

# Council Policies Proposed Amendments

Prepared for March 20th 2020



Victoria University Students' Administrative Council

## **Council Policies**

Revised [March 2020](#)

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# Proposed Amendment #1

Chapter 1, Section A

**Original:**

- A. The Council Policies shall contain all policies of the Victoria University Students' Administrative Council in accordance with the Constitution.

**Proposed Amendment:**

- A. The Council Policies shall contain all policies of the Victoria University Students' Administrative Council ([VUSAC](#)) in accordance with the Constitution.

Rationale:

To use the acronym VUSAC at the beginning of the document for clarity throughout the rest of the document.

## Proposed Amendment #2

### Chapter 2, Section 1

#### **Original:**

##### Section 1: Non-Victoria College Student Membership

- a) A University of Toronto student who is not a student of Victoria College may become a member of the Victoria College Union (VCU) as defined in the VUSAC Constitution by paying the appropriate student levies.
  - i. The levies include the VUSAC levy and the Student Services Fee. These levies must be paid in full for a student to gain VCU membership.
  - ii. The non-Victoria College Student who pays these levies is considered a Victoria College student only insofar as the VUSAC and its affiliate organizations are concerned.
  - iii. The non-Victoria College student who pays these levies can vote in VUSAC elections and may hold any VUSAC position.
- b) The Council shall oversee the implementation of this Policy. All disputes regarding membership shall be referred to the Executive and all decisions are final.
- c) The Council reserves the right to suspend new memberships and to review this Policy pending a majority vote.

#### **Proposed Amendment:**

##### Section 1: Non-Victoria College Student Membership

- a) A University of Toronto student who is not a student of Victoria College may become a member of the Victoria College Union (VCU) as defined in the VUSAC Constitution by paying the appropriate student levies.
  - i. **The student must pay all mandatory Victoria College Student Fees to gain VCU membership**
  - ii. The non-Victoria College Student who pays these levies is considered a Victoria College student only insofar as the VUSAC and its affiliate organizations are concerned.
  - iii. The non-Victoria College student who pays these levies can vote in VUSAC elections and may hold any VUSAC position.

#### **Rationale:**

i: Accommodates the Student Choice Initiative, or any similar policy that may affect student life based on the fees that are paid. A VCU student is anyone who pays the mandatory fees.

b/c: Membership should be given to any student that pays their fees and the VUSAC should not reserve the right to remove VCU membership

## Proposed Amendment #3

Chapter 3, Section 1, subsection g) iii.

### **Original:**

g)iii. Payments shall be made on all VUSAC Commissions based on budgets as determined at the Budget Meeting.

### **Proposed Amendments:**

g) iii. Reimbursements shall be made to all VUSAC members based on budgets for their respective positions, as determined at the Budget Meeting.

### **Rationale:**

Clarifies that VUSAC runs on a system of reimbursement, not payment, and that funds are approved beforehand at the Budget meeting.

## \*Proposed Amendment #4

### Chapter 3, Section 2

#### **Original:**

#### Section 2: Levy Funds

- a) Every levy receiver must include a budget line entitled 'alcohol', with regard to all alcohol expenditures, and must be approved by the Council in tandem with the Dean's Office and in accordance with the Victoria University Alcohol Policy. No money can be spent above the amount approved for alcohol.
- b) Levy funds shall be distributed as follows:
  - i. The VCAA shall receive a levy based on \$6.00 for each full time student and \$3.33 for each part time student registered at Victoria.
  - ii. The Strand shall receive a levy based on \$6.00 for each full time student and \$1.70 for each part time student registered at Victoria.
  - iii. The Cat's Eye shall receive a levy based on \$4.00 for each full time student and \$2.00 for each part time student registered at Victoria.
  - iv. The ACTA Victoriana shall receive a levy based on \$3.25 for each full time student and \$1.75 for each part time student registered at Victoria.
  - v. The WUSC Committee shall receive a levy based on \$5.00 for each full time and \$4.00 for each part time student registered at Victoria.
  - vi. The Vic Yearbook Committee shall receive a levy based on \$1.75 for each full time student and \$1.00 for each part time student registered at Victoria.
  - vii. The VCDS shall receive a levy based on \$6.50 for each full time student and \$3.25 for each part time student registered at Victoria.
  - viii. Caffiends shall receive a levy based on \$0.25 for each full time student and \$0.25 for each part time student registered at Victoria.
  - ix. VicPride! shall receive a levy based on \$0.25 for each full-time student and \$0.10 for each part-time student registered at Victoria.
  - x. VISA shall receive a levy based on \$0.40 for each full-time student and \$0.40 for each part-time student registered at Victoria.
- c) Treasurers of levy receivers:
  - i. Shall close off their books and prepare statements of revenue and expenditures for January, as well as statements of revenue and expenditures for the year ending April 30th.
  - ii. Shall be required to present their books for review by the second Friday in January and the second Friday in April to the Vice-President Finance to be audited. They shall receive a report from the Vice-President Finance upon completion of each audit. This will allow the expenses of the levy receivers of the Council to be included in the final accounting of the VUSAC.
- d) All organizations found, as ratified by the Council, to be grossly misappropriating the funds allocated to them by the VUSAC shall not receive new funding until reimbursements have been made to the VUSAC.

## **Proposed Amendments:**

### **Section 2: Levy Funds**

- a) Levy funds shall be distributed as specified per academic year. Refer to the VUSAC Finance Chair and Finance Office for specific numbers.
- b) Council must be informed of the academic year's fee breakdown at the applicable Board of Regents Meeting.
- c) Treasurers of levy receivers:
  - i. Shall close off their books and prepare financial reports for January, as well as statements of revenue and expenditures for the year ending April 30th.
  - ii. Shall be required to present their books for review in January and in April to the Finance Chair to be audited.
  - iii. They shall receive a report from the Finance Chair upon completion of each audit. Once the audit has been completed and found satisfactory by the Finance Chair and Finance Office, the remaining 30% of the levy's budget will be released. This will allow the expenses of the levy receivers of the Council to be included in the final accounting of the VUSAC.

### **Rationale:**

- a) Was moved to section 3: expenditures because it outlines that while the VUSAC does allow money to be spent on bartending staff/drink service, they do not issue funding for alcohol purchases.
- b) Fees may change every year, so VUSAC members should refer to the finance chair to get the fee breakdown instead of requiring that the VUSAC changes Chapter 3 every year based on the fee breakdown.
- c) Gives clarification regarding the process of releasing levy funds, as levies must submit
- d) Also moved to expenditures, as this should include clubs as well

## \*Proposed Amendment #5

### Chapter 3, Section 3

#### **Original:**

##### Section 3: Expenditures

- a) All expenditures by the Vice-President Finance must be authorized by the Council.
- b) All cheques issued by levy receivers (excluding WUSC) must be signed by two authorized signing officers. The signing authority for the VUSAC and for all its constituent organizations shall be obtained from a bank through the Vice-President Finance prior to May 1st.
- c) Each treasurer shall record the receipts and expenditures acceptable to the Vice-President Finance and shall keep such records up to date.
- d) All contracts entered into by the VUSAC with terms exceeding one year must be signed by the President and Vice-President Finance and the contract must be voted on and approved by  $\frac{3}{4}$  of the Council.
- e) All proposed expenditures not included in the original budgets as ratified by the Council and in excess of the ratified budget figures for those items must be presented to the Council for ratification.

#### **Proposed Amendment:**

##### Section 3: Expenditures

- a) All expenditures by the **Finance Chair** must be authorized by the Council.
- b) All cheques issued by levy receivers must be signed by two authorized signing officers.
- c) **The signing authority for the VUSAC and for all its constituent organizations shall be obtained prior to May 1st for the President and after hiring for the Finance Chair. They are responsible for obtaining a letter from the Office of the Bursar to confirm the change in signing authority.**
- d) Each **organization** shall record the receipts and expenditures acceptable to the **Finance Chair** and shall keep such records up to date.
- e) All **financial** contracts entered into by the VUSAC with terms exceeding one year must be signed by the President and **Finance Chair** and the contract must be voted on and approved by  $\frac{3}{4}$  of the Council.
- f) All proposed expenditures not included in the original budgets as ratified by the Council and in excess of the ratified budget figures for those items must be presented to the Council for ratification.
- g) **All organizations found, as ratified by the Council, to be grossly misappropriating the funds allocated to them by the VUSAC shall not receive new funding until reimbursements have been made to the VUSAC.**

#### **Rationale**

- Overall, amended language to replace Vice President Finance with Finance Chair.

- All levy cheques, including WUSC, are signed by the VUSAC, so section 3b was amended accordingly.
- In 3c, we clarified who has signing authority and how and when it should be in place.
- 3d was amended from “treasurer” to “organization” as this entire section also applies to VUSAC Commissions, who typically do not have treasurers.
- 3g is new, extracted from section 2 as it is more applicable here.



## \*Proposed Amendment #6

### Chapter 3, Section 4

#### **Original**

##### Section 4: General Reserve Fund

- a) At the end of October, all funds in the current account of the Council in excess of \$2,000.00 shall be transferred to the General Reserve Account of the VUSAC.
- b) The Council may vote on any expenditures from the General Reserve Fund for any purpose that it deems fit, provided that it does not reduce the General Reserve Fund below \$2,000.00.
- c) Any club or organization may borrow from the VUSAC with the Council's approval given that Chapter 2 Section 4b) is upheld.

#### **Proposed Amendment:**

##### Section 4: General Reserve Fund

- a) At the end of **the Fall budgeting period**, all funds in the current account of the Council in excess of \$2,000.00 shall be transferred to the General Reserve Account of the VUSAC.
- b) The Council may vote on any expenditures from the General Reserve Fund for any purpose that it deems fit, provided that it does not reduce the General Reserve Fund below \$2,000.00.
- c) Any club or organization may borrow from the VUSAC **General Reserve Fund** with the Council's approval given that Chapter **3** Section 4b) is upheld.

#### **Rationale:**

The General Reserve Fund is the VUSAC Contingency fund. We updated the policy in 4a) to reflect the actual end of the budgeting period, which is not in October. **[further discussion as to when the budgeting periods are required]** Additionally, 4c) is amended to clarify that clubs can borrow from the General Reserve Fund, in accordance to Chapter 3 section 4b.

## Proposed Amendment #7

Chapter 3, Section 5 b and c

### Original:

- b) Structure of the Budget Steering Committee
  - i. The Budget Steering Committee shall consist of the following persons:
    - The Vice-President Finance, who shall be the chair
    - The President
    - The Vice-President External
    - One Councillor
    - Club Representative, as appointed by the Scarlet & Gold Commissioner
    - Levy Representative, as appointed by the Vice-President External
    - The Equity Commissioner, or the Equity Co-Chair as their designate, as a non-voting member
  - ii. The chair shall convene the meeting of the Budget Steering Committee when deemed necessary or when requested to do so.
  - iii. The Budget Steering Committee shall notify all groups that have their budget requests refused by the Committee and shall have them resubmit budgets.
- c) Structure of the VUSAC Budget Meeting
  - i. All Council members shall receive a copy of the budget one (1) week prior to the budget meeting.
  - ii. If the Council fails to ratify a particular budget, the budget is opened up to an item by item vote.
  - iii. If the Council fails to ratify a particular budget twice, the budget returns to the Budget Steering Committee for further consultation.
  - iv. The annual report of the Budget Steering Committee and any related documents shall be considered as official VUSAC documents and shall be filed for at least five (5) years before disposal.

### Proposed Amendment:

Section 5: Budget Process and the Budget Steering Committee

- b) Structure of the Budget Steering Committee
  - i. The Budget Steering Committee shall consist of the following persons:
    - a. The **Finance Chair**, who shall be the chair
    - b. The President
    - c. The Vice-President External
    - d. **Vice-President Student Organizations**
    - e. One Councillor
    - f. Club Representative, as appointed by the **VPSO**
    - g. Levy Representative, as appointed by the **VPSO**
    - h. The Equity Commissioner, or the Equity Co-Chair as their designate, as a non-voting member

- ii. The chair shall convene the meeting of the Budget Steering Committee **at least twice per budgeting period and** when deemed necessary, or when requested to do so **by a member of council**.
  - iii. The Budget Steering Committee shall notify all groups that have their budget requests refused by the Committee and shall have them resubmit budgets.
- c) Structure of the VUSAC Budget Meeting
- i. All Council members shall receive a copy of the budget one (1) week prior to the budget meeting.
  - ii. If the Council fails to ratify a particular budget, the budget is opened up to an item by item vote.
  - iii. If the Council fails to ratify a particular budget twice, the budget returns to the Budget Steering Committee for further consultation.
  - iv. The annual report of the Budget Steering Committee and any related documents shall be considered as official VUSAC documents and shall be filed for at least **seven (7)** years before disposal.

**Rationale:**

- Updating the policy to mention the Finance Chair and VPSO.
- Ensures that the Budget Steering Committee meets at least twice per period
- We also changed the filing time for finance-related documents from 5 years to 7, as that is the time that the Office of the Bursar is also required to keep their files.

## \*Proposed Amendment #8

### Chapter 4, Section 1

#### **Original**

##### Section 1: General Meetings

- a) A preliminary agenda must be made publicly available at least three days prior to the meeting, and a final version must be posted at least 2 hours prior to the meeting.
- b) Policies on proxies:
  - i. All proxies must be in writing.
  - ii. No person present may hold more than one proxy.
  - iii. No more than three proxies may be exercised at any single meeting.
  - iv. The Chair will accept proxies in the order of receipt.

#### **Proposed Amendment:**

##### Section 1: General Meetings

- a) A preliminary agenda must be made publicly available at least **four** days prior to the meeting, and a final version must be posted at least 2 hours prior to the meeting.
- b) **All members of the VCU will have speaking rights at General Meetings, including assessor and ex-officio members.**
- c) **Policies on proxies:**
  - a. **All proxies must be submitted to the chair by email at least 48 hours in advance.**
    - i. **Proxies issued within 48 hours of the meeting will be considered at the discretion of the Chair.**
  - b. **No person present may hold more than one proxy.**
  - c. **No more than three proxies may be exercised at any single meeting.**
  - d. **The Chair will accept proxies in the order of receipt.**

#### **Rationale:**

##### Clarity on:

- Dissemination of preliminary agenda: four days gives the chair more flexibility
- who has speaking rights at the VUSAC meetings
- assignation of proxies: having a time set in place gives the Chair more notice in case we do not reach quorum. Also, proxies are collected via email.

## \*Proposed Amendment #9

### Chapter 4, Section 2

#### **Original**

##### Section 2: Caucus Meetings

- a) The Vice-President External shall call at least three (3) caucus meetings per academic year. The caucus meeting shall act as a general Town Hall meeting for members of the VCU to discuss pertinent issues regarding student life at Victoria College and the University of Toronto. It is recommended that caucus meetings be held in September, November, and February.
- b) The Vice-President External shall invite all members of the caucus list to attend each caucus meeting. At each caucus meeting there should be at least:
  - i. Two representatives from each levy receiver;
  - ii. Two representatives from each residence building council and one from each floor/house council;
  - iii. Two representatives from VOCA;
  - iv. All Council members, including Councillors;
  - v. All student representatives on the Victoria College Council, Victoria University Senate, and Board of Regents;
  - vi. Two representatives from the Office of the Dean of Students;
  - vii. A writer from the Strand;
  - viii. All Victoria University Dons.
- c) All caucus meetings are chaired by the Vice-President External.
- d) Minutes shall be taken by the Secretary, and must be posted within one (1) week of said meeting's adjournment.
- e) The last caucus meeting shall be to review and solicit feedback on student services at the Victoria University including, but not limited to: Physical Plant, Conference Services, -EJ Pratt Library, the Registrar's Office, the Principal's Office, the Office of the Dean of Students, and Food Services. Minutes of this meeting should include a summary report to be available on the VUSAC website as well as distributed to the Victoria College community.

#### **Proposed Amendment:**

##### Section 2: Caucus Meetings

- a) The Vice-President External shall call at least **two (2)** caucus meetings per academic year. The caucus meeting shall act as a general Town Hall meeting for members of the VCU to discuss pertinent issues regarding student life at Victoria College and the University of Toronto, **and hold student representatives accountable**. It is recommended that caucus meetings be held **once per semester**.
- b) The Vice-President External shall invite all members of the caucus list to attend each caucus meeting. At each caucus meeting there should be at least:
  - i. **At least one representative from each levy receiver;**

- ii. Building presidents of all Victoria College residences, or a designated representative of the building president.
- iii. All Council members, including all non-voting members;
- iv. All student representatives on the Victoria College Council (VCC), Victoria University Senate (VUS), and Board of Regents (BoR);
  - v. One representatives from the Office of the Dean of Students;
  - vi. The Victoria University President
  - vii. A representative of the Victoria College Registrar
  - viii. A representative from the Victoria College Principal's Office
- c) All members of the VCU will have speaking rights and voting rights at Caucus, including assessor and ex-officio members.
- d) All caucus meetings are chaired by the Vice-President External.
- e) Minutes shall be taken by the Office Manager, and must be posted within one (1) week of said meeting's adjournment.
  - a. Minutes from the Caucus will be ratified at the next Caucus meeting.
- f) The last caucus meeting shall be to review and solicit feedback on student services at the Victoria University including, but not limited to: Physical Plant, EJ Pratt Library, the Registrar's Office, the Principal's Office, the Office of the Dean of Students, and Ancillary Services. Minutes of this meeting should include a summary report to be available on the VUSAC website as well as distributed to the Victoria College community.

### **Rationale**

- Reinforcement of the purpose of Caucus and also to clarify that there must be two caucuses called in one school year, but more can be called at the discretion of the VPE. Timing is not indicated as the date of Caucus also depends on the dates of other large events.
- We clarify who is expected to attend caucus
- Clarification on who has speaking rights at caucus

# Proposed Amendment #10

## Chapter 4, Section 3

### **Original:**

#### Section 3: Emergency Meetings

- a) The Executive has the authority to call an emergency meeting and to set its time.
- b) If time is available to hold a regular meeting then an emergency meeting cannot be held.
- c) Any motion passed in an emergency meeting must be announced by the President at the next general meeting and must appear in the minutes.

### **Proposed Amendment:**

#### Section 3: Emergency Meetings

- a) The Executive has the authority to call an emergency meeting and to set its time.
- b) **If time constraints do not allow for discussion of the content to be postponed to the next scheduled meeting, an emergency meeting may be held.**
- c) Any motion passed in an emergency meeting must be announced by the President at the next general meeting and must appear in the minutes.

### **Rationale**

Clarifies when emergency meetings can be called, especially outlining cases in which the discussion cannot be postponed till the next meeting.

# Proposed Amendment #11

## Chapter 4, Section 4

### **Original**

#### Section 4: In Camera Meetings

- a) In camera meetings can be initiated by any voting member and must be approved by majority vote.
- b) All non-voting members, excepting the (acting) Chair and (acting) Secretary, must leave the room.
- c) Assessor members can be called to re-enter the room by majority vote.
- d) Notes taken during an in camera meeting will be sent only to those present in the meeting.

### **Proposed Amendment:**

#### Section 4: In Camera Meetings

- a) In camera meetings can be initiated by any voting member and must be approved by majority vote.
- b) All **non members of council**, excepting the (acting) Chair and (acting) **Office Manager**, must leave the room.
- c) Assessor members can be called to re-enter the room by majority vote.
- d) Notes taken during an in camera meeting will be sent only to those present in the meeting.

### **Rationale:**

Clarification of who can be present during an in-camera meeting. Hired, non-voting members, should stay as they are also members of council and provide important input to the conversation.



# Proposed Amendment #12

## Chapter 4, Section 5

### **Original:**

#### Section 5: Email Voting

- a) Conditions for Using Email Voting:
  - i. In order to call an email vote, members of the Executive must approve the content as manageable in email form. Content is manageable when it would *not* likely generate significant discussion at a regular meeting.
  - ii. If time is available to hold a regular meeting then no email voting may be held.
- b) Procedure for Carrying out an Email Vote:
  - i. Upon approval of a vote by the Executive, either the President or the Chair will send out the motion via email.
  - ii. Voting will be allowed on the motion for 72 hours, after which the motion will be closed. Members may change their vote as many times as they would like during the 72 hours, with their last vote recorded before the 72 hour deadline counting as final. A failure to respond within the time limit will be interpreted as an abstention.
  - iii. Any motion passed in an Email Vote must be announced by the President at the next general meeting, and must appear in the minutes.

### **Proposed Amendment:**

#### Section 5: Email Voting

- a) Conditions for Using Email Voting:
  - i. In order to call an email vote, members of the Executive must approve the content as manageable in email form. Content is manageable when it would *not* likely generate significant discussion at a regular meeting.
  - ii. **If time constraints do not allow for discussion of the content to be postponed to the next scheduled meeting, then email voting may be held.**
- b) Procedure for Carrying out an Email Vote:
  - i. Upon approval of a vote by the Executive, either the President or the Chair will send out the motion via email.
  - ii. Voting will be allowed on the motion for 72 hours, after which the motion will be closed. Members may change their vote as many times as they would like during the 72 hours, with their last vote recorded before the 72 hour deadline counting as final. A failure to respond within the time limit will be interpreted as an abstention **and will result in a warning from the Chair.**
  - iii. Any motion passed in an Email Vote must be announced by the President at the next general meeting, and must appear in the minutes.

### **Rationale:**

Clarification on email voting.

## \*Proposed Amendment #13

REMOVE Chapter 5.

### **Original:**

#### Section 1: Referenda

- a) Referenda may be held in conjunction with VUSAC spring or fall (by) elections. In order for a referendum question to be included on a VUSAC ballot, said question must be ratified by the VUSAC.
- b) The VUSAC shall be considered responsible for all referenda, except in the case of student groups requesting an increase in their student levy (or the creation of a student levy), in which case the group in question shall be considered responsible.
- c) In the case of referenda held independently of VUSAC elections, the following guidelines shall apply:
  - i. The referendum question shall be presented to the Judiciary for ratification at least seven days prior to the referendum voting date(s).
  - ii. The referendum voting date(s) shall be presented to the VUSAC for approval.
  - iii. The CRO shall be the CRO hired for the VUSAC fall and/or spring elections. No additional compensation will be awarded, as the CRO duties include any ad-hoc referenda.
  - iv. The CRO shall establish a polling schedule based on polling station policies for general elections. The group responsible for the referendum shall be responsible for providing polling officers.
- d) All referendum questions shall be worded in the form of a question and shall not include any information which can be construed as either supporting or negating the said question.
- e) All referendum questions regarding student levies shall clearly state:
  - i. The current student levy in question (where applicable) and the proposed (or created) new amount of the levy in question.
  - ii. Whether or not the increased (or created) levy shall affect the amount of the VUSAC student levy.
  - iii. By how much the VUSAC student levy shall increase.
  - iv. What the existent VUSAC student levy is.
  - v. A “no” and a “spoil” option.
- f) All ballot counting procedures shall be followed. The referendum 'yes' side (and any existent 'no' side) may each appoint a scrutineer to survey the counting of the ballots.
- g) All accepted referendum questions regarding student levies shall come into effect as of the beginning of the first fall term following the referendum.
- h) The Dean of Students must be notified, in writing, of all increased student levies within seven (7) days of the referendum.
- i) A referendum shall be recalled if 20% or more of the cast ballots are spoiled.

#### Section 2: Advertising and Campaigning

- a) All referenda shall be publicized at least seven days prior to the referendum voting date(s) by the group responsible for the referendum.
  - i. All advertising shall include the referendum question, the voting date(s) and the locations of all polling stations.
  - ii. A notice shall be published in The Strand as well as all applicable listservs.
  - iii. Posters shall be placed on Victoria College buildings and Sidney Smith Hall.
  - iv. Notice of referendum shall be advertised by the VUSAC.
- b) All expenses incurred in running a referendum shall be paid by the group responsible for the referendum. Any 'no' group participating in a referendum shall be responsible for its own costs (advertising, campaigning, etc).
- c) No active campaigning shall be allowed by any group (neither 'yes' sides, nor 'no' sides) after 12:01 am on the first day that polls open.

**Rationale:**

Delete Chapter Five: Policy on Referenda

- This section has been cross referenced with and has been absorbed by the ERC.

## \*Proposed Amendment #14

REMOVE Chapter 6

### **Original:**

#### Section 1: Absenteeism

- a) A cumulative record of attendance will be kept by the Secretary and attached to all minutes of Council meetings; this record will include number of office hours missed if applicable.
- b) After three inexcusably missed meetings (i.e. for reasons other than illness or bereavement), or three missed office hours the Executive will issue a warning in writing to the member in question, explaining the consequences of further absenteeism and requesting an explanation.
- c) After one further missed meeting or office hour, the Vice-President Internal will request an explanation from the member in question. If this explanation is not satisfactory to the Executive, the President will make a motion to dismiss the member at the next scheduled council meeting. Should a member of the Executive be impeached, a Commissioner or Councillor will motion to dismiss the member.
- d) At the meeting where the motion of dismissal is discussed, the President (in consultation with the Executive) will present the reasons for the motion of dismissal. The member in question will be given a chance to explain their reasons for missed meetings. The Council may wish to consider other contributing factors as a balancing factor to missed meetings. The motion will then be put to a vote.
  - i. Where the reason for absenteeism is communicated as being due to experiences of marginalization on Council, the Council must pay particular attention to this contributing factor;
  - ii. Such experiences may include, but are not limited to, instances of racism, sexism, homophobia, transphobia, ableism, and classism;
  - iii. When such experiences are said to be the reason for absenteeism, the VUSAC Internal Review Committee must immediately begin an investigation into the systemic factors which led to those experiences. The Equity Commissioner will replace the Vice-President Internal as the Committee's Chair and the Equity Co-Chair shall join its membership throughout this investigation and this investigation alone.
- e) In the case of an Executive or Commissioner member's resignation or dismissal, one or more Councillor(s) may be asked by the Executive to fulfill the duties of the resigned/dismissed member. If the Councillor(s) is (are) unable or unwilling to fulfill the position, the Executive shall convene to find an appropriate alternative.
  - i. When the Executive convenes to find a replacement for the resigned/dismissed member, they shall do so in consultation with the Equity Commissioner when possible.

#### Section 2: Non-Performance of Duties

- a) If a Council member is found to be in violation of the spirit of the constitution for non-performance of duties or is found to be detrimental to the functioning of the VUSAC, the Executive shall issue a written warning to the member in question. If the member continues to obstruct the functioning of the VUSAC, the Executive shall present a motion for dismissal of the member at the next Council meeting.
  - i. Where the reason for absenteeism is communicated as being due to experiences of marginalization on Council, the Council must pay particular attention to this contributing factor;
  - ii. Such experiences may include, but are not limited to, instances of racism, sexism, homophobia, transphobia, ableism, and classism;
  - iii. When such experiences are said to be the reason for absenteeism, the VUSAC Internal Review Committee must immediately begin an investigation into the systemic factors which led to those experiences. The Equity Commissioner will replace the Vice-President Internal as the Committee's Chair and the Equity Co-Chair shall join its membership throughout this investigation and this investigation alone.
- b) Expulsion requires a two-thirds majority vote.

### Section 3: Resignation

- a) Resignations shall be referred to the Executive.
- b) No resignation shall be considered as tendered between April 15 and the beginning of the Fall semester.

### Section 4: Termination

- a) Members who do not fulfill the requirements of their position, and do not make alternate arrangements to fulfill the requirements of their position, will be deemed as uncommitted in fulfilling the requirements for the position, and subject to dismissal.
- b) Members who participate in decision-making on Council while in a conflict-of-interest will be subject to dismissal.
- c) The procedure for dismissal of members will be as follows; the individual will be notified at least one week in advance that VUSAC is deliberating as to whether they will be dismissed from their position.
- d) The decision to remove a member will be passed by a two-thirds vote of all VUSAC members. If the member in question is a voting member, they shall have a vote at this meeting. Should the member be removed, the position will become vacant immediately.

### **Rationale**

Delete Chapter Six: Policy on Absenteeism and Non-Performance of Duties

- This chapter was moved into the proposed new Chapter 14 of the Constitution on March 6th, because his section discusses the procedures in case a member of council does not complete their constitutional duties, are terminated, or resign.

# Proposed Amendment #15

## Chapter 7, Section 1

### **Original:**

#### Section 1: The Executive

- a) Shall be responsible for reaching decisions on all matters not covered in the VUSAC Constitution or the Council Policies document.
- b) Shall be responsible for reaching decisions on disciplinary actions presented by the President or Vice-President Internal, which must then be ratified by the Council.
- c) Shall be responsible for all recall procedures of Council members, in accordance with Article 11 of the Constitution.
- d) Shall be responsible for deciding on procedure following any resignations which take place after the fall elections.
- e) Shall tender all appeals to the Council, to be followed by ratification by the Council.
- f) Shall be responsible for the appointment of students for one year, subject to the ratification of Council, to any vacant positions on the VCC and VUS. Two days written notice must be given to the Council of all proposed university government appointments, and nominees must be notified of the meeting at which they will be considered.
- g) Shall be responsible for election activities pursuant to Article 21 of the Constitution.
- h) Shall have the following authority on amendments to the Constitution or Council Policies:
  - i. Shall decide whether a proposed amendment is an amendment concerning the Constitution or the Council Policies.
  - ii. Shall decide whether the proposed amendment is an amendment in principle or a technical amendment.
  - iii. All amendments of this Constitution or its Council Policies must be tendered to the Executive before coming to a vote at a meeting.
  - iv. After the Executive has received in writing a proposed amendment, it must post said amendment outside the VUSAC office and on the VUSAC website at least seven (7) days before the Council meeting at which it will come to a vote.
- i) Shall have the right to rule on all questions of constitutional controversy which may arise at a VUSAC meeting. The Executive may retire from Council meetings for no more than ten (10) minutes to reach a decision. They will leave at the invitation of the Chair.
- j) Council may reverse any decision taken by the Executive by a two-thirds majority.

### **Proposed Amendment**

#### Section 1: The Executive

- a) Shall be responsible for reaching decisions on all matters **pertaining to the operations of council** not covered in the VUSAC Constitution or the Council Policies document.

- b) Shall be responsible for reaching decisions on disciplinary actions presented by the President or Vice-President Internal, which must then be ratified by the Council.
- c) Shall be responsible for all recall procedures of Council members, in accordance with Article 11 of the Constitution.
- d) Shall be responsible for deciding on procedure following any resignations which take place after the fall elections.
- e) Shall tender all appeals to the Council, to be followed by ratification by the Council.
- f) Shall be responsible for the appointment of students for one year, subject to the ratification of Council, to any vacant positions on the VCC and VUS [following the fall elections](#).
  - i. Two days written notice must be given to the Council of all proposed university government appointments, and nominees must be notified of the meeting at which they will be considered.
- g) Shall be responsible for election activities pursuant to Article 21 of the Constitution, [in conjunction with the CRO](#).
- h) After the Executive has received in writing a proposed amendment, it must post said amendment outside the VUSAC office and on the VUSAC website at least seven (7) days before the Council meeting at which it will come to a vote.
- i) Shall have the right to rule on all questions of constitutional [ambiguity](#) which may arise at a VUSAC meeting. The Executive may retire from Council meetings for no more than ten (10) minutes to reach a decision. They will leave at the invitation of the Chair.
- j) Council may reverse any decision taken by the Executive by a two-thirds majority.

**Rationale:**

- H was removed as it has been absorbed by the Constitution (Only relevant if Constitutional Amendment #23 is passed)
- Clarification on exec responsibilities

## \*Proposed Amendment #16

### Chapter 7, Section 2

#### Original

##### Section 2: The President

- a) Shall attend all meetings of the St. George Round Table (SGRT) or, when unable to attend, send a representative in their place.
- b) Shall, with the rest of the Executive, have the ability to reassign Council committee assignments with the consent of the impacted member(s) or with the agreement of the Council.
- c) Shall report the activities and goals of the Council at the Annual Meeting of the Board of Regents (BoR).
- d) Shall serve as a voting member of the Budget Steering Committee.
- e) Shall serve as a voting member of the Orientation Chair Selection Committee.
- f) Shall serve as a voting member of the Orientation Executive Selection Committee.
- g) Shall serve as a voting member of the Orientation Steering Committee.
- h) Shall be a voting member of the Goldring Centre Committee.
- i) Shall represent the Council on various ad hoc committees or appoint a VUSAC representative to serve in their place.
- j) Shall maintain a running office during regular business hours (a minimum of thirty office hours over a minimum of four days a week) from May 1<sup>st</sup> to August 31<sup>st</sup> with a maximum of two (2) weeks vacation, the timing of which is to be approved by the Dean of Students. The summer duties shall include (but are not limited to):
  - i. VUSAC bookkeeping
  - ii. Reviewing the Constitution and its policies and preparing any necessary amendment proposals for the year
  - iii. Preparing a Council timeline for the year based on the Constitution and its policies
  - iv. Completing various Orientation Executive responsibilities
  - v. Publishing a Victoria College student handbook in conjunction with the Vice-Presidents and the Scarlet & Gold Commissioner
  - vi. Preparing a Summer Report detailing all tasks accomplished over the course of the summer for presentation at the first full meeting of the Council
- k) Shall maintain a detailed record of the number of hours worked as the Summer Office Manager. This document shall be presented at the first full meeting of the Council, submitted to the Dean of Students, and posted outside the VUSAC Office and on the VUSAC website.
- l) Shall receive a salary of \$8,000 (before taxes) for the duties of the Summer Office Manager, to be paid by the Office of the Bursar of Victoria University during the summer, in a number of installments as arranged with the Dean of Students. This amount will then be repaid to the Office of the Bursar from the budget of the Vice-President Internal following the receipt of the President's summer report. Failure to complete the tasks outlined in (j) and (k) will result in a pay reduction



reflecting the actual number of hours worked. The Vice-President External, Vice-President Internal, and Vice-President Finance shall confer with the Dean of Students to ensure the President's accountability.

- m) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

### **Proposed Amendment**

#### **Section 2: The President**

- a) Shall fulfill all tasks outlined in Chapter VII, Article 14, Section 1 of the Constitution.
- b) Shall attend all meetings of the St. George Round Table (SGRT) or, when unable to attend, send a representative in their place.
- c) Shall report the activities and goals of the Council at all Board of Regents (BoR) meetings
- d) Shall serve as a voting member of the Budget Steering Committee.
- e) Shall serve as a voting member of the Orientation Chair Selection Committee, or appoint another past orientation executive.
- f) Shall serve as a voting member of the Orientation Executive Selection Committee, or appoint another past orientation executive.
- g) Shall serve as a voting member of the Orientation Steering Committee, or appoint another past orientation executive.
- h) Shall be a voting member of the Goldring Centre Committee.
- i) Shall represent the Council on various ad hoc committees or appoint a VUSAC representative to serve in their place.
- j) Shall act as the summer Office Manager
  - i. Shall maintain a running office during regular business hours (for a minimum of thirty (30) office hours over a minimum of four days a week) on business days from May 1<sup>st</sup> to August 31<sup>st</sup>,
    - i. With the exception of orientation production week.
    - ii. Any additional hours incurred by out of office position-related responsibilities can count towards the thirty (30) hours per week, at the discretion of the executive.
  - ii. Shall have a maximum of two (2) weeks vacation, the timing of which is to be approved by the Dean of Students and the Vice-President Internal.
- k) The President's summer duties shall include (but are not limited to):
  - i. VUSAC bookkeeping, in conjunction with the Finance Chair
  - ii. Determining and publicizing the VUSAC Office summer hours
  - iii. Reviewing the Constitution and its policies and preparing any necessary amendment proposals for the year
  - iv. Preparing a Council timeline for the year based on the Constitution and its policies
  - v. Completing various Orientation Executive responsibilities
  - vi. Preparing a Summer Report detailing all tasks accomplished over the course of the summer for presentation at the first full meeting of the Council
  - vii. Assisting the CRO in preparing for the Fall elections

- viii. **Sitting on hiring committees for VUSAC staff members and co-chairs**
- l) Shall maintain a detailed record of the number of hours worked as the Summer Office Manager. This document shall be presented at the first full meeting of the Council, submitted to the Dean of Students, and posted outside the VUSAC Office and on the VUSAC website.
- m) Shall receive a salary of \$8,000 (before taxes) for the duties of the Summer Office Manager, to be paid by the Office of the Bursar of Victoria University during the summer, in a number of installments as arranged with the Dean of Students. This amount will then be repaid to the Office of the Bursar from the budget of the Vice-President Internal following the receipt of the President's summer report. Failure to complete the tasks outlined in (j) and (k) will result in a pay reduction reflecting the actual number of hours worked. The Vice-President External, Vice-President Internal, and **Finance Chair** shall confer with the Dean of Students to ensure the President's accountability.
- n) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.
- o) **Shall meet with the following at least once in their term, or as specified.**
- i. **The Victoria University President (monthly)**
  - ii. **Dean of Victoria College (monthly)**
  - iii. **Representative from the Office of the Principal (monthly, in preparation for every VCC meeting)**
  - iv. **Campus Life Coordinator (weekly or bi-weekly)**
  - v. **Bursar of Victoria University**
  - vi. **Representative from Ancillary Services**
  - vii. **Chair of the Board of Regents**
  - viii. **The Victoria College Registrar**
  - ix. **UTSU President**
  - x. **Director of Communications at Victoria College**

**Rationale:**

- Reformatting and outlining specific summer duties
- Outlining different offices that the president needs to meet with per term.

# Proposed Amendment #17

## Chapter 7, Section 3

### **Original:**

#### Section 3: The Vice-President External

- a) Shall compile a caucus list consisting of all student leaders at Victoria College with their contact information.
- b) Shall hold one meeting in October with the student representatives of the Board of Regents, Victoria College Council, and Victoria University Senate to outline expectations and responsibilities.
- c) Shall be responsible for coordinating the attendance of the Victoria College UTSU representatives to the bi-weekly VUSAC meetings.
- d) Shall attend at least one council meeting in each residence building per semester.
- e) May act as the Council's representatives to meetings of the UTSU Board of Directors.
- f) Shall be responsible for appointing a levy representative to the Budget Steering Committee.
- g) Shall be a member of all hiring committees for Levy Heads.
- h) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- i) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

### **Proposed Amendments:**

#### Section 3: The Vice-President External

- a) Shall compile a caucus list consisting of all student leaders at Victoria College with their contact information.
- b) Shall hold one meeting in October with the student representatives of the Board of Regents, Victoria College Council, and Victoria University Senate to outline expectations and responsibilities.
- c) Shall be responsible for coordinating the attendance of the Victoria College UTSU representatives to the bi-weekly VUSAC meetings [following the monthly UTSU Board of Directors meeting](#) .
- d) Shall meet with building presidents once attend at least one council meeting in each residence building per semester.
- e) May act as the Council's representatives to the UTSU Board of Directors [and Executive](#).
- f) Shall be a voting member of the Graduation Banquet Chair Selection Committee.

### **Rationale:**

Removal of VPSO items from the VPE portfolio and clarification on the VPE's relationship with the UTSU.



# Proposed Amendment #18

## Chapter 7, Section 4

### Original

#### Section 4: The Vice-President Internal

- a) Shall be responsible for specifying the schedule of the VUSAC retreat, office orientation, and other similar programs that would benefit the Council's efficacy.
- b) Shall, in assuming responsibility for the upkeep of VUSAC's internal memory system, complete the following tasks:
  - i) Maintain copies of all constituent organizations' constitutions
  - ii) Maintain all reports of the Council including but not limited to CRO, Orientation, Semi-Annual, End-of-Year, and ad hoc
  - iii) Maintain the VUSAC Constitution and its policies
  - iv) Maintain copies of any contracts the Council has signed
- c) Shall serve as a non-voting member of the Student Projects Committee.
- d) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

### Proposed Amendment

#### Section 4: The Vice-President Internal

- a) [Shall fulfill all tasks outlined in Chapter VII, Article 14, Section 3 of the Constitution.](#)
- b) Shall be responsible for specifying the schedule of the VUSAC retreat, office orientation, and other similar programs that would benefit the Council's efficacy.
- c) Shall, in assuming responsibility for the upkeep of VUSAC's internal memory system, complete the following tasks:
  - ii) Maintain all reports of the Council including but not limited to CRO, Orientation, Semi-Annual, End-of-Year, [Transition Reports](#) and ad hoc
  - iii) Maintain the VUSAC Constitution and its policies
  - iv) Maintain copies of any contracts the Council has signed
- d) [Shall have the ability to reassign Councillor committee assignments with the consent of the impacted member\(s\) or with the agreement of the Council, in consultation with the President](#)
- e) [Shall be responsible for conducting onboarding and check-in meetings with council members](#)
- f) [Shall be responsible for assigning Councillors their initiatives in coordination with the Commissioners and the Executive](#)

### Rationale:

Making sure that this section accurately reflects the role of the VPI and their essential tasks

# Proposed Amendment #19

## Chapter 7, Section 6

### Original

#### Section 6: The Vice-President Finance

- a) Shall present updates of the Council and its constituent organizations at designated VUSAC meetings.
- b) Shall provide the budget and quarterly financial reports to be advised by the Council.
- c) Shall conduct a financial review of VUSAC financial operations in conjunction with the Victoria University Office of the Bursar and should take place no later than the end of the last week in May. A report of the review, including any recommendations, shall be presented to the incoming and outgoing President and Vice-President Finance of the Council following the review.
- d) Shall be responsible for maintaining petty-cash in the amount of \$500 in the safe.
- e) Shall be a voting member on the Student Projects Committee.
- f) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

### Proposed Amendment

#### ~~Section 6: The Vice-President Finance~~

- ~~g) Shall present updates of the Council and its constituent organizations at designated VUSAC meetings.~~
- ~~h) Shall provide the budget and quarterly financial reports to be advised by the Council.~~
- ~~i) Shall conduct a financial review of VUSAC financial operations in conjunction with the Victoria University Office of the Bursar and should take place no later than the end of the last week in May. A report of the review, including any recommendations, shall be presented to the incoming and outgoing President and Vice-President Finance of the Council following the review.~~
- ~~j) Shall be responsible for maintaining petty-cash in the amount of \$500 in the safe.~~
- ~~k) Shall be a voting member on the Student Projects Committee.~~
- ~~l) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.~~

### Rationale:

VP Finance does not exist, most of this was moved into the role of the Finance Chair.

## \*Proposed Amendment #20

### New Section 6: The Vice-President Student Organizations

#### Section 6: The Vice President of Student Organizations

- a) Shall fulfill all tasks outlined in Chapter VII, Article 14, Section 4 of the Constitution.
- b) Shall facilitate the relationship between the VUSAC, its levy assessor members and all Victoria College clubs.
- c) Shall be responsible for all research to ensure all applicant clubs fulfill club policy requirements before recognition, and follow the clubs policy throughout the academic year.
- d) Shall maintain internal memory of all copies of all levy constitutions.
- e) Shall organize at least three meetings a year (one per semester and one during the summer) with each set of levy heads.
- f) Shall organize and chair at least two meetings a year (one per semester) with each set of club heads.
- g) Shall organize and chair a minimum of one meeting for all club heads per academic year.
- h) Shall sit on any levy hiring committee should it align with the levy's operating policy.
- i) Shall appoint four (4) clubs representatives and two (2) levy representatives to the Dean's Advisory Committee
- j) Shall be the non-voting chair of the Student Projects Advisory Board
- k) Shall be the chair of the Cat's Eye Advisory Board
- l) Shall appoint one VCU member to the Student Projects Advisory Board
- m) Shall collaborate with the Orientation Executive to create programming for the VUSAC Clubs and Levies
- n) Shall be responsible for appointing a club representative and a levy representative to the Budget Steering Committee.
- o) Shall sit on the Budget Steering Committee as a voting member

#### **Rationale:**

VPSO did not exist in Council Policies, so we are introducing a section for their role. This was written in consultation with Cameron Davies, the 2019/20 VPSO.

## Chapter Eight: Policies on Commissions and Commissioners

### Proposed Amendment #21

Chapter 8, Section 1:

#### **Original:**

Section 1: The Academic Commissioner

- a) Shall represent Victoria College students' concerns with available opportunities for professional engagement following undergraduate studies. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- b) Shall coordinate at least one (1) event in the Fall semester which aims to connect first year students to upper year students with similar interests and academic or professional goals.
- c) Shall work with the various administrative bodies at Victoria University to plan and run career development, networking, academic success, volunteer involvement, and wellness programming.
- d) Shall be a voting member of the Graduation Banquet Committee.
- e) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of the incoming council members, at the joint meeting of old and new councils.

#### **Proposed Amendment:**

Section 1: The Academic Commissioner

- a) Shall represent Victoria College students' concerns with available opportunities for professional engagement following undergraduate studies. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- b) [Shall collaborate with other student clubs and organizations in developing academic and career success programming for current and former Victoria College students.](#)
- c) Shall work with the various administrative bodies at Victoria University to plan and run career development, networking, academic success, volunteer involvement, and wellness programming.
- d) [Shall be responsible for managing and lending any study aids and materials that the commission has purchased.](#)

#### **Rationale:**

- Instead of specifying when events should happen, we are simply specifying the mandate of the academic commissioner.
- Introduction of d) to refer to the study materials that will be purchased and rented out by the commission



# Proposed Amendment #22

## Chapter 8, Section 3

### **Original**

#### Section 3: The Commuter Commissioner

- a) Shall be a voting member of the Cat's Eye Advisory Board.
- b) Shall be a voting member of the Student Projects Committee.
- c) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- d) Shall be a voting member of the Graduation Banquet Committee or designate a Councillor.
- e) Shall be a voting member of the Victoria Highball Committee.
- f) Shall be a voting member of the Internal Review Committee.
- g) In September, in conjunction with the Executive, shall select two commuter students to sit on the Campus Life Committee of the Board of Regents to be ratified by the Council.
- h) Shall be responsible for the preparation and presentation of a detailed year-end report, containing information vital to the interests of incoming council members, at the joint meeting of old and new councils.

### **Proposed Amendment:**

#### Section 3: The Commuter Commissioner

- a) Shall be a voting member of the following committees, or designate the Commuter Co-Chair, or a Commuter Councillor:
  - a. Cat's Eye Advisory Board
  - b. Student Projects Committee
  - c. Highball Committee Hiring Panel,
  - d. Highball Committee
  - e. The VUSAC Internal Review Committee
  - f. As well as any unmentioned committees, as outlined by Chapter VIII, Article 16, Section 3 of the Constitution.
- b) Shall appoint two (2) commuter representatives to the Student Projects Advisory Board
  - a. The Commuter Commissioner shall not appoint themselves to sit on the Student Projects Advisory Board
- c) Shall, along with the Commuter Co-Chair, oversee the planning and hosting of Home for the Holidays
- d) Shall, along with the Commuter Co-Chair, oversee the planning and hosting of a weekly pancake brunch.

### **Rationale:**

- Reformatting to make it easier to read
- Commuter Commissioner also needs to appoint students to various committees, which have been added here.

- Added Home for the Holidays and Pancake Brunches, which are two long-time events held by the commission

## Proposed Amendment #23

### Chapter 8 New Section

#### Section 4: The Commuter Co-Chair

##### a) Roles of the Commuter Co-Chair:

- i. Shall, with the Commuter Commissioner, be responsible for encouraging the maximum participation of commuter students in the extra-curricular life of Victoria University and shall ensure that the VUSAC is aware of the particular concerns of commuter students.
- ii. Shall serve as a Co-Chair of the Victoria Off-Campus Association (VOCA) with the Commuter Commissioner, and shall be responsible for planning, organizing, and executing VOCA events in conjunction with the Commuter Commissioner.
- iii. Shall be responsible for hiring the VOCA executives with the Commuter Commissioner.
- iv. May be appointed as a substitute for the Commuter Commissioner on some committees upon their joint discretion.
- v. Shall be a commuter student for the entire term of office.

#### **Rationale:**

- We changed the title of co chair from VOCA-co chair to commuter co-chair to better reflect the work that they do in supporting the commuter commissioner as well as the work they do as VOCA Co-chair
- Added a section for each of the co-chairs, this is the new section for commuter co-chair

# Proposed Amendment #24

## Chapter 8, Section 5

### Proposed Amendments:

#### Section 5: The Victoria Off-Campus Association (Commuter Commission)

- b) The function and purpose of the Victoria Off-Campus Association (VOCA) shall be to promote commuter participation at Victoria College, to aid the Commuter Commissioner in their plans to improve commuter life, and to hold regular events in order to achieve these objectives.
- c) The operation and budget of VOCA shall fall under the jurisdiction of the Commuter Commissioner.
- d) A VOCA Executive Team shall be selected through an application process by the Commuter co-chairs by July 31st, with the exception of two (2) first-year students. The first-year students shall be selected through the same process by October 15th.
- e) Structure of the VOCA:
  - i. The Commuter Co-Chair
  - ii. The Commuter Commissioner, who shall act as the other Co-Chair
  - iii. One or more second-year commuter(s)
  - iv. One or more third-year commuter(s)
  - v. One or more fourth year or above commuter(s)
  - vi. The Commuter Councillor(s)
  - vii. Two first year commuter representatives
  - viii. General members, who may be selected at the discretion of the Commuter co-chairs to assist the VOCA Executive Team
- f) Roles of the Executives:
  - i. Shall coordinate events with the co-chairs.
  - ii. Shall work together on leading events.
  - iii. Shall retrieve feedback for the Commuter Commissioner from the Victoria College commuter population pertaining to commuter life, including but not limited to issues, needs, and suggestions.
  - iv. Shall aid the Commuter co-chairs in communication tasks
- g) Roles of General Members:
  - i. Shall volunteer at VOCA events throughout the year.
  - ii. Shall help with promotion, set up, execution, and cleanup of events.
  - iii. May, be considered for promotion to an open Executive position, at the discretion of the co-chairs.
- h) Until the VOCA is formed, VOCA events and promotion shall be the responsibility of the Commuter Commissioner.

### Rationale:

Here we clarify the roles of VOCA co-chairs, execs and general members, as much of it was outdated and untrue. We decided not to outline specific roles as that should be left up to the co-chairs to decide on a year-to-year basis. We also renumbered the section to accommodate for the proposed commuter co-chair section.

## Proposed Amendment #25

RENAMING Section 5

### **Proposed Amendment**

Section [6](#): The Equity Commissioner

### **Rationale:**

To keep numbering consistent

## Proposed Amendment #26

RENAMING section 6

### **Proposed Amendment**

Section 7: The Equity Commission

### **Rationale:**

To keep numbering consistent

# Proposed Amendment #27

Chapter 8, Section 7

## **Proposed Amendments:**

Section 8: The Scarlet & Gold Commissioner

- a) Shall fulfill all tasks outlined in Chapter VIII, Article 16, Section 6 of the Constitution
- b) Shall be responsible for hosting a social event in the first three (3) weeks of classes to welcome students back to school.
- c) Shall be responsible for planning and hosting a semi-formal event for all Victoria students to take place in the first week of the second semester.
- d) Shall be responsible for planning and hosting Highball for all VCU students to take place in second semester.
- e) Shall be responsible for the selection of Highball Committee members alongside a hiring panel.
- f) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- g) Shall be a member of the Graduation Banquet Committee
- h) Shall be responsible for collecting student feedback on events via the More Scarlet, More Gold student survey
- i) Shall be responsible for planning and hosting the Affordable Formalwear sale prior to the annual Highball.
- j) Shall be responsible for hosting a social event to welcome students back to the Winter semester in the first week of the second semester.
- k) Shall be responsible for the preparation and presentation of a detailed year end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.

## **Rationale:**

Much of the S&G policy contained information regarding clubs, which was an old part of the role. We've removed these sections and made additions regarding the actual role of Scarlet and Gold Commissioner, such as the More Scarlet, More Gold survey, Affordable Formalwear sale, etc. In relation to Section J, this allows for the Scarlet and Gold Commissioner to host an event that would have occurred during Winterfest instead of a week long of programming.

## \*Proposed Amendment #28

### Chapter 8, Section 8

#### **Original**

##### Section 8: The Highball Committee

- a) The Victoria Highball Committee shall consist of:
  - i. The Scarlet and Gold Commissioner who shall act as Chair.
  - ii. The Campus Life Coordinator;
  - iii. One residence government representative from each of the four residences;
  - iv. The Commuter Commissioner;
  - v. Three Councillors;
  - vi. One VOCA coordinator, who shall be a commuter student;
  - vii. Two general applicants from the VCU
  - viii. One member of the Equity Commission;
  - ix. One member of the Sustainability Commission.
- b) The committee shall meet at least once prior to the last day of classes in the first semester.
- c) The Highball Committee shall be responsible for:
  - i. Selecting the venue for the event;
  - ii. Advertising effectively for the event;
  - iii. Establishing ticket prices, , while prioritizing the financial accessibility of the event by setting the price as low as is possible and in no way endeavouring to make a profit;
  - iv. Selling tickets within a reasonable period of time prior to the event;
  - v. Making any other preparation necessary for the event.
- d) In addition to funds generated from ticket sales, the Highball Committee will receive funding from the VUSAC. The following subsections also apply to the budgeting process for the Highball Committee.
  - i. The Highball Committee must present a detailed budget to the VUSAC no less than four week prior to the event.
  - ii. This budget must receive majority approval from the VUSAC. If the budget is rejected, it shall be sent back to the Highball Committee for revision. It will then be the responsibility of the Highball Committee to present a new budget at the next VUSAC meeting.
  - iii. The Highball Committee shall make a concerted effort to survey the student body for its general preferences with regard to the format and venue for Highball

#### **Proposed Amendment:**

##### Section 9: The Highball Committee

- a) The Victoria Highball Committee shall consist of:
  - i. The Scarlet and Gold Commissioner who shall act as Chair.
  - ii. The Campus Life Coordinator;

- iii. At least three (3) residence students;
  - iv. At least three (3) commuter students;
  - v. At least one (1) first-year student;
  - vi. The Scarlet and Gold Councillors;
  - vii. One member of the Commuter Commission, appointed by the Commuter Commissioner;
  - viii. One member of the Equity Commission, appointed by the Equity Commissioner ;
  - ix. One member of the Sustainability Commission, appointed by the Sustainability Commissioner .
- b) The committee shall meet at least once prior to the last day of classes in the first semester.
- c) The Highball Committee shall be responsible for:
- i. Selecting the venue for the event;
  - ii. Advertising effectively for the event;
  - i. Establishing ticket prices, , while prioritizing the financial accessibility of the event by setting the price as low as is possible and in no way endeavouring to make a profit;
  - iii. Selling tickets within a reasonable period of time prior to the event;
  - iv. Making any other preparation necessary for the event.
  - v. Preparation of necessary decorations
  - vi. Attending Equity and Risk Management Training

**Rationale:**

Clarification that the Commuter, Equity and Sustainability commissioners can delegate a representative to the Highball Committee, as well as the rest of the membership of the committee. Also outlines duties of the Highball Committee.

The removal of Section 9d) is due to the fact that the budget is presented at the Budget Ratification Meeting and that the More Scarlet, More Gold surveys exists to survey the student body for its general preferences in venue and format for Highball.



# Proposed Amendment #29

## Chapter 8, Section 9

### Original

#### Section 9: The Sustainability Commissioner

- a) Shall conduct an annual review of Victoria University's sustainability policy.
- b) Shall promote **new sustainability initiatives** at Victoria University.
- c) Shall review Victoria University's progress with regard to sustainability.
- d) Shall represent Victoria College at the Environmental Working Group hosted by UTERN.
- e) **Shall be responsible for the planning, maintenance, and upkeep of the Goldring Student Centre's green roof.**
- f) **Shall assist the don of the Environmental Floor with the planning of Environmental Week.**
- g) Shall be responsible for the preparation and presentation of a detailed year end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.

### Proposed Amendments

#### Section 10: The Sustainability Commissioner

- a) Shall conduct an annual review of Victoria University's sustainability policy.
- b) Shall promote **current and new sustainability** initiatives at Victoria University.
- c) Shall review Victoria University's progress with regard to sustainability.
- d) Shall represent Victoria College at the Environmental Working Group hosted by UTERN.
- e) Shall be responsible for the preparation and presentation of a detailed year end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.
- f) **Chairs the Sustainability Commission**
- g) **Shall hire a Sustainability Co-Chair.**

### Rationale:

Removal of old policy and introducing the commission and co-chair. Policy for the co-chair will need to be written 2020-21.

## \*Proposed Amendment #30

### Chapter 8, Section 10

#### **Original**

##### Section 10: The Sustainability Commission

- a) The Sustainability Commission envisions a college community that promotes sustainable behaviours and practices.
- b) The Sustainability Commission is to be established no later than September 30th, with the first formal meeting conducted by the first week of October.
- c) Structure of the Sustainability Committee:
  - i. The Sustainability Commissioner, who shall chair the Sustainability Committee
  - ii. One first-year representative
  - iii. One residence student
  - iv. One commuter student
  - v. At least three (3) other VCU members
- d) The Committee members shall be selected by the Commissioner through an application and interview process, and the members are to be ratified by the Council.
- e) The upper year students of the Committee shall be selected by the end of May. The remainder of the Committee shall be selected by September 30th.
- f) The first formal meeting of the complete Committee is to be conducted by the end of the first week of October.
- g) The Sustainability Committee shall meet regularly. It is recommended that the Committee meetings twice a month.

#### **Proposed Amendments:**

- a) The Sustainability Commission envisions a college community that promotes sustainable behaviours and practices.
- b) The Sustainability Commission is to be established no later than September 30th, with the first formal meeting conducted by the first week of October.
- c) **The Sustainability Commission shall be representative of the VCU, and will be composed of 1st year, upper year, residence, and commuter students.**
- d) The Committee members shall be selected by the Commissioner through an application and interview process, and the members are to be ratified by the Council.
- e) The upper year students of the Committee shall be selected by the end of May. The remainder of the Committee shall be selected by September 30th.
- f) The Sustainability Committee shall meet regularly. It is recommended that the Committee meetings twice a month.

#### **Rationale:**

- g) was removed as it was already mentioned in b)

The commission structure varies per year and the previously outlined structure has never been enforced (difficult to enforce as well, as membership can be difficult to obtain based on specific criteria.)

## **\*Proposed Amendment #31**

Mental wellness commission!! New section in Chapter 8.

Proposed Wording:

Section 11: The Mental Wellness Commissioner:

- Shall organize and conduct programming related to mental wellness at Victoria University. Such programming may include:
  - Events advocating for mental health support at Victoria College and the University of Toronto
  - Events related to wellness activities including but not limited to de-stressing, self-care, and holistic mental and physical health events
  - Events to disseminate information about mental health resources
  - Events to raise awareness about mental health issues at Victoria University and the University of Toronto
- Shall work with the Communications Coordinator to publish an annual review of in-person and online mental health services available to students.

**Rationale:**

Introducing the policy for the mental wellness commissioner. This section was written by Spandan Sengupta, the 2019/20 mental wellness commissioner, and reflects the mandate of the mental wellness commission.

## **\*Proposed Amendment #32**

Chapter 9, NEW SECTION 1

### **Proposed Amendment:**

Proposed Amendments:

#### Section 1: The Role of the Councillors

- a) Shall be voting members of council
- b) Shall assist with various portfolios of the council, at the discretion of the VPI
- c) Shall assist with council events throughout the year
- d) Are encouraged to create their own initiatives throughout the year

### **Rationale:**

To provide a general outline of the roles of councillors.

# Proposed Amendment #33

## Chapter 9, RENUMBERING SECTION 1

### **Original**

#### Section 1: Committees

- a) Councillors shall serve on various committees throughout their terms
  - i. One Councillor shall serve as a voting member on the Budget Steering Committee.
  - ii. One Councillor shall serve as a voting member on The Bob Director Selection Committee.
  - iii. One Councillor shall serve as a voting member on the Grad Banquet Chair Selection Committee.
  - iv. One Councillor shall serve as a voting member on the Winterfest Chair Selection Committee.
  - v. One Councillor shall serve on the Cat's Eye Advisory Board.
  - vi. Two Councillors shall serve as voting members on the Victoria Highball Committee.
  - vii. Two Councillors shall serve as voting members on the Internal Review Committee.
  - viii. One Councillor shall act as the Assistant Winterfest Chair.
  - ix. One Councillor shall serve as the ACRO in the case of a referendum.
  - x. One Councillor shall sit on each formal and ad-hoc subcommittee.

### **Proposed Amendment**

#### Section 2: Committees

- a) Councillors shall serve on various committees throughout their terms
  - i. One Councillor shall serve as a voting member on the Budget Steering Committee.
  - ii. One Councillor shall serve as a voting member on The Bob Director Selection Committee.
  - iii. One Councillor shall serve as a voting member on the Grad Banquet Chair Selection Committee.
  - iv. One Councillor shall serve on the Cat's Eye Advisory Board.
  - v. [One Councillor](#) shall serve as voting members on the [Victoria Highball Hiring Panel](#).
  - vi. Two Councillors shall serve as voting members on the Internal Review Committee.
  - vii. One Councillor shall serve as the ACRO in the case of a referendum.
  - viii. One Councillor shall sit on each formal and ad-hoc subcommittee.

### **Rationale:**

To renumber the section, and also to clarify the name of the Highball Hiring Panel and number of councillors who sit on it.

# Proposed Amendment #34

Chapter 10, Section 2

## **Proposed Amendment**

Section 2: The Chair

- a) Shall encourage members of the VCU to attend and participate in VUSAC meetings.
- b) Shall publicize VUSAC meetings.
- c) Shall strive to ensure that VUSAC meetings are accessible to the majority of VCU members.
- d) Can recommend disciplinary action to the Executive for a member delinquent at more than one meeting without sufficient reason.
- e) [Shall work with the Executive to set meeting dates](#)

## **Rationale:**

Adding additional, existing responsibilities of The Chair.

## Proposed Amendment #35

Chapter 10, Section 3

### **Proposed Amendment**

Section 3: The [Office Manager](#)

- a) Shall upload the final draft of VUSAC meeting minutes onto the VUSAC website no later than one (1) week following the draft's respective VUSAC meeting.

### **Rationale:**

Editing existing responsibilities. Previous policy specified that the office manager must collaborate with the communications coordinator to upload minutes.

## Proposed Amendment #36

### Chapter 10, Section 4

#### **Original:**

- a) Shall produce the Semi-Annual Reports that includes one page for each commission and a detailed financial report from the Finance Chair. In addition, the report should include a bi-annual calendar of events. The report shall be published no later than the second week of the second semester.
- b) Shall ensure the VUSAC Postering Policy is enforced and reviewed on an annual basis and approved at the first meeting in September. The policy shall be made available on the VUSAC website, and the Coordinator shall liaise with the Vice-President Internal to ensure all are aware of the policy.
- c) Shall be responsible for updating the VUSAC Sidney Smith display case at least twice a month.

#### **Proposed Amendment**

##### Section 4: The Communications Coordinator:

- a) Shall produce [the VUSAC Fall and Winter](#) Semi-Annual Reports that includes one page for each commission and a detailed financial report from the Finance Chair. In addition, the report should include a bi-annual calendar of events. The report shall be published no later than [a week before the respective semester's caucus](#).
- b) Shall ensure the VUSAC Postering Policy is enforced and reviewed on an annual basis and approved at the first meeting in September. The policy shall be made available on the VUSAC website, and the Coordinator shall liaise with the Vice-President Internal to ensure all are aware of the policy.

#### **Rationale:**

We no longer use (have access to?) a Sidney Smith display case, so it was removed. Should council want to continue the use of the display case, we can reconsider striking c).



## \*Proposed Amendment #37

Chapter 10, NEW Section 6

### **Proposed Amendment**

#### **Section 6: The Finance Chair**

- a) Shall complete all responsibilities outlined in Chapter 10, Article 19, Section 2 of the VUSAC Constitution.
- b) Shall present updates of the Council's finances and its clubs at all VUSAC meetings.
- c) Shall provide the budget and quarterly financial reports to be advised by the Council.
- d) Shall conduct a financial review of VUSAC financial operations in conjunction with the Victoria University Office of the Bursar and should take place no later than the end of the last week in May. A report of the review, including any recommendations, shall be presented to the incoming and outgoing President and Finance Chair of the Council following the review.
- e) Shall be responsible for maintaining petty cash in the amount of \$500 in the safe.
- f) Shall be a voting member on the Student Projects Committee.
- g) Shall be responsible for preparing a cash-box for all club and VUSAC events.

#### **Rationale:**

B-G was taken from the Vice-President Finance role in Chapter 7. There was no previous finance chair section in council policies, so this section is introduced to cover all finance chair responsibilities outside of the constitution.

## \*Proposed Amendment #38

### Chapter 11, Section 1

#### **ORIGINAL:**

##### Section 1: Assessor Members

- a) The following assessor members shall be appointed by both the old Council and the new Council at the annual Joint Council Meeting:
  - i. The Editor(s) and, if applicable, Assistant Editor(s) of the Yearbook
  - ii. The Editor(s) and, if applicable, Assistant Editor(s) of the ACTA Victoriana
  - iii. The Editor(s) and, if applicable, Assistant Editor(s) of the Strand
  - iv. The Executive Producer of the VCDS
  - v. The (Co-)Chair(s) of WUSC
  - vi. The President of VCAA
  - vii. The President of VicPride!
  - viii. The Director(s) of the Bob Revue
  - ix. The Co-Managers of Caffiends
  - x. The Cat's Eye Co-Managers, upon the recommendation of the Cat's Eye Advisory Board
  - xi. The Orientation Chair and Executive, upon the recommendation of the Orientation Chair and Executive Selection Committees
  - xii. The Graduation Banquet Chair(s), upon the recommendation of the Graduation Banquet Chair Selection Committee
  - xiii. The Winterfest Chair(s), upon the recommendation of the Winterfest Chair Selection Committee
- b) The above assessor members shall be appointed to the VUSAC provided that the previous/outgoing assessor member(s) formally approve(s) and recommend(s) to the Council the new/pending assessor member(s).
- c) Levy head assessor members must submit regular reports on their activities to general Council meetings. It is at the discretion of the President and the Vice-President External to determine if written updates suffice to provide the Council with an update on the activities of the levy. If the report does not suffice, the Vice-President External may ask the levy head to attend the following Council meeting.
- d) If vacancies occur, the Vice-President External shall notify the Council and the Executive shall appoint a replacement to be ratified by the Council.

#### **PROPOSED:**

##### Section 1: Assessor Members

- a) The following assessor members shall be appointed by both the old Council and the new Council at a **VUSAC meeting**:
  - i. The Editor(s) and, if applicable, Assistant Editor(s) of the ACTA Victoriana
  - ii. The Editor(s) and, if applicable, **Managing Editor(s)** of the Strand
  - iii. The Executive Producer**(s)** of the VCDS

- iv. The [President\(s\)](#) of WUSC
  - v. The [President\(s\)](#) of VCAA
  - vi. The [President\(s\)](#) of VicPride!
  - vii. The Co-Managers of Caffiends
  - viii. The Cat's Eye Co-Managers, upon the recommendation of the Cat's Eye Advisory Board
  - ix. The [President\(s\)](#) of VISA
  - x. The [President\(s\)](#) of VicXposure
  - xi. The Chairperson of Student Projects
- b) The above assessor members shall be appointed to the VUSAC provided that [their selection was done in accordance with the proper policy \(e.g. levy constitutions or VUSAC's Constitution and Council Policies\)](#)
- c) Levy head assessor members [are encouraged to submit regular reports on their activities to general Council meetings. In addition, if they deem it necessary, the VPSO may ask levy heads to attend council meetings.](#)
- i. [Levy heads, or their delegates, are required to attend meetings where amendments to their levy's constitution are scheduled to be discussed.](#)
- d) If vacancies for [levy heads](#) occur, the [VPSO](#) shall notify the Council and [work with the levy in question to appoint a replacement to be ratified by the Council.](#)
- e) [In the event that a levy is totally inactive, the VPSO shall work in conjunction with the VUSAC Executive to hire a new executive team as soon as possible.](#)
- f) The following are non-levy assessor members:
- i. [UTSU Victoria College Director\(s\)](#)
  - ii. [Orientation Student Co-Chair](#)
    - i. [Shall be hired according to Chapter 15 of Council Policies.](#)
  - iii. [Graduation Banquet Chair\(s\)](#)
    - i. [Shall be hired according to Chapter 16 of Council Policies](#)

**RATIONALE:**

- a)
- Yearbook and Winterfest are no longer pertinent to council
  - Orientation Executive are not assessor members; they can be on VUSAC as well. They are considered ex-officio.
  - Adding any unmentioned levy assessor members.
- b) To ensure that levy head hiring is done according to some sort of existing policy
- c) Levies are not required to give reports, but are highly encouraged. Past policy was that levy heads were to submit reports at every VUSAC meeting. Levy heads should be present at a meeting where amendments to their constitution are made in the case that amendments are made or questions are asked.
- d) And e): VPSO works directly with the levy in hiring for vacancies or in the case that no applications for levy head are received and the levy is inactive for the year.

# Proposed Amendment #39

## Chapter 12, Section 1

### **Original**

#### Section 1: Levy Heads

- a) Levy heads shall be defined in levy constitutions. Examples include President(s), Editor-in-chief(s), and Manager(s).
  - i. The constitution of each levy receiver must define the mechanism by which the heads are nominated, elected, and impeached.
  - ii. The VUSAC must ratify all such appointments and elections, upon the recommendation of the previous head(s) or, in the absence of a recommendation, following an open nomination process under the oversight of the VUSAC Executive.
- b) Specific responsibilities of the head(s) include:
  - i. To attend and/or submit a verbal or written report about their organization to every meeting of the VUSAC.
  - ii. To submit documentation of the organization's activities, including budgets and financial statements, to the VUSAC.
  - iii. To manage or oversee the finances of the organization.
  - iv. To uphold the organization's mandate; to ensure the continuity of the organization; and to encourage participation in the organization by members of the VCU.
- c) The VUSAC may impeach the head(s) of a constituent organization for failing to uphold the constitution of the organization or to fulfill the specific levy head responsibilities.
  - i. Impeachment can only be pursued following an attempt to assist the head(s) to fulfill their responsibilities.
  - ii. A motion to impeach must be tabled by the VUSAC Executive.
  - iii. Following impeachment, the VUSAC Executive must oversee a nomination, election, or hiring process to replace the head(s).
  - iv. The impeached head(s) shall be immediately stripped of any authority over the bank account of the organization.
- d) The account will be held in trust by the VUSAC.
- e) The VUSAC must accept a motion for a referendum to eliminate a levy receiver's levy if the organization does not have head(s) for longer than twenty-four months.

### **Proposed Amendment:**

#### Section 1: Levy Heads

- a) Levy heads shall be defined in levy constitutions. Examples include President(s), Editor-in-chief(s), and Manager(s).
  - i. The constitution of each levy receiver must define the mechanism by which the heads are nominated, elected, and impeached.

- ii. The VUSAC must ratify all such appointments and elections, upon the [conclusion of the process outlined in the levy's constitution](#)
- b) Specific responsibilities of the head(s) include:
  - i. To submit documentation of the organization's activities, including budgets and financial statements, to the VUSAC.
  - ii. To manage or oversee the finances of [their levy](#)
  - iii. To uphold [the levy's](#) mandate; to ensure the continuity of [the levy](#); and to encourage participation in the [levy](#) by members of the VCU.
- c) The VUSAC may impeach the head(s) of a constituent organization for failing to uphold the constitution of the organization or to fulfill the specific levy head responsibilities.
  - i. Impeachment can only be pursued following an attempt to assist the head(s) to fulfill their responsibilities.
  - ii. A motion to impeach must be tabled by the VUSAC Executive.
  - iii. Following impeachment, the VUSAC Executive must oversee a nomination, election, or hiring process to replace the head(s).
  - iv. The impeached head(s) shall be immediately stripped of any authority over the bank account of the organization.
- d) The account will be held in trust by the VUSAC.

**Rationale:**

For continuation, we are also removing the requirement that levy heads submit a report at every meeting. We've also replaced "organization" with "levy" for clarity.

e) was moved to Chapter 12, Section 3, as it pertains to Levy Referenda

## \*Proposed Amendment #40

### Chapter 12, Section 2

#### **Original**

- a) The constitution of a levy receiver must define:
  - i. The mandate of the organization
  - ii. Its head positions and the processes by which they are filled
- b) The constitution of a levy receiver may also define an active membership of the organization. **Members shall be recognized by the VUSAC as representing the interests of the organization.**
- c) Amendments to the constitution of a constituent organization must be ratified by the VUSAC following the recommendation of the head(s) in consultation with the VUSAC Executive. In the absence of confirmed head(s), no amendments may be made to the constitution of a levy receiver.
- d) VUSAC must have a current copy of all levy receiver constitutions on file.

#### **Proposed Amendments:**

- a) The constitution of a levy receiver must define:
  - i. The mandate of the organization
  - ii. Its head positions and the processes by which they are filled
- b) The constitution of a levy receiver may also define an active membership of the organization.
- c) Amendments to the constitution of a **levy** organization must be ratified by the VUSAC following the recommendation of the head(s) in consultation with the VUSAC Executive. In the absence of confirmed head(s), no amendments may be made to the constitution of a levy receiver.
- d) VUSAC must have a current copy of all levy receiver constitutions on file.

#### **Rationale:**

Deleted second part of 2b because it can be misinterpreted as VUSAC recognizing a levy member as speaking on behalf of the levy, even if they are not authorized to do so by the levy heads. Additionally, many VUSAC members are also members on levies, and the current language leaves room for potential conflicts of interests.

## \*Proposed Amendment #41

### Chapter 12, Section 3

#### **Original**

##### Section 3: Levy Referenda

- a) A levy receiver is created when the VCU approve the creation of new student levy.
- b) A levy receiver shall cease to exist following a referendum to eliminate its levy. Such a referendum must be proposed by the VUSAC Executive and approved by the VUSAC.
- c) Any referendum question regarding a levy receiver must be accompanied by a description of that organization's mandate, as defined in its Constitution.

#### **Proposed Amendments:**

- a) A levy receiver is created when the VCU approves the creation of a new student levy through a referendum following the policies on referenda outlined in ERC.
- b) A levy receiver shall cease to exist following a referendum to eliminate its levy. Such a referendum must be proposed by the VUSAC Executive and approved by the VUSAC.
  - a. The VUSAC must accept a motion for a referendum to eliminate a levy receiver's levy if the organization does not have head(s) for longer than twenty-four months.
- c) Any referendum question regarding a levy receiver must be accompanied by a description of that organization's mandate, as defined in its Constitution.

#### **Rationale:**

Outlines and clarifies a solid policy on how levies can be created and eliminated, as well as where it can be sourced in the ERC.

## Proposed Amendment #42

Chapter 12, Section 4a

### **Original**

Section 4: Levy Finances

- a) Cheques issued by a levy receiver must be signed by two heads; or by one head and a designated financial officer; or, at the discretion of the VUSAC, by one head and either the VUSAC President or the VUSAC Vice-President Finance.

### **Proposed Amendments:**

- a) Cheques issued by a levy receiver must be signed by two heads; or by one head and a designated financial officer; or, at the discretion of the VUSAC, by one head and either the VUSAC President or the [VUSAC Finance Chair or one representative from the Office from the Office of the Bursar](#).



# Proposed Amendment #43

## Chapter 12, Section 5

### **Proposed Amendment**

#### Section 5: Responsibilities of Levy Receivers

- a) Levy receivers must meet the following minimum requirements in order to receive levy payments:
  - i. Actively and effectively recruit members from within the Victoria Community.
  - ii. Submit an updated constitution as per Section 2 of this Policy.
  - iii. Ensure that at least 80% of its executive or board of directors be composed of members of the VCU.
  - iv. Ensure that at least 60% of its membership be composed of members of the VCU.
  - v. Provide the Vice-President [Student Organizations](#) with at least one contact person for the organization (the Head), including name and e-mail address (to be made public).
  - vi. Submit a full list of the organization's executive officers for the current year to the VUSAC Executive.
  - vii. Send a representative to the VUSAC Clubs [Event](#) during Orientation Week. The VUSAC Vice-President [Student Organizations](#) shall be responsible for informing all Constituent Organization Heads of the time and place of [this event](#) within a reasonable period of time.
  - viii. Check the organization's VUSAC mailbox on a weekly basis.

#### **Rationale:**

Replace VPE with VPSO

# Proposed Amendment #44

## Chapter 12, Section 6

### **Proposed Amendments**

#### Section 6: Ongoing Oversight and Assistance by the VUSAC

- a) The VUSAC President is directly responsible for ensuring that the levy receivers can and do fulfill their mandates, serve the VCU, and practice financial responsibility.
- b) The Vice-President [Student Organizations](#) shall be responsible for liaising with levy receivers throughout the year.
- c) The Vice-President [Student Organizations](#) shall be responsible of monitoring the attendance and performance of all levy receiver head(s), including attendance at Vic Caucus meetings (two representatives).
- d) The head(s) shall submit all necessary documentation and information to the VUSAC to assist with ssa) above. This documentation includes but is not limited to mid-term and year-end reports; minutes from meetings of the organization; membership lists; and accounting records and financial statements.
- e) The VUSAC may not take a binding vote on a matter concerning the operation of levy receivers without the consent of said organization's head(s), except as explicitly defined in the VUSAC Constitution, in the Council Policies document, or in the constitution of the organization.

#### **Rationale:**

Replace VPE with VPSO

# Proposed Amendment #45

## Chapter 12, Section 7

### Proposed Amendments

#### Section 7: The Cat's Eye Advisory Board and Cat's Eye Operations

- a) The Cat's Eye Advisory Board shall consist of:
  - i. [Vice-President of Student Organizations](#), who shall act as chair;
  - ii. The Commuter Commissioner;
  - iii. One Councillor;
  - iv. A Food Services representative;
  - v. The Campus Life Coordinator;
  - vi. The Cat's Eye Manager(s);
  - vii. One Cat's Eye Subcommittee Member (to be appointed by management).
  - viii. One Residence Building President (to be appointed by the Residence Life Coordinator);
  - ix. A Physical Plant Services Representative;
  - x. The Dean of Students or a Dean's Office representative, who shall act as a non-voting assessor member.
- b) The Cat's Eye Advisory Board will be responsible for:
  - i. The recruitment, selection and appointment of the Cat's Eye Management, to be approved by the VUSAC.
  - ii. Duties as defined in the Cat's Eye Operating Policies and Procedures as interpreted by the VUSAC.
  - iii. Amending the Cat's Eye Operating Policies and Procedures, subject to the approval of the VUSAC.
- c) The VUSAC will be responsible for:
  - i. Approving the Cat's Eye budget.
  - ii. Duties as defined in the Cat's Eye Operating Policies and Procedures as interpreted by the VUSAC.
  - iii. Referring items to the Cat's Eye Advisory Board on an as needed basis.
- d) [The](#) VUSAC formally recognizes The Cat's Eye as:
  - i. Jointly responsible for the [Cat's Eye Space in the Goldring Student Center](#), along with the VUSAC.
  - ii. A lounge space intended to promote social interaction between members of the VCU.
- e) Any policy which may obstruct social interaction in The Cat's Eye must emanate from recommendations of the Cat's Eye Advisory Board.

#### **Rationale:**

Replace VPE with VPSO and to update the space that the Cat's Eye occupies (currently says Birge Carnegie)

## **\*Proposed Amendment #46**

Chapter 12, REMOVE Section 8

### **Original:**

Section 8: Student Projects Levy Committee Operating Policy

- a) Any amendments to the Student Projects Levy Operating Policy must be ratified by the VUSAC.
- b) A copy of the most updated version of the Student Projects Levy Operating Policy is to be kept in the office of the VUSAC President.

### **Rationale:**

Already mentioned in Section 3 of Chapter 12.

# Proposed Amendment #47

## Chapter 13, Section 1

### **Original:**

#### Section 1: Clubs Recognition

- a) Club recognition by the VUSAC is required for all Victoria clubs in order to take advantage of certain privileges- such as access to room booking on the Vic campus, opportunity to apply to VUSAC for funding and inclusion in student handbooks and/or web sites produced by VUSAC or other Victoria offices.
- b) Recognition must be renewed annually. Recognition granted at any point in the year will expire on the following September 30<sup>th</sup>.
- c) To be recognized by the VUSAC, a club must meet the following minimum requirements. The club must:
  - i. Actively and effectively recruit members from within the Victoria College community.
  - ii. Submit a fully completed Victoria Club Recognition application form and submit it to the VUSAC office. The application will be considered at the VUSAC meeting following the receipt of the application assuming all minimum requirements for recognition have been met. All information on the form must be accurate and current.
  - iii. Have an executive at least 70% of which is composed of members of the VCU.
  - iv. Provide the Scarlet & Gold Commissioner with at least one contact person for the club, including name and email address (to be made public) as well as a phone number. The contact person must be a member of the VCU and must provide the information to the Scarlet & Gold Commissioner.
  - v. Submit a full list of the club executive officers for the current year.
  - vi. Send a representative to the VUSAC Clubs Brunch during Orientation Week, and to the VUSAC Clubs Fair during the week of Winterfest. The Scarlet & Gold Commissioner shall be responsible for informing all club contact persons of the time and place of both events within a reasonable period of time.
  - vii. Check the individual VUSAC mailbox designated to the club as well as the email address provided by the club to the Scarlet & Gold Commissioner on a weekly basis.
  - viii. Send at least one exec to the mandatory clubs meeting each term. Meetings are to be scheduled by the Scarlet & Gold Commissioner, a minimum of two weeks in advance.
  - ix. Submit any materials related to transitions or Orientation Week (e.g. description of group for the annual Orientation handbook) requested by the Scarlet & Gold Commissioner in a timely manner.
  - x. Club heads must submit a 100-150 word report by the third Friday of May, detailing their club's function and the contact information of the incoming club executive for use in the Victoria University Handbook.

- xi. In order to access second semester funding, Club Heads and at least 1/2 of a club's Executive team must attend Equity Training.
  - 1. To fulfill the 1/2 requirement, the number of Executives trained can include the Club Heads.
- d) In order to allow for the formation of clubs by first year students, and to allow the formation of clubs after the budget request deadline, clubs may request recognized status from the VUSAC at any time.

### **Proposed Amendments:**

#### Section 1: Clubs Recognition

- a) Club recognition by the VUSAC is required for all Victoria clubs in order to take advantage of certain privileges- such as access to room booking on the Vic campus, opportunity to apply to [the VUSAC](#) for funding and inclusion in student handbooks and/or web sites produced by [the VUSAC](#) or other Victoria offices.
- b) Recognition must be renewed annually. Recognition granted at any point in the year will expire on the following [April 30th](#).
- c) To be recognized by the VUSAC, a club must meet the following minimum requirements. The club must:
  - i. Actively and effectively recruit members from within the Victoria College community.
  - ii. Submit a fully completed Victoria Club Recognition application form [to the VUSAC VPSO](#) The application will be considered at the [next appropriate VUSAC meeting, at the discretion of the chair](#), following the receipt of the application assuming all minimum requirements for recognition have been met. All information on the form must be accurate and current.
  - iii. Have an executive, at least 70% of which is composed of members of the VCU.
  - iv. [Have a club email address, which is to be monitored on a weekly basis.](#)
  - v. Submit a full list of the club executive officers for the current year.
  - vi. Send a representative to the VUSAC Clubs [Event](#) during Orientation Week. The [VPSO](#) shall be responsible for informing all club contact persons of the time and place of [this event](#) within a reasonable period of time.
  - vii. [Regularly check](#) the individual VUSAC mailbox designated to the club as well as the email address provided by the club to the [VPSO](#) on a weekly basis
  - viii. Send at least one exec to the mandatory clubs meeting each term. Meetings are to be scheduled by the [VPSO](#), a minimum of two weeks in advance.
  - ix. [Attend two mandatory check-ins with the VPSO per year \(one per semester\).](#)
  - x. [May submit](#) any materials related to transitions or Orientation Week requested by the [VPSO](#) in a timely manner.
  - xi. In order to access second semester funding, at least 1/2 of a club's Executive team ([including club heads](#)) must attend Equity Training.
- d) In order to allow for the formation of clubs by first year students, and to allow the formation of clubs after the budget request deadline, clubs may request recognized status from the VUSAC at any time.

**Rationale:**

Lots of the language in the council policies is outdated, as the role of VPSO used to be divided between Scarlet and Gold Commissioner and the Vice President External. Most of the amendments here reflect that change, as well as any changes made to the clubs application process and clubs operations in the last few years.

## \*Proposed Amendment #48

### Chapter 13, Section 2

#### **Original**

##### Section 2: Clubs Funding

- a) Clubs must apply to the VUSAC for funding within the budget deadline. Clubs formed or recognized after the budget request deadline may still apply to the VUSAC for funding but should be aware that funds may be more limited.
- b) Budget requests must be detailed.
- c) Any Club spending beyond the approved budget or the amount provided to the club by the VUSAC will not be reimbursed by the VUSAC.
- d) All Club funding obtained from outside sources must be listed on the budget request form, including the source of funding and the amount received.
- e) Any VUSAC recognized club that raises its own funds shall have a right of first refusal on those funds for the remainder of the current academic year and for the following academic year before those funds are accessible to other clubs and commissions.

#### **Proposed Amendments:**

##### Section 2: Clubs Funding

- a) Clubs must apply to the VUSAC for funding within the budget deadline. Clubs formed or recognized after the budget request deadline may still apply to the VUSAC for funding but should be aware that funds may be more limited.
- b) Budget requests must **include detailed summaries and justifications of line items.**
- c) **Clubs that request \$1000 or more in funding for a given semester are mandated to send a club head, or a club executive, to that semester's Budget Steering Meeting.**
- d) Any Club spending beyond the approved budget or the amount provided to the club by the VUSAC will not be reimbursed by the VUSAC.
  - a. **Exceptions may be made at the discretion of the VUSAC Executive and the Finance Chair, on a case-by-case basis.**
- e) All Club funding obtained **or requested** from outside sources, **such as endowments or the UTSU**, must be listed on the budget request form, including the source of funding and the amount received **or requested.**
- f) Any VUSAC recognized club that raises its own funds shall have **the opportunity to reallocate these funds into its own programming** before those funds are accessible to other clubs and commissions.
  - a. **Reallocations must still be ratified by the VUSAC.**
- g) **The Vice-President, Student Organizations shall maintain a contingency fund during every budgetary period, to be drawn upon by all clubs.**

#### **Rationale:**

For clarity on how funding can be requested by clubs. Much of the changes were drawn from concerns from this year's budgeting meeting, as it is helpful to have club representatives at the budget ratification meeting to clarify any questions that council may



have. The changes also address what should be expected from clubs who request external funding and/or who expect revenue.

# Proposed Amendment #49

## Chapter 13, Section 3

### **Original**

#### Section 3: Club Equipment

- a) All Club equipment purchased with VUSAC funds are the property of the VUSAC and must be returned at the end of each academic year.
- b) Club equipment sign-out policy:
  - i. Any member of a club may borrow their club's equipment, kept in the VUSAC storage, by making arrangements with the VUSAC Vice-President Student Organizations. Members of the VCU who are not members of the associated Club must obtain permission from appropriate Club head before borrowing.
  - ii. Equipment must be returned in its original condition. All damages incurred will be the responsibility of the borrower.
- c) Each club head shall include an inventory list in the club's year-end report.

### **Proposed Amendments:**

#### Section 3: Club Equipment

- a) All club equipment purchased with VUSAC funds are the property of the VUSAC and must be returned at the end of each academic year.
- b) Club equipment sign-out policy:
  - i. Any member of a club may borrow their club's equipment, kept in the VUSAC storage, by making arrangements with the VUSAC VPSO. Members of the VCU who are not members of the associated club must obtain permission from the appropriate club head before borrowing.
  - ii. Equipment must be returned in its original condition. All damages incurred will be the responsibility of the borrower.
- c) Each club head must submit an inventory list to the VPSO at the end of each semester.

### **Rationale:**

Amendments here are the clarify the expectations for club heads to maintain inventory and responsibility of their equipment, as they are purchased with VUSAC funds and therefore belong to the VUSAC. Additionally, Club(s) has been changed to club(s) for consistency.

# Proposed Amendment #50

## Chapter 13, Section 4

### **Original:**

#### Section 4: Club Membership

- a) Membership may not be denied to any member of the VCU except for the following circumstances:
  - i. The nature of the club requires special talents or abilities which are not held in the applicant (e.g. musical talent).
  - ii. The applicant has demonstrated disruptive tendencies which would seriously undermine other students' enjoyment of the club. In such a case the applicant should be informed in writing of the clubs' reasons for rejecting the application. All such rejections may be appealed to the VUSAC and the rejected applicant must be informed in writing that they have the right to make such an appeal.
  - iii. 60 % of Club membership and 80 % of the executive must consist of Victoria University students, with exceptions to be granted only by the VUSAC.

### **Proposed Amendment:**

#### Section 4: Club Membership

- a) Membership may not be denied to any member of the VCU except for the following circumstances:
  - i. The nature of the club requires special talents or abilities which are not held in the applicant (e.g. musical talent).
  - ii. The applicant has demonstrated disruptive tendencies which would seriously undermine other students' **safety or** enjoyment of the club. In such a case the applicant should be informed in writing of the clubs' reasons for rejecting the application. All such rejections may be appealed to the VUSAC and the rejected applicant must be informed in writing that they have the right to make such an appeal.

### **Rationale:**

We've deleted 4a iii as it is already outlined in section 1 as an essential criteria for all clubs membership.

## \*Proposed Amendment #51

### Chapter 13, Section 5

#### **Original:**

##### Section 5: Club Functioning

###### a) Constitutions:

- i. A club constitution must outline the club's name, purpose, executive members, elections protocol, and proposed meetings fro the year.
- ii. Clubs may make amendments to their constitution after they have been ratified. They are encouraged to use the template for club constitution amendments which may be provided directly by the Scarlet & Gold Commissioner and be otherwise found on the VUSAC website.
- iii. Amendments must be voted in favor of by at least 2/3 of the club's executive and then emailed to the Scarlet & Gold Commissioner for approval. Once approved, they will come in to effect.

###### b) Advertising

- i. Clubs must actively encourage participation and attendance at their events.
- ii. Clubs must submit a schedule of events (including meetings) to the Scarlet & Gold Commissioner for inclusion in various communications vehicles.
- iii. Place posters around the campus announcing the first few meetings (with date, time and location) for the club at the start of the fall semester and at the start of the winter semester so new members can get involved.

#### **Proposed Amendments:**

##### Section 5: Club Functioning

###### a) Advertising

- i. Clubs must actively encourage participation and attendance at their events.
- ii. Clubs must **make a reasonable effort to inform the VPSO of their upcoming** events (including meetings) to the **VPSO** for inclusion in various communications vehicles.
- iii. **Clubs should strongly consider placing** posters around the campus announcing the first few meetings (with date, time and location) for the club at the start of the fall semester and at the start of the winter semester so new members can get involved.

#### **Rationale:**

Clubs constitutions have not been in effect for quite some time, and it is understood that the clubs recognition submission acts as the club's constitution.

In terms of advertising, we've changed the language so that the option is available for clubs to put up posters, but is not a necessity.

# Proposed Amendment #52

## Chapter 13, Section 6

### **Original:**

#### Section 6: Miscellaneous

- a) A club's executive, chosen from amongst its own members, shall be elected in a fair and democratic process as outlined in the club's own constitution, as submitted to the VUSAC.
  - i. In cases where a position on the club's executive mandates the usage of specific skills (e.g. proficiency with graphic design), making it appropriate for a member to be appointed by the club's existing executive rather than elected by the club's membership.
  - ii. Said appeal must be submitted to the Scarlet & Gold Commissioner alongside proposed amendments to the club's constitution with would outline the appointment process.
  - iii. It is up to the discretion of the Scarlet & Gold Commissioner whether or not said exemption will be granted and relevant amendments to the club's constitution may be put forward for approval.
- b) All clubs shall abide by the Victoria University and the University of Toronto codes of student conduct and shall be governed by the VUSAC.
- c) Failure to comply with the aforementioned guidelines may result in suspension of funding and/or loss of recognition, at the discretion of the VUSAC.
- d) A copy of this Policy shall be included with the VUSAC Clubs Recognition application form for pick-up by clubs at the VUSAC office or the Office of the Dean of Students beginning in mid-August.

### **Proposed Amendment:**

#### Section 6: Miscellaneous

- a) A club's executive, chosen from amongst its own members, shall be elected in a fair and democratic process as outlined in the club's own constitution, as submitted to the VUSAC.
  - i. In cases where a position on the club's executive mandates the usage of specific skills (e.g. proficiency with graphic design), making it appropriate for a member to be appointed by the club's existing executive rather than elected by the club's membership.
  - ii. Said appeal must be submitted to the **VPSO** alongside proposed amendments to the club's constitution with would outline the appointment process.
  - iii. It is up to the discretion of the **VPSO** whether or not said exemption will be granted and relevant amendments to the club's constitution may be put forward for approval.
- b) All clubs shall abide by the Victoria University and the University of Toronto codes of student conduct and shall be governed by the VUSAC.

- c) Failure to comply with the aforementioned guidelines may result in suspension of funding and/or loss of recognition, at the discretion of the VUSAC.
- d) A copy of this Policy shall be included with the VUSAC Clubs Recognition application form

**Rationale:**

VPSO instead of Scarlet and Gold

## Proposed Amendment #53

Chapter 14, Section 1

**Proposed Amendments:**

Section 1: Student Nominations to the Board of Regents (BoR)

- a) The Victoria College student members of the BoR shall consist of four (4) members of the VCU and the VUSAC President.
  - a. [In accordance with the Victoria University Act, the student members must be Canadian citizens.](#)
- b) The VUSAC shall submit the name of the VUSAC President to the Board of Regents by April 1st.
- c) The President shall submit for nomination to the Board of Regents the names of four successful candidates from an election to be held as follows:
  - i. Four seats will be contested and elected by students from Victoria College for a one-year term in the VUSAC spring elections.
- d) The CRO shall make it clear to the candidates that their seats on the Board of Regents are conditional on the approval of the Board.
- e) The CRO shall set down clearly and make available to the candidates the guidelines for membership on the BoR, as set [out in](#) the Victoria University Act and by the VUSAC's [governing documents](#).

**Rationale:**

The Victoria University Act states that voting members of the BoR must be Canadian citizens, and it is important that this information is made available to students in Council Policies and other VUSAC governing documents prior to elections, particularly to VCU members who are not Canadian citizens.

## \*Proposed Amendment #54

Chapter 15, New Section

### **Proposed Amendment**

#### Section 1: The Orientation Co-Chairs

- a) Orientation Week shall be organized by two co-chairs, one of whom shall be a Victoria College Student, hereafter referred to as the student co-chair. The other co-chair shall be a staff member from the Dean's Office. .
- b) The student co-chair shall be given an honorarium.
- c) Duties of the co-chairs include and are not limited to:
  - i) Planning leader hiring and training, preparation of a full budget and communication of said budget to the orientation executive, planning of main programming for orientation week.
  - ii) Adhering to the Orientation Incentive Grant guidelines.
  - iii) Ensuring that all events of the Orientation program, with the exception of Commuter Orientation, be held in the month of September, unless special permission is given by the Orientation Steering Committee.
  - iv) Preparation of a full written report on the activities and finances of Orientation, to be presented to full council at the next appropriate VUSAC meeting, after the incoming student co-chair has been hired.
    - 1) Once this report has been submitted, the honorarium for the student co-chair may be released. Any adjustments to this timeline may be made at the discretion of the staff co-chair.

#### **Rationale:**

This new section is to clearly outline the role of the orientation co-chairs. This also ensures that a transition report is written for future orientation co-chairs.

## \*Proposed Amendment #55

Chapter 15, Section 1, renamed to 2

### Proposed Amendment

#### Section 2: Orientation Student Co-Chair Selection Procedure

- a) The student co-chair shall be chosen by the Orientation Co-Chair Selection Committee.
- b) Applications for Orientation Co-Chair shall open for at least two weeks. Co-Chairs must be hired by the last day of classes in the first semester.
  - i. Only members of the VCU may apply to be the Orientation Co-Chair.
- c) The Orientation Student Co-Chair Selection Committee shall consist of:
  - i. The VUSAC Vice-President Internal, who shall be the chair;
  - ii. The VUSAC President;
  - iii. The Dean of Students or a Dean's Office Representative;
  - iv. The Campus Life Coordinator, **who is the other co-chair**;
  - v. One residence student of Victoria College, who shall never have been an Orientation Executive member but who must have previously been involved as an Orientation Leader;
  - vi. One commuter student of Victoria College who shall never have been an Orientation Executive member but who must have previously been involved as an Orientation Leader;
  - vii. A member of the Victoria College faculty;
  - viii. At least one of the previously appointed Orientation **Student** Co-Chairs.
  - ix. **VUSAC Equity Commissioner, or a delegate**
- d) The Orientation **Student** Co-Chair shall be selected by the **above** committee on the basis of an application, an interview, and discussion.
  - i. **The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.**
- e) In the event of conflict of interest between Chairs or Executive applicants and the Selection Committee, the Committee's members shall:
  - i. Ensure the member in conflict withdraws **themselves** from the Committee when such a conflict is apparent.
  - ii. Grant each applicant one request for the withdrawal of a committee member.
- f) Committee members who withdraw shall be replaced by the Orientation Co-Chair Selection Committee.
- g) A copy of this Policy shall be **made available online** with each application to an Orientation position.

#### Rationale:

Clarifies that the CLC is the other co-chair, the membership of the rest of the student co-chair hiring committee and also that hiring should be done based on the equitable hiring policy.





# Proposed Amendment #56

## Chapter 15, Section 2

### Proposed Amendment

#### Section 3: Orientation Executive Selection Procedure

- a) Applications for Orientation Executive shall remain open for at least three weeks. The Orientation Executive must be chosen by the last Friday in February.
  - i. Only members of the VCU may apply to be members of the Orientation Executive Committee.
- b) The Orientation Executive Committee Selection Committee shall consist of:
  - i. The VUSAC Vice-President Internal, who shall be the chair;
  - ii. The current Orientation Co-Chairs;
  - iii. The Campus Life Coordinator;
  - iv. The President of the VUSAC;
  - v. The VUSAC Equity Commissioner, or a delegate of their choosing from their commission.
  - vi. The VUSAC Commuter Commissioner, or a delegate of their choosing from their commission
- c) The number of the Orientation Executive Committee members chosen shall be determined by the Orientation Co-Chairs.
- d) Orientation Executive shall be selected by the Orientation Executive Selection Committee on the basis of an application, and an interview.
  - i. The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.
- e) In the event of conflict of interest between Chairs or Executive applicants and the Selection Committee, the Committee's members shall:
  - i. Ensure the member in conflict withdraws himself or herself from the Committee when such a conflict is apparent.
  - ii. Grant each applicant one request for the withdrawal of a committee member.
- f) Committee members who withdraw shall be replaced by the same body and procedure that chose the original member. Replacements for the VUSAC members shall be made by the VUSAC.
- g) A copy of this Policy shall be made available online with each application to an Orientation position.

#### Rationale:

- Renumbering the section.
- Clarifying that equity and commuter commissioners are able to send delegates from their commissions to sit on the executive hiring panel.
- Similar to amendment #55, the hiring should be done according to the equitable hiring policy.

# Proposed Amendment #57

## Chapter 15, Section 3

### Proposed Amendment

#### Section 4: Orientation Leader Selection

- a) Applications for Orientation Leaders shall remain open for at least two weeks. All Orientation Leaders must be chosen by the last Friday in March.
- b) [Shall be overseen by the Orientation Executive](#)
- c) The Orientation Leaders shall be selected in a manner that is fair and accessible to all students. Only members of the VCU may apply to be Orientation Leaders.
  - i. If the applicant is unable to attend the workshop, an [alternate workshop](#) or interview, to be conducted by the Orientation Executive Committee, shall be granted.
  - ii. The number of Orientation Leaders selected shall be determined by the Orientation Co-Chairs.
- d) Each applicant has the right to an appeal.
  - i. If the candidate had not been selected as an Orientation Leader, the Chair shall produce their application along with the reasons for exclusion for the candidate's inspection, upon the candidate's request.
  - ii. If the candidate is unsatisfied, then they he/she may approach the VUSAC Executive before the deadline specified by the Orientation Chair on the published list; the Executive shall render the final decision on a candidate's suitability.
  - iii. [All appeals made by orientation student co-chair and/or executive applicants shall be made towards their respective hiring committees, outlined in Section 2 and 3 of this chapter.](#)
  - iv. All appeals made by Chair applicants and Executive Member applicants shall be made to the Judiciary.
- e) [A copy of this Policy shall be made available online with each application to an Orientation position.](#)

#### Rationale

- Clarifies that orientation leader selection is done by the executive team
- Outlines the appeals process; in the future, this can be moved to its own section.

# Proposed Amendment #58

Chapter 15, Section 4

## **Proposed Amendment**

Section 5: Responsibilities of the Orientation Executive

- a) The Orientation Executive will be responsible for supporting the co-chairs in conducting the Orientation Leader selection.
- b) Shall support the co-chairs in tasks outlined in Section 1 of this chapter.
- c) Are responsible for the submission of a full written report, to be submitted to the staff co-chair in December. Successful submission will result in the release of their honorarium and dissolution of executive duties
- d) The Orientation Co-Chairs and Orientation Executive are responsible to the VUSAC and the Orientation Steering Committee.in the internal functioning of Orientation, the VUSAC President's role shall be interpreted to be primarily that of an Orientation Executive and not primarily as a representative of the VUSAC.
- e) Anything not covered here will revert back to the Orientation Steering Committee for a decision.

## **Rationale:**

Outlines the roles of the orientation executive and ensures submission of reports in order to receive honoraria.

## Proposed Amendment #59

Chapter 15, Section 5, renumbering

### **Proposed Amendment**

Section 6: Responsibilities of the Orientation Steering Committee

### **Rationale:**

Renumbering the section.

## Proposed Amendment #60

Chapter 17 renumbering to 16

### **Proposed Amendment:**

Chapter 16: Policies on Graduation Banquet

### **Rationale:**

Renumbering the chapter, as Ch 16: Policies on Winterfest was removed in 2019.

## \*Proposed Amendment #61

Chapter 17 (to be 16), Section 1

### **Original:**

Section 1: Graduation Banquet Chair(s)

- a) The Graduation Banquet Chair(s) will be selected by the Graduation Banquet Chair Selection Committee which will be chaired by the Academic Commissioner, and will also include:
  - i. One Councillor;
  - ii. The Commuter Commissioner;
  - iii. The Scarlet & Gold Commissioner;
  - iv. Two graduating students.
- b) The Graduation Banquet chair shall not be required to pay for attending the event.

### **Proposed Amendment:**

Section 1: Graduation Banquet Chair(s)

- a) Role of the Graduation Banquet Chair(s)
  - i. Shall chair the Graduation Banquet Committee
  - ii. Shall submit reports to the VUSAC Academic Commissioner, who will present them at VUSAC meetings. Alternatively, they can attend the meetings and present themselves.
  - iii. Shall submit a transition report to the Academic Commissioner, which will be maintained in internal memory for future chairs.
- b) The Graduation Banquet Chair(s) will be selected by the Graduation Banquet Chair Selection Committee
  - i. Applications will be available at the end of January and remain open for at least 2 weeks. Should no applications be submitted, the deadline can be extended.
  - ii. The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.
- c) Structure of the Graduation Banquet Chair Selection Committee:
  - i. The VUSAC Academic Commissioner, who will be the chair
  - ii. Academic Co-Chair
  - iii. One Councillor;
  - iv. The Commuter Commissioner;
  - v. The Scarlet & Gold Commissioner;
  - vi. Two graduating students.
  - vii. The Associate Dean of Upper-Year and International Students
  - viii. The Equity Commissioner
- d) The Chair shall be ratified by VUSAC at the next possible meeting

### **Rationale:**

Here we elaborate on the role of the Grad banquet chairs, and how they should be selected. Structure was drawn from Chapter 16: Policies on Orientation and

## Proposed Amendment #62

Chapter 17 (to be 16), Section 2

### **Original**

#### Section 2: Graduation Banquet Committee

- a) The Graduation Banquet Committee shall be co-chaired by the appointed student Chair(s) and by the Campus Life Coordinator from the Office of the Dean of Students.
- b) The remainder of the Graduation Banquet Committee shall consist of:
  - i. The Scarlet & Gold Commissioner;
  - ii. The Campus Life Coordinator;
  - iii. A member of the Commuter Commission;
  - iv. One graduating residence student;
  - v. One graduating commuter student;
  - vi. The Academic Commissioner;
  - vii. A representative from the Office of Alumni Affairs and University Advancement.
- c) The Graduation Banquet Committee shall be responsible for:
  - i. Selecting the venue for the banquet;
  - ii. Advertising effectively for the event;
  - iii. Establishing ticket prices, while prioritizing the financial accessibility of the event by setting the price as low as is possible and in no way endeavouring to make a profit;
  - iv. Selling tickets within a reasonable period of time prior to the event;
  - v. Providing banquet updates at every VUSAC meeting before the banquet.
- d) The Graduation Banquet Committee shall consider the financial interests of the graduating class throughout the event planning process.
- e) The Graduation Banquet Committee shall make a concerted effort to survey the graduating class for its general preferences with regard to the format and venue for the Graduation Banquet.
- f) In addition to funds generated from ticket sales, it is the responsibility of the Graduation Banquet Committee to solicit funding from the various administrative departments within the university. The following subsections also apply to the budgeting process for the Graduation Banquet.
  - i. The Graduation Banquet Committee must present a detailed budget to the VUSAC before the end of February.
  - ii. This budget should contain best and worse case scenarios, as well as a comparison to the previous year's budget. Any and all sponsorships, grants or other financial assistance shall be documented and included as a record for the Vice-President Finance. Because all these sources of revenue may not be known at the time of presenting the initial budget, it is the responsibility



- of the Chair(s) to keep the VUSAC regularly informed. All revenue considered (including reasonable ticket sales), the event is to be self-sufficient.
- iii. This budget must receive majority approval from the VUSAC. If the budget is rejected, it shall be sent back to the Graduation Banquet Committee with a clear rationale for its rejection. It will then be the responsibility of the Graduation Banquet Committee to present a new budget at the next VUSAC meeting.
  - iv. Budgetary changes which take place after initial approval and before the end of regular VUSAC meetings in April shall be referred to the full Council. Budgetary changes which take place after the end of regular VUSAC meetings shall be referred to the President and the Vice-President Finance in office at that time.
  - v. The VUSAC accepts no financial responsibility for any expenses and/or deficits incurred without explicit, written VUSAC approval. Any financial surplus shall accrue to offset the costs of future Graduation events.
  - vi. It shall be the responsibility of the Chair(s) to submit three copies of a final report including full financial statements, to the incumbent VUSAC President, Vice-President Finance, and Scarlet and Gold Commissioner no later than the end of July in a given year.

### **Proposed Amendments:**

#### Section 2: Graduation Banquet Committee

- a) The Graduation Banquet Committee shall be chaired by the **hired** student Chair(s).
- b) The remainder of the Graduation Banquet Committee shall consist of:
  - i. **The Academic Commissioner;**
  - ii. **The Academic Co-Chair;**
  - iii. The Scarlet & Gold Commissioner;
  - iv. The Campus Life Coordinator;
  - v. A member of the Commuter Commission;
  - vi. One graduating residence student;
  - vii. One graduating commuter student;
  - viii. **The Sustainability Commissioner, or the co-chair**
  - ix. **The Equity Commissioner, or the co-chair**
  - x. A representative from the Office of Alumni Affairs and University Advancement.
  - xi. **Assistant Dean, Upper Year & International Students from the Office of the Dean of Students.**
- c) The Graduation Banquet Committee shall be responsible for:
  - i. Selecting the venue for the banquet;
  - ii. Advertising effectively for the event;
  - iii. Establishing ticket prices, while prioritizing the financial accessibility of the event by setting the price as low as is possible and in no way endeavouring to make a profit;
  - iv. Selling tickets within a reasonable period of time prior to the event;
  - v. **Making any other preparation necessary for the event**

- d) The Graduation Banquet Committee shall make a concerted effort to survey the graduating class for its general preferences with regard to the format and venue for the Graduation Banquet.
- e) In addition to funds generated from ticket sales, it is the responsibility of the Graduation Banquet Committee to [procure](#) funding from [external](#) departments within the university. The following subsections also apply to the budgeting process for the Graduation Banquet.
  - i. The Graduation Banquet Committee must present a detailed budget to the VUSAC before the end of February.
  - ii. The VUSAC accepts no financial responsibility for any expenses and/or deficits incurred without explicit, written VUSAC approval. Any financial surplus shall accrue to offset the costs of future Graduation events.

**Rationale:**

Here we clarify the composition of the Graduation Banquet Committee. Additionally, if VUSAC does not contribute financially to the event, then we have no necessary oversight regarding how the committee spends their funds.

## Proposed Amendment #63

Chapter 18 RENUMBERING to Chapter 17

### **Proposed Amendment:**

Chapter 17: Policies on Committees.

### **Rationale:**

Renumbering the chapter, as Ch 16: Policies on Winterfest was removed in 2019.

## **\*Proposed Amendment #64**

Chapter 18 (to be 17), REMOVE section 1

### **Original:**

Section 1: The VUSAC Hiring Committee

- a) The VUSAC Hiring Committee Shall be responsible for filling all hired positions on the VUSAC, including the Chair, the Secretary, the Communications Coordinator, and the CRO.
- b) Membership: The Hiring Committee shall consist of:
  - i. The outgoing member of VUSAC currently holding the position in question, who shall act as Chair
  - ii. The VUSAC President
  - iii. The VUSAC Vice-President External
  - iv. The Campus Life Coordinator
  - v. One resident student of Victoria College
  - vi. One commuter student of Victoria College
  - vii. A member of the Victoria College faculty
  - viii. An alumni of Victoria College

### **Rationale:**

All hiring committees will be outlined in the Equitable Hiring Policy (only applicable if EHP passes). Additionally, each hiring committee is different, depending on the position, so a general hiring committee is redundant.

# Proposed Amendment #65

Chapter 18 (to be 17), section 4

## **Original:**

Section 4: The Bob Director Selection Committee

- a) The Bob Director shall be chosen by a committee consisting of the following:
  - i. The outgoing Arts & Culture Commissioner who shall act as co-chair;
  - ii. The incoming Arts & Culture Commissioner who shall act as co-chair;
  - iii. A VUSAC Councillor
  - iv. The Previous Bob Director(s) or, if unavailable, a member of the previous year's cast
  - v. One member of the VCU with no prior involvement with the Bob Revue, to be appointed by the VUSAC upon the recommendation of the outgoing Arts & Culture Commissioner.

## **Rationale:**

Two directors can be hired and also to correct grammar. Should be VCU, not VUC.

## Proposed Amendment #66

Chapter 18 (to be 17), Section 8  
ADD Section 8

### Section 8: Hiring Panel of Highball Committee

- a) The Highball Committee Hiring Panel shall consist of the following members:
  - i) The Scarlet & Gold Commissioner
  - ii) The Commuter Commissioner
  - iii) The Equity Commissioner
  - iv) One (1) Past Member of Highball Committee who is not applying
  - v) One (1) Councillor who has never sat on Highball Committee

#### **Rationale:**

There are currently no official guidelines in place for the assembly of the Hiring Panel of Highball Committee. In the past, it has been the role of Scarlet & Gold Commissioner to select the members sitting on the Hiring Committee however it would be best to standardize it. The members selected to be a part of this committee are meant to reflect the nature of Highball and ensure a more equitable practice in assembling the annual Highball Committee.

## Proposed Amendment #67

RENAME Chapter 8: Policies on Commissions and Commissioners

### **Proposed:**

Chapter 8: Policies on Commissions, Commissioners and Co-Chairs.

### **Rationale:**

Co-Chairs did not have a specific section for their role, so we have added it into Chapter 8, after their respective commissioner. Co-Chair policy will need to be reviewed (or written, for sustainability) in future years!

## \*Proposed Amendment #68

New Section in Chapter 8, Academic Co-Chair.

### **Proposed Wording:**

#### Section 12: The Academic Co-Chair

- a) Shall work in conjunction with the Academic Commissioner to highlight opportunities for professional engagement after graduation, including listening, responding to, and interacting with the voices of the Victoria College community.
- b) Shall assist the Commissioner in the planning of at least one (1) event in the Fall semester which aims to connect first year students to upper year students with similar interest and academic or professional goals.
- c) Shall assist the Commissioner in their work with the various administrative bodies at Victoria University to plan and run career development, networking, academic success, volunteer involvement, and wellness programming.
- d) Shall be a voting member of the Graduation Banquet Committee.

### Rationale:

Clarifying that the Co-Chair is here to assist with the Commissioner's duties, leaving the exact delegation of responsibilities up to the respective Commissioner and Co-Chair. This section was a late-addition, so it was added to the end of Chapter 8. However, the chapter should be reformatted **next year** to move Academic Co-Chair to **Section 2**.



## **\*Proposed Amendment #69**

REMOVE Chapter 18 Section 2

### **Original:**

Section 2: The Elections Hiring Committee

- a) Shall consist of: the Campus Life Coordinator, the Dean of Students, and the VUSAC Executive. Should a member of the Executive decide to run in the elections in question, they must rescind their membership on the Elections Hiring Committee, and shall immediately be replaced by another Council, preferably a graduating member. If there is no further appointment put forth by the Council, then the role is deemed annulled.
- b) The VUSAC President shall act as the voting chair of the Elections Hiring Committee.
- c) The Elections Hiring Committee shall have hired a Chief Returning Officer (CRO) and appointed the members of the Elections and Appeals Committee (EAC) no later than one (1) month prior to the release of nominations.
- d) The Elections Hiring Committee shall be struck twice a year to determine the composition of the EAC: once for the fall elections and once for the spring elections.
- e) Shall advise the CRO if they choose to appoint an ACRO.

### **Rationale:**

Already outlined in the Elections and Referenda Code, Chapter 12 xii.