED 03/2008
The Association recommends that the needs-assessment process require a smaller financial contribution from parents.	
The Trent Environment	ADOPTED 03/2001
The Association is committed to the following interconnected environmental principles and strives to work towards their recognition and implementation within both the Association and the wider University community:	AMENDED 02/2004
	AMENDED

- i. The practice of responsible energy management through reduced consumption and the encouragement of energy efficiency;
- ii. The protection, conservation and enhancement of the natural (i.e. The Trent Nature Areas) and cultural heritage on campus and other University sites;
- iii. The creation of a high-quality working and learning environment through the discouragement of litter, noise pollution, poor air quality, and appropriate lighting conditions;
- iv. The encouragement of the use of public transport and the provision of accessible facilities for the differently-abled, pedestrians, cyclists, and other forms of alternative transportation;
- v. The choice of products and suppliers which minimize negative environmental impacts (Subject to necessary budgetary constraints);
- vi. The minimization of waste by reduced consumption with minimal packaging and the development of effective waste management and recycling procedures, including composting and hazardous waste management (batteries, ink cartridges, etc.);
- vii. The avoidance of the unnecessary use of hazardous materials and processes, and the taking of all responsible steps to prevent damage to either public or ecological health where such materials are in essential use;
- viii. The enhancement of environmental awareness among Association members and among other Trent community members;
- ix. The imbedding of environmental sustainability into the design, maintenance, and use of its buildings and areas;
- x. Full adoption and implementation of the Trent University Environmental Policy (April 1999);
- xi. The continued monitoring and audit of Association and Trent University environmental policies and practices.

03/2005

AMENDED
03/2008

University Autonomy

ADOPTED
10/2000

Trent University stands unique amongst Ontario universities in its aim of providing high-quality liberal arts and sciences education in an interdisciplinary context with attention to the holistic education of the individual student.

AMENDED
02/2004

Universities and colleges of applied arts and technology have distinct objectives and mandates which are best accomplished independently and reciprocally.

AMENDED
03/2005

The mandate of Trent University would necessarily be compromised through amalgamation of the university or its faculty or administration with another university or college institution.

AMENDED
03/2008

The Association supports and will work to ensure the full autonomy of Trent University as a necessary condition for the attainment of the goals, purposes and mission of the university.

University Residences

ADOPTED
11/2001

As a result of the unique role of Trent's college system, the residences of Trent have an integral place in the academic, educational and social life of Trent students.

AMENDED
11/2004

The Association supports the maintenance of university residences, which are owned and operated for the benefit of students and of the collegiate life of the university rather than for private profit.

AMENDED
02/2008

The Association supports the integration of residential facilities as parts of colleges in close proximity to common spaces, professor's offices, administrative offices and classrooms, in keeping with the collegiate tradition of Trent.

The Association supports the provision of services related to residences and residential colleges including donning, administrative, academic, custodial and maintenance work through university staff faculty and students.

The ownership or operation of student residences by private corporations aimed at generating private profit risks compromising Trent's unique college residential system.

The Association will therefore work against attempts to permit private corporations to operate or own student residences at Trent.

Where Trent students live in privately-owned or operated residences the Association will work to ensure protection of the rights of students as tenants under the appropriate landlord-tenant legislation.

User-Tuition Fees

ADOPTED
03/1998

Preamble

Education is a fundamental right of every human being without distinction of race, gender, age, religion, sexual orientation, political belief, economic, and social condition. User fees, in the form of tuition fees and ancillary fees constitute a barrier to post-secondary education.

AMENDED
02/2004

AMENDED
03/2008

In 1948, the Government of Canada signed the Universal Declaration of Human Rights that states, "Everyone has the right to education". In 1976, Canada signed the International Covenant on Economic, Social and Cultural Rights that states, "Higher education shall be made equally accessible to all, on the basis of capacity, by every appropriate means, and in particular by the progressive introduction of free education".

The cost of post-secondary education and increasing debt levels are significant factors in the decision students make about whether or not to continue their studies beyond high school. It should be recognized that students from low-income backgrounds are much more likely to be affected by financial issues when deciding whether to pursue post-secondary education. It should also be recognized that these financial barriers disproportionately affect traditionally marginalized groups in our society including but not limited to: first nations people, women, people of color, queer identified people, differently-abled people and immigrants.

Students participating in post-secondary education may face considerable financial barriers including housing, transportation, and user fees. In addition, many students may forgo job earnings to attend a postsecondary institution. Of these, user fees account for the greatest up-front, universal barrier to obtaining a post-secondary education in Canada.

It is the responsibility of governments to fully fund post-secondary education. In the absence of adequate funding, post-secondary institutions often rely on private sources, such as user fees.

Policy

The Association believes that a universally accessible post-secondary education system will only be achieved once financial barriers to obtaining that education are eliminated. In particular, this requires that postsecondary education be entirely publically funded, user fees be rendered non-existent, and

that students have access to student financial assistance for living expenses in the form of non-repayable grants.

In the case where tuition fees do exist, the Association supports their elimination beginning with tuition fee freezes, followed by reductions. The Association opposes the differentiation of fees on the basis of program, country or province of origin, student status, or for any other reason.

The Association opposes the justification that increased student financial assistance can offset the effects of higher tuition fees. In particular, the Association opposes any form of income contingent student loan repayment schemes, as they are designed to facilitate a system of individual user fees in which students pay the full cost of post-secondary education, and invariably result in massive tuition fee increases.

Section IV

Executive and Staff Plan

Approved at the Board of Directors on April 5, 2013

Trent Central Student Association

Office Plan 2013-2014

*Appendix I

**Appendix II

EXECUTIVE MEMBERS (3)

Executive honoraria shall increase each year by the Consumer Price Index (CPI) as determined by Statistics Canada.

Position Title:

PRESIDENT

Honoraria & Work Term:

\$23,660/year (\$13/hr)

Incoming four week shadow period**

\$227.50/wk

17.5 hrs/wk

Remainder of term (Including exam periods and reading weeks)

\$455.00/wk

35 hrs/wk (minimum of 10 hours in the TCSA office)*

10 days paid vacation during summer

10 days paid vacation during winter break

3 paid sick days during summer

Description Summary:

- Be ultimately responsible for the overall functioning of the Association.
- Prepare and recommend to the Board of Directors an operating budget for the Association.
- Be responsible for the review of existing services and acquisition of new services for the Association.
- Be responsible for all communications of the Association.
- Be responsible for the due observance of the Association's By-laws, Operating Resolutions and Policy Resolutions.
- Create and maintain coalitions with groups on campus such as but not limited to the Ontario Public Service Employees Union, the Canadian Union Public Employees, and the Trent University Faculty Association.
- Attend the proceedings of the Trent University Board of Governors and report to the Board of Directors on those proceedings as well as being responsible for establishing and maintaining relations with members of the Board of Governors.
- Maintain open communication and active ties with local city councillors, local members of parliament and local members of the Ontario Legislature.
- Be responsible for the production of the Executive Committee Strategic Plan on an annual basis.
- Ensure that all money controlled or allocated by the Board is used for and does not exceed the purposes or amounts that were designated.
- Be the primary contact between the Association and the university administration.

- Chair the Standing Committee on Finance.
- Chair the Standing Committee on Organisational Review and Development.
- Consult, through available channels, with the Presidents of the College Cabinets, Trent Part-time Student Association, the Graduate Student Association and the Trent in Oshawa Student Association on matters of mutual concern.
- To organise the annual transition between the outgoing and incoming executive committees.
- Have the authority to appoint members of the Board to the Association Standing Committees subject to approval by the Executive Committee,
- Call emergency meetings of the Board of Directors, in conjunction with the by-laws.
- Sit, ex officio and non-voting on all Standing Committees on which the President does not already have a position.
- Act as, or ensure the appointment of a Chief Electoral Officer.
- Act as Deputy Speaker.
- Act as the chief spokesperson for the Association.

Reports to:

Board of Directors

Training:

The outgoing President must work full hours during the Shadow Period with the incoming President.

Other Notes/Benefits:

Should the President be considered a part-time student by Trent University due to course load during the fall and winter academic terms, the Association shall also provide such funds as are required for the President to obtain such amenities as are offered to full-time students.

The President shall be enrolled in no more than the equivalent of three and one half full credits between the months of September and April of his or her term.

Position Title:

VICE PRESIDENT CAMPAIGNS AND EQUITY

Honoraria & Work Term:

\$16,640/year (\$13/hr)

Incoming four week shadow period**

\$130/wk

10 hrs/wk

Summer months (May-August)

\$455/wk @ 16 wks

35 hrs/wk

Remainder of term (including exam periods and reading weeks)

\$260/wk @ 36 wks

20 hrs/wk (10 hours in the TCSA office)*

10 days paid vacation during summer

10 days paid vacation during winter break

3 paid sick days during summer

Description Summary:

- Co-Chair the Campaigns and University Affairs Committee, with the Vice-President University and College Affairs, in the organisation of at least one social, campaign, or educational activity per month during the academic year on behalf of the Association, including but not limited to guest speakers, lectures, trips, shows, films, and other such events and activities deemed appropriate by the Standing Committee.
- Organise the Association's efforts and role in Orientation activities, including ISW, Welcome Back Week and Frost Week.
- Work to increase engagement of students in the political process.
- Sit on the Executive Committee of the Ontario Component of the Canadian Federation of Students as the Local 71 Representative.
- Seek to coordinate the affairs of the Association with levy groups.
- Maintain reasonable contact with other post-secondary institution's students unions.
- Coordinate with action based groups on campus and community groups.
- Support the Association's Equity Commissioners in the organisation of issues campaigns of interests to students, where possible in conjunction with external organisations.
- Work with campus and community partners to work towards a campus free from racism, sexism, homophobia, transphobia and other forms of oppression.
- Coordinate delegations to national and provincial general meetings of the Canadian Federation of Students.
- Be the principle organiser of campaigns and lobby efforts led by the Association and develop a Campaigns, and Media Relations Strategy to be presented to the Board of Directors for approval no later than its first meeting in October that shall include at least one major campaign regarding issues of accessibility to and funding for post-secondary education.

Reports to:

Board of Directors

Training:

Outgoing Vice President must work full hours during Shadow Period with incoming Vice President Campaigns and Equity.

Other Notes/Benefits:

Should the Vice President Campaigns and Equity be considered a part-time student by Trent University due to course load during the fall and winter academic terms, the Association shall also provide such funds as are required for the Vice President Campaigns and Equity to obtain such amenities as are offered to full-time students.

Position Title:

VICE PRESIDENT UNIVERSITY AND COLLEGE AFFAIRS

Honoraria & Work Term:

\$16,640/year (\$13/hr)

Incoming four week shadow period**

\$130/wk

10 hrs/wk

Summer months (May-August)

\$455/wk @ 16 wks

35 hrs/wk

Remainder of term (including exam periods and reading weeks)

\$260/wk @ 36 wks

20 hrs/wk (10 hours in the TCSA office)*

10 days paid vacation during summer

10 days paid vacation during winter break

3 paid sick days during summer

Description Summary:

- Co-Chair the Campaigns and University Affairs Committee, with the Vice President Campaigns and Equity, in the organisation of at least one social, campaign, or educational activity per month during the academic year on behalf of the Association, including but not limited to guest speakers, lectures, trips, shows, films, and other such events and activities deemed appropriate by the Standing Committee.
- Organise the Association's efforts and role in Orientation activities, including ISW, Welcome Back Week and Frost Week.
- Shall represent the Association on but not limited to relevant university committees and taskforces concerning the colleges, residences, food and licensing.
- Liaise between the Colleges of Trent and the Association in regards to campaigns, programming and concerns.
- Sit on the Colleges and Student Services Committee as the Association's representative.
- Recruit and coordinate the Association's representatives on university advisory committees, committees of Senate, and wherever the Association has student seats, for approval at the Executive Committee.
- Attend the proceedings of the Trent University Senate and report to the Board of Directors on those proceedings.
- Investigate and address curriculum concerns through the existing channels, and where none exist through the lobbying of new policies.
- Oversee the Clubs and Event Funding service of the Association, including Clubs and Groups Day, registration, event and club funding and workshops.

Reports to:

Board of Directors

Training:

Outgoing Vice President must work full hours during Shadow Period with incoming Vice President Campaigns and Equity.

Other Notes/Benefits:

Should the Vice President Campaigns and Equity be considered a part-time student by Trent University due to course load during the fall and winter academic terms, the Association shall also provide such funds as are required for the Vice President Campaigns and Equity to obtain such amenities as are offered to full-time students.

STAFF POSITIONS (12)

FULL TIME PERMANENT STAFF (1)

Position Title:

OPERATIONS MANAGER AND BENEFITS ADMINISTRATOR

Wage & Hours:

\$63,220/year

(CPI increases with Executive turnover)

35 hrs/wk

Work Term:

10 days paid vacation during the winter break

20 days paid vacation during the summer

5 paid sick days/year

Description Summary:

- The Operations Manager is responsible for the hiring, management, and supervision of all full and part-time staff of the Association and for applying for TWSP and Canada Work Study grants.
- Provides advice, support and assistance to the elected members of the Executive Committee and the Board of Directors.
- Responsible for assisting with the setting of annual goals and objectives. In addition, in conjunction with the President, the Operations Manager will help with the financial protocols and accountability measures of the corporation, and be responsible for the day-to-day supervision of internal operations, finances and human resources including payroll/honoraria tracking, and tax remittance.
- Publish the reviewed financial statements of the Association each year, prior to their approval at the Annual General Meeting, where possible;
- Work with the bookkeeper and accountant to prepare annual financial statements and be responsible for their presentation at the Annual General Meeting of the Association.
- Ensure adequate corporate records are maintained, including but not limited to minutes, letters patent, and financial statements.
- Management and upkeep of the Student Benefits Plan including opt-in, opt-out, and add-on procedures during the September window, as well as data management, and communication of student information pertaining to the Benefits Plan.
- Responsible for the management of Association services including the coordination of Transit and front desk operations.

Reports to:

Executive Committee

Board of Directors

Training:

Suggested maximum possible overlap, with outgoing Operations Manager, during summer months where possible. Training with respect to the main office, TCSA services, and other policies and procedures of the Association. Training and orientation regarding staff and financial day-to-day management.

Other Notes/Benefits:

Parking or Bus Pass

Extended Health and Dental benefits package for employee and spouse/dependents
Trent University AC Membership
Equivalent one Trent University course credit/year in discretionary funds
5% yearly contribution to a RRSP
Arrangements made for overtime and lieu time

PART-TIME STAFF (11)

Position Title:

PUBLICATIONS AND SPONSORSHIP COORDINATOR (1 academic year and 1 summer)

Wage & Hours:

\$11.00/hr
(CPI increases with Executive turnover)

Work Term:

10 hrs/wk September – April (36 wks)
4% vacation pay on gross
2 wks unpaid vacation during the winter break
3 paid sick days or shifts

30 hrs/wk May – September (16 wks)
5 paid vacation days
3 paid sick days or shifts

Description Summary:

- Oversee the solicitation of sponsorship and advertising for required TCSA directives including but not limited to the student handbook, whiteboard calendar, ISW, Frost Week, Dionysus, etc.
- Plan and facilitate revenue generating and fundraising activities, events, and campaigns.
- Organize and oversee Vendor Fay and the Vendor Program.
- Maintain electronic database of advertisers and sponsor.

Reports to:

Operations Manager
Executive Committee

Training:

Training and instructions in regards to the Association's partnership agreements with Trent University, the Main office, services and other policies and procedures of the Association. Orientation and goal settings regarding event planning and management, revenue generation, and fundraising

Other Notes/Benefits:

Attempts to secure TIP subsidies and TWSP grants where possible

Position Title:

OPERATIONS ASSISTANT (1)

Wage & Hours:

\$11.00/hr
(CPI increases with Executive turnover)
30 hrs/wk

Work Term:

May - September (16 wks)
5 days paid vacation
3 paid sick days or shifts

Description Summary:

- Assist the Operations Manager with all event and service related initiatives of the Association including front desk services and the administration of the Health & Dental Benefits Plan; order entry, data organizing, preparation for student information, creation of forms, etc.
- Oversee production of Safer Sex Kits; contact suppliers, produce labels, and assemble kits.
- Assist the Operations Manager and Bookkeeper with maintaining financial documents for order entry.

Reports to:

Operations Manager

Training:

General orientation to the Association's structure, services, programs, practices, policies, suppliers and procedures. Comprehensive training with the Operations Manager regarding the Student Benefits Office, staff relations, and office/service management.

Other Notes/Benefits:

Attempts to secure Canada Summer Jobs subsidy (Human Resources Department of Canada)

Position Title:

FRONT DESK RECEPTION (5)

Wage & Hours:

\$11.00/hr
(CPI increases with Executive turnover)
8-10 hrs/wk

Work Term:

September - April (36 wks)
2 wks unpaid vacation during the winter break
4% vacation pay on gross
3 paid sick days or /shifts

Description Summary:

Answer telephones/general inquiries, distribute mail, and assist students with ISIC cards, consignment book sales, GO tickets and Benefits Plan questions. Check-in vendors. Maintain a clean office space, open/close office, balance float and other tasks as assigned.

Position Specific:

Operations Assistant (1): 8 hours as reception, 2 as Operations Assistant: Assist the Operations Manager

with all events and services related initiatives of the Association including the consignment book program, ISIC's, GO tickets reconciliation etc; order entry, data organizing, filing, answering student inquiries.

Consignment Books Coordinator (2): Alphabetize books, maintain filing system, enter incoming books into database, update database when books sell/expire, complete cheque requisitions for sold books and forward to Operations Manager, contact students when cheques are ready to be picked-up, maintain supplies.

Board Secretary (1): 8 hours as reception, 2 as Board Secretary: Responsible for attending all TCSA Board, Annual, and Semi Annual meetings, recording attendance and minutes of meetings (motions, movers etc.), distribute minutes, agenda (provided by President) and reports (provided by directors/executive) to members of the Board and file in the main TCSA office.

Reports to:

Operations Manager
Executive Committee

Training:

General orientation to the Association's structure, services, programs, practices, suppliers and procedures.
General office training session in August.

Other Notes/Benefits:

Attempts to secure TIP subsidies and TWSP grants where possible

Position Title:

BENEFITS ASSISTANT (1)

Wage & Hours:

\$11.00/hr
(CPI increases with Executive turnover)
10 hrs/wk

Work Term:

September - April (36 wks)
2 wks unpaid vacation during the winter break
4% vacation pay on gross
3 paid sick days or shifts

Description Summary:

Assist the Operations Manager with the administration of the Health & Dental Benefits Plan; order entry, data organizing, preparation for student information, creation of forms, posters, and booklets as well as answering email and phone queries. Assist members with completing claim forms and submitting claims to agent.

Reports to:

Operations Manager
Executive Committee

Training:

General orientation to the Associations structure, services, programs, practices, suppliers and procedures.

General office training session in August.

Other Notes/Benefits:

Attempts to secure TIP subsidies and TWSP grants where possible

Position Title:

CLUBS AND CAMPAIGNS COORDINATOR (1)

Wage & Hours:

\$11.00/hr

(CPI increases with Executive turnover)

8-10 hrs/wk

Work Term:

September - April (start August where possible)

2 wks unpaid vacation during the winter break

4% vacation pay on gross

3 paid sick days or /shifts

Description Summary:

Clubs: Assist the Vice President University and College Affairs with the management of Clubs and Groups including; distribute and review registration packages, create photocopy/fax tracking sheet, create/maintain electronic database, update C&G info on TCSA website, create mailboxes/distribute mail, answer inquiries, respond to emails regarding C&G's and maintain paper filing, sit on funding committee. Plan and execute Clubs & Groups events including a year-end Gala and a Winter Clubs & Groups Day.

Campaigns: Assist the Vice President Campaigns and Equity with the organisation of at least one social, campaign, or educational activity per month during the academic year including but not limited to guest speakers, lectures, trips, shows, and films.

Reports To:

Vice President University and College Affairs

Vice President Campaigns and Equity

Operations Manager

Training:

General orientation to the Association's structure, services, programs, practices, and procedures.

Other Notes/Benefits:

Attempts to secure TIP subsidies and TWSP grants where possible

Position Title:

COMMUNICATIONS COORDINATOR (1)

Wage & Hours:

\$13.00/hr

(CPI increases with Executive turnover)

Work Term:

May 1 – April 30
30 hrs/wk
10 days paid vacation during winter break
10 days paid vacation during summer
5 sick days per year

Description Summary:

- Communicate with students and the community all news and upcoming events and campaigns through the TCSA website, posters, MyTrent, email, Facebook, Twitter etc.
- Work with the staff and executive to write all communications including, but not limited to: all subject matter in advertising materials, newsletters, website, and any other information to go out to the public.
- Write communications by request of, and on behalf of the Executive Committee
- Create a set of policies and brand standards regarding the general structure and guidelines of any written document (including the TCSA website), including format, grammar and tone, logos, colours and fonts. Revise any current materials for newly created standards and policies.
- Liaise with TCSA executive to ensure transparency of communications aims and to propose potential ideas to market aspects of TCSA's services.
- Liaise with Marketing and Communications Office at Trent University to have all pertinent TCSA updates/information posted in a timely manner. This would include myTrent portal postings as well as ensuring all TCSA events are included on the Trent University website calendar.
- Face-to-face membership engagement.
- Creation of organizational standards for all communications materials to be stored on the server under specific guidelines such as date, subject, etc.
- Attend and document TCSA events where possible.
- Approximate suggested breakdown of time split: 40% materials production, 30% social media and digital communication, 20% face-to-face and 10% attending events.

Training:

Minimum two-week shadow period with outgoing Communications Coordinator. General orientation to the Association's structure, services, programs, practices, and procedures.

Other Notes/Benefits:

- Transit pass
- Benefits package

Position Title:

TCSA NEWS REPORTER (1)

Wage & Hours:

\$11.00/hr
(CPI increases with Executive turnover)

Work Term:

September – April
4% vacation pay on gross
12 Arthur issues/semester
24 total pay weeks

Description Summary:

With the direction of the Executive, produce weekly articles (800 words) for campus news sources.
Conduct interviews and research independent of the TCSA to develop well rounded articles.

CONTRACT HONORARIA STAFF (4)

Position Title:

BOARD SPEAKER (1)

Wage & Hours:

\$1200 honoraria paid at end of term in office

Work Term:

September – April (until establishment of the Association's Summer Committee in spring of 2011.

Description Summary:

Chair all meetings of the Board of Directors; monitor attendance and participation of directors, and communicate any concerns to the Executive Committee; act in accordance with the Association's by-laws and standing resolutions; additional responsibilities may be assigned in accordance with the provision of the Association's by-laws.

Reports To:

President
Operations Manager

Training:

General orientation to University and Associations structures; training on Roberts Rules of Order.

Position Title:

CHIEF ELECTORAL OFFICER (1 fall and 1 spring)

Wage & Hours:

\$600 honoraria/election, paid upon ratification of elections.

Work Term:

Fall and Spring elections.

Description Summary:

Responsible for the organization, promotion, coordination and oversight of the entire elections process for the Association's spring and fall elections.

The CEO is required to work in conjunction with the Deputy Chief Electoral Officer and the Association's Elections Oversight Committee, as appointed by the Board of Directors. The CEO is required to make regular oral reports to the Board of Directors as well as produce a complete written report at the end of the elections process. The CEO must remain completely impartial during the elections and referendum process.

Reports To:

President
Operations Manager

Training:

General orientation to the Association's by-laws and policies.

Position Title:

EVENT PLANNER (1 for Introfest and 1 for Dyonisus)

Wage & Hours:

\$600 honoraria paid for each event.

Description Summary:

Responsible for the organization, planning and execution of both Introfest and Dyonisus, on the direction of the Executive. Specific tasks to include, but not limited to, organizing and booking a site, stage, sound and performer(s). Responsible for producing a report to the Board of Directors outlining a proposed budget, actual, barriers encountered and suggestions moving forward.

Reports To:

President
Operations Manager

Description Summary:

GENERAL LABORERS

Wage & Hours:

\$800 allocated for the 2013-2014 fiscal year. Exact hours and hourly wage TBD.

Description Summary:

To assist in the operations of the Association as needed and directed by the Executive and Operations Manager.

Reports To:

President
Operations Manager

Appendix I

EXECUTIVE MEMBERS

All Executive Members, in addition to that stated in the Staff Plan, shall:

Attend meetings of the Executive Committee;

Hold, at minimum, an additional ten (10) office hours per week in the Association head office that shall be publicized as per the by-laws of the Association;

Attend and assist with all major events and initiatives of the Association;

Advice, assist, and encourage the members of the Board of Directors in the carrying out of their various duties;

Be a member of the Association's Introductory Seminar Week staff;

Endeavour to become intimately acquainted with all aspects of the functioning and operation of the Association;

Assist members who approach the Association with academic or other problems relating to Trent University; and when necessary, acting in the capacity of advocate on behalf of individual members to appropriate university bodies, committees, administrators, or persons;

Be an example of good leadership to the Board of Directors at all times;

Establish a year strategic plan to be approved annually by the Board of Directors by June of their term in office;

Endeavour to gain student representation on Trent University Committees where it is non-existent or where students are under-represented.

Appendix II

Shadow Executive

Upon ratification of the Spring General Elections results, the Shadow Executive shall begin transition with the current Executive.

The Shadow Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate Operating Resolution.

Until the date of turnover, no member of the Shadow Executive shall have a vote at meetings of the Board of Directors unless he or she is currently a voting director.

Members of receive no additional honoraria.

Section V

Appendix

Roberts Rules of Order at a Glance

How to Write Policy and Operating Resolutions

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	Point of information.	YES	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 the consideration of this motion.	YES	NO	NO	NO	2/3 majority
Consider something out if its scheduled order	I move that the agenda be amended in order to deal with the following item...	NO	YES	NO	NO	2/3 majority
Overturn the ruling of the chair	I challenge 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	YES	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	YES	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 required, chair rules
Recess the meeting	I move that the meeting recess until...	NO	YES	Only to time	NO	Majority
End the meeting	I move that the meeting adjourn.	NO	YES	NO	NO	Majority

How to Write Policy and Operating Resolutions

During your time on the Board of Directors of the Trent Central Student Association you are not necessarily expected to write policy or operating resolutions, but you may decide that you want to, and you will definitely have to review resolutions that other Board members ask the Board to consider. As you participate in policy development, it will help you to know and keep in mind how policy is written.

When writing policy, remember WHY you are writing it. You want to:

- Clarify the beliefs and values of the organization
- Ensure that these beliefs and values are understood and acted upon
- Provide a sense of purpose and direction
- Ensure that the organization is being guided by its mission statement
- Ensure that expectations are clearly understood

Remember what the broad values of the organization are. When writing individual policies keep the goals and aims of the rest of the policies in mind. One policy should not contradict another.

Before writing the policy:

- Make sure you understand the current policy on that issue, if there is one
- Know the context. How does this issue relate to the organization, the membership, the community?
- Know your mission statement
- Have a vision of what you want this policy to achieve

To write a policy:

- Clearly name the issue at hand
- State the goal or the objective of the policy
- State where the organization stands on the issue
- In the case of an operating resolution, state how the policy should be achieved (outline the procedures to be followed)

Remember:

- Be brief and concise
- Avoid jargon or academic language; you want people to be able to read it!
- If you must use confusing terms, define them clearly
- Use the present tense
- Use active words: “do this” rather than “don’t do this”
- Policy should be clear and specific, but should take into account the variety of situations it might be applied to
- Policy should be timeless

Understanding By-Laws and Policy

One of the ways that organizations and Boards of Directors carry out their functions is to make decisions about how the organization will be run and then write policies to communicate their decisions to staff, clients, volunteers and members.

What is a By-Law?

A By-Law is a rule set out to govern the organization, which everyone in the organization must adhere to. Because By-Laws are required in order to become an incorporated entity, By-Laws are also legal documents and must conform to the Ontario Corporations Act.

The membership of an organization votes on any changes to By-Laws, and the Board of Directors must make sure that any policies they write or decisions they make are in line with them. They are different from policy in that By-Laws deal with broad issues and values concerning the governance of the organization, while operating policies deal with more specific rules that apply to the day-to-day functioning of the organization.

New By-Laws or changes to existing By-Laws must be approved by a 2/3 majority vote of a meeting of the membership.

What is Policy?

Policy created by a Board of Directors can take different forms. The Trent Central Student Association uses a model whereby there are two different kinds of Policy with different functions and purposes. These are separated into two categories: Operation Resolutions and Policy Resolutions.

Policy Resolutions

Policy Resolutions are documents that outline the specific values and shared beliefs of the organization. For example the Trent Central Student Association has Policy Resolutions on a broad range of issues, such as Tuition User Fees and University Autonomy.

Policy Resolutions are important because by defining what the TCSA stands for as an organization it governs what the members of the Board of Directors can say on issues covered in the organization's policy when speaking publicly on behalf of the Association or to media. Policy Resolutions must be approved by a 2/3 majority vote of the Board of Directors.

Operating Resolutions

Operating Resolutions are documents that outline the details of how the organization will function in a specific area of the operations. They may outline how a committee of the Board will function or the process that will take place for hiring an employee.

Operating Resolutions are important because they provide a standard to which the organization must conform and a consistency of practice. Operating Resolutions must be approved by a 2/3 majority vote of the Board of Directors.



Trent Central Student Association

Local 71 - Canadian Federation of Students

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