

2020 - 2021



By-Laws, Policies, & Operating Resolutions

Policy Book 2020-2021

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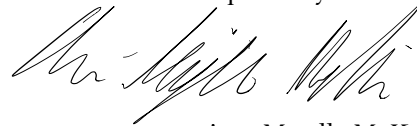
Section I

By-Laws

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

The by-laws contained herein were last amended on the 26th day of January, 2020 at a duly constituted meeting of the Trent Central Student Association's membership. On the 30th day of April 2020 these by-laws will supersede any previous version of the by-laws and mission statement.

Respectfully Submitted,



Ann-Majella McKelvie
President
Trent Central Student Association
2020-2021

By-Law 1: Mission and Principles

I.1 Preamble

The Trent Central Student Association (hereby referred to as "the Association") is a democratically elected student union representing undergraduate students at Trent University, Peterborough campus, operating as an Ontario non-profit corporation with its own by-laws and operating policies. The Association is governed by the Act (as hereinafter defined). The Trent Central Student Association hereby adopts the following as its Mission and Principles:

I.1.1 Mission

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

I.1.2 Principles

The Association is committed to the following fundamental principles:

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

By-Law 2: Definitions

II.1 In this by-law and all other by-laws and resolutions of the Association, the following definitions shall apply:

- i) ACADEMIC YEAR shall refer to a period of time defined by the University, normally consisting of twelve (12) months beginning in September and concluding in August of the following calendar year and divided into the Fall, Winter and Spring terms;
- ii) THE ACT means the Corporations Act (Ontario) until such time as the Ontario Not-for-Profit Corporations Act becomes effective and the Ontario Not for Profit Corporations Act, 2010, when effective, and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time
- iii) ASSOCIATION shall mean the Corporation incorporated as the Trent Central Student Association pursuant to the Act;
- iv) BOARD or BOARD OF DIRECTORS refers to the Board of Directors of the Trent Central Student Association acting as such;

- v) CHIEF ELECTORAL OFFICER refers to the person who serves as the head official during elections and referenda of the Association, and who chairs the Elections Committee;
- vi) COLLEGE refers to a College of the University;
- vii) DIRECTOR refers to a member, appointed or elected, to the Board of Directors of the Association;
- viii) DULY CALLED MEETING refers to a meeting called pursuant to the by-laws herein, whether or not that meeting attains quorum;
- ix) DULY CONSTITUTED MEETING refers to a meeting called pursuant to the bylaws herein, at which quorum is met;
- x) MEMBERSHIP FEES shall be the Fees listed in By-law 4.2.
- xi) LEVY GROUP refers to any organization that receives fees from each member of Association, having had their fees, and a subsequent charge approved by referendum;
- xii) NOTICE refers to communication with all Association members including emails and website updates that inform them of upcoming association business;
- xiii) OFF-RESIDENCE refers to not living in a residence owned, operated, and/or provided by Trent University;
- xiv) ON-RESIDENCE refers to living in a residence owned, operated, and/or provided by Trent University;
- xv) PERSON refers to individuals, bodies corporate, partnerships, trusts and unincorporated associations;
- xvi) REFERENDUM refers to a vote open to all members on any particular issue;
- xvii) RESIDENTIAL COLLEGES refer to Champlain College, Lady Eaton College, Otonabee College, Peter Gzowski College, and Catherine Parr Traill College;
- xviii) SENATE refers to the Senate of the University;
- xix) SHADOW EXECUTIVE refers to the Executive-Elect during the designated transition period;
- xx) UNIVERSITY refers to Trent University of Peterborough and Oshawa Ontario;
- xxi) Unless the context is otherwise required, words indicating the singular number only, include the plural and vice versa; words indicating the feminine, masculine, or neutral genders include all these genders.

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

By-Law 3: Symbols and Transactions of Business

III.1 Symbols

The symbols adopted by the Board and attached in Appendix One of the by-laws hereof, or any revision thereof, shall act as the visual symbols or logos representing the Association or any part thereof. The authority to affix the logo(s) to any document or classes of documents shall reside with the Executive, as defined herein, and the communications coordinator of the Association.

III.2 Motto

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

III.3 Head Office

The Head Office for the Association shall be in the City of Peterborough, in the County of Peterborough and Province of Ontario.

III.4

Officers

The Officers of the Association shall be the President, at least one other executive member, the Association Resource Manager, and the Operations and Services Manager. As needed, the Board may appoint other officers on behalf of the Association.

III.5

Seal

III.5.1

The corporate seal of the Association shall be in such form as determined by the Board by resolution and the name of the Association shall be endorsed thereon. An impression of the corporate seal shall be stamped in the margin of any resolution adopting the said seal or any revised version thereof.

III.6

Execution of Instruments

III.6.1

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

III.6.2

Instruments requiring the signature of the Association must be signed by two persons, to be designated by the Board.

III.6.3

The President may certify under the Corporate seal copies of any by-law, resolution, minutes or other documents relating to the Association; and any Director may sign a certificate under the seal of the Association as to matters of fact in connection with the Association within the purview of authority of such Director. Instruments so signed shall be binding upon the Association without further authorization or formality.

III.6.4

The corporate seal shall be affixed to any instrument on which the seal is required.

By-Law 4: Membership and Fees

IV.1

Membership;

IV.1.1

Any student recognized by Trent University as a Peterborough campus undergraduate ("Undergrad Student") is a member of the Association. Upon payment of the "membership" fee pursuant to the by-law hereof an Undergrad Student shall become a member.

IV.1.2

Honorary Membership; any Alumni, or Students of the University who are not already considered members of the Association may be nominated for honorary membership with a petition signed by 10 members of the Association presented to the President. The President will then present the petition at the next scheduled board meeting and will address the person and their reasons for membership and review why they shall be considered. Honorary Membership rights entitle them only speaking rights at board meetings of the Association and Annual General Meetings, as well to participate in clubs and groups. Honorary Members will be excluded from voting or running in elections of the Association.

IV.1.3

In the event the Association's Membership fee is determined refundable by the Administration of Trent University and the Government, the Association will consider all Peterborough Campus Trent University Undergrads to be members of the Association.

IV.2 Membership Fees;

2020-2021 ANNUAL FEES		FALL SEMESTER		WINTER SEMESTER		SUMMER SEMESTER	SUMMER SEMESTER
TCSA FEES		REGISTERED IN 1.0 CREDIT OR LESS (BILLED PER CREDIT) *	REGISTERED IN 1.5 CREDITS OR MORE (BILLED FLAT RATES)	REGISTERED IN 1.0 CREDIT OR LESS (BILLED PER CREDIT) *	REGISTERED IN 1.5 CREDITS OR MORE (BILLED FLAT RATES)	RETURNING STUDENTS	NEW STUDENTS
MEMBERSHIP	\$35.13	\$11.71	\$17.57	\$11.71	\$17.56	No Charge	\$11.71
BENEFITS	\$298.33	Option to Opt-in	\$298.33	Option to Opt-in	\$298.33	Option to Opt-in	Option to Opt-in
TRANSIT	\$303.47	Option to Opt-in	\$303.47	Option to Opt-in	\$202.31**	Option to Opt-in	Option to Opt-in
CLUBS	\$10.19	\$3.40	\$5.10	\$3.40	\$5.09	No Charge	\$3.40
FOOD BANK	\$3.57	\$1.19	\$1.79	\$1.19	\$1.78	No Charge	\$1.19
STUDENT CENTRE	\$103.22	No Charge	\$51.61	No Charge	\$51.61	No Charge	No Charge
CFS ONTARIO	\$7.92	\$2.64	\$3.96	\$2.64	\$3.96	No Charge	No Charge
CFS NATIONAL	\$9.51	\$3.17	\$4.76	\$3.17	\$4.75	No Charge	No Charge

*Per credit charges are calculated by dividing the fall and winter flat rate fee totals by 3

**January start students only

IV.2.1 **Annual Membership Fee;** The membership fee of the Association was set by referendum at \$20.05 in the 1995 calendar year. For the 2020-2021 academic year, the Membership fee of \$35.13 per member is determined by number of credits as per the chart contained in Section IV.2.

IV.2.2 The Association may enter into an agreement with the University whereby the University shall collect the Membership Fee from recognized members together with University ancillary fee payments and remit the annual membership fee to the Association in a manner satisfactory to the agreement. Membership within the Association shall cease at the end of the academic year.

IV.2.3 The membership fee set in a by-law passed in accordance with the by-law herein shall increase each year by the Consumer Price Index as determined by Statistics Canada in the calendar year prior to the school year in which the fees are being calculated. This increase shall occur automatically, without the need to pass an additional by-law.

IV.2.4 **Termination and Transfer;** membership in the Association is not transferable and ceases to exist upon the member's death or when they cease to be a member of the Association. Membership ceases upon withdrawal, suspension, rustication, or debarment from the University. The membership fee, if paid, is not refundable.

IV.3 National & Provincial Membership Fees

IV.3.1 **Canadian Federation of Students;**

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

IV.3.1.2 For the 2020-2021 academic year, the Canadian Federation of Students National Fee per member is determined by number of credits (see chart).

IV.3.1.3 For the 2020-2021 academic year, the Canadian Federation of Students Ontario Component Fee per member is determined by number of credits (see chart).

IV.4 Supplemental Service Fees

IV.4.1 **Health and Dental Plan;**

IV.4.1.1 Members of the Association registered in 1.5 credits or greater (per semester) are offered a health and dental plan, the fee for which was determined by referendum.

IV.4.1.2 For the 2020-2021 academic year, the Health and Dental Plan Levy shall be determined by number of credits (see chart).

- IV.4.1.3 The Board of Directors shall, with a two-thirds ($\frac{2}{3}$) majority vote, have the authority to increase the Health and Dental Plan fee by no more than three percent (3%) each year, as approved by referendum in the 2005 academic year. Increases greater than three percent (3%) must be approved by referendum subject to the by-laws herein.
- IV.4.1.4 The Health and Dental Plan fee shall be refundable by providing proof of alternative and comparable coverage by the opt-out date determined by the Association.
- IV.4.2 **Club Funding;**
- IV.4.2.1 All members of the Association shall pay a Club Funding fee to the Association, in trust, for the sole purpose of funding Clubs and Groups at the University. Disbursement of such funding shall be done in accordance with the Association's operating policy.
- IV.4.2.2 For the 2020-2021 academic year the Club Funding fee is determined by number of credits (see chart).
- IV.4.3 **Transportation;**
- IV.4.3.1 All members of the Association are offered a transit pass, the fee for which was determined by referendum.
- IV.4.3.2 For the 2020-2021 academic year the Transportation Levy is determined by number of credits (see chart).
- IV.4.3.3 The Board of Directors shall, with a two-thirds ($\frac{2}{3}$) majority vote, have the authority to increase the Transportation fee by no more than three percent (3%) each year, as approved by referendum in the 2011 academic year. Increases greater than three percent (3%) must be approved by referendum subject to the by-laws herein.
- IV.4.4 **Food Bank;**
- IV.4.4.1 All members of the Association shall pay a Food Bank fee for the sole purpose of administering a grocery assistance program.
- IV.4.4.2 For the 2020-2021 academic year the Food Bank fee is determined by number of credits (see chart).
- IV.4.5 **Student Centre;**
- IV.4.5.1 All members of the Association registered in 1.5 credits or greater (per semester) shall pay a Student Centre Fee for the purposes of the construction and management of a student center.
- IV.4.5.2 For the 2020-2021 Academic year the Student Centre Fee is determined by number of credits per semester (see chart).
- IV.4.5.3 The Association shall be prohibited from removing the levy, altering the purpose of the levy, or diminishing the amount of the levy until such a time that the loan to construct the building is paid off.

IV.5 Levy Group Fees

- IV.5.1 **Disclaimer;** all fees outlined in this section (see chart) are charged on a per semester basis to students who are registered in 1.5 credits or more. Through its referenda by-laws, the Association is invested with the responsibility of administering the approval, amendment and removal of all Levy Group Fees on behalf of its members. Furthermore, the Association shall be responsible for reporting referenda results to the University's Finance Office. Trent University's Finance Office facilitates the collection and remittance process of all Levy Group Fees. All responsibility for Levy Group Fees, excluding the aforementioned, lies with the listed organizations and not the Association or the University's Finance Department.

2020-2021 Levy Group Fees							
IV.5.2 Refundable				IV.5.3 Non-Refundable			
Levy	Fall	Winter	Total	Levy	Fall	Winter	Total
Absynthe	2.37	2.36	4.73	Arthur	5.65	5.64	11.29
Active Minds	1.19	1.19	2.38	Centre for Gender & Social Justice	2.97	2.96	5.93
Anne Shirley Theatre Company	1.54	1.53	3.07	College Cabinet/Council	7.57	7.57	15.14
BIKE	2.22	2.21	4.43	International Scholarship Fund	2.97	2.97	5.94
Community Movements Conference	0.41	0.40	0.81	Kawartha Sexual Assault Centre	1.78	1.78	3.56
Community Race Relations Committee	1.13	1.13	2.26	Organic Gardens	2.53	2.52	5.05
Electric City Hacks	1.59	1.59	3.18	Peter Robinson Community & Student Association	14.97	14.97	29.94
Journal of Undergraduate Studies	1.25	1.24	2.49	Sustainable Trent	1.19	1.19	2.38
Kawartha World Issues Centre	3.05	3.05	6.10	Theatre Trent	1.78	1.78	3.56
Ontario Public Interest Research Group	7.08	7.07	14.15	Trent Annual	10.68	10.68	21.36
Oxfam Working Group	1.78	1.78	3.56	Trent Child Care	1.19	1.19	2.38
Seasoned Spoon Café	3.37	3.36	6.73	Trent Film Society	1.78	1.78	3.56
Student Co-operative Housing Initiative	1.78	1.78	3.56	Trent International Student Association	1.19	1.19	2.38
Sustainable Agriculture & Food Systems Society	1.09	1.08	2.17	Trent Radio	10.64	10.64	21.28
Trent Nature Areas	1.19	1.19	2.38	Trent University Emergency First Response Team	4.20	4.20	8.40
Trent Outdoors Club	1.57	1.56	3.13	Trent University Music Society	1.48	1.48	2.96
Trent Queer Collective	0.89	0.88	1.77	Walkhome	0.60	0.59	1.19
Trent Students for Literacy	1.19	1.19	2.38	World University Service of Canada	3.51	3.50	7.01
Trent University Native Association	1.11	1.10	2.21	Youth Emergency Shelter	1.57	1.56	3.13
Trent Valley Fencing Club	1.09	1.08	2.17				
Total	36.89	36.77	73.66	Total	78.25	78.19	156.44

IV.6 Approval, Amendment and Removal of Fees

- IV.6.1 The approval of all new fees and the amendment or removal of all existing fees must be approved by a referendum in accordance with the by-laws herein.
- IV.6.1.1 The Board may, by two-thirds ($\frac{2}{3}$) majority vote, approve referendum pertaining to the amendment or removal of its Annual Membership Fee (By-Law IV.1) and Supplemental Service Fees (By-Law IV.4), as well as the creation of new supplemental service fees.
- IV.6.1.2 The Board reserves the right to initiate referenda by two-thirds ($\frac{2}{3}$) majority vote to initiate referenda to remove the Levy Group Fee for any Levy Group who has not deposited their levy cheque for two consecutive academic years due to inactivity. Such referenda will include a destination for the remaining funds in that group's University account.
- IV.6.1.3 If a Levy Group provides the Board with a signed resolution proving that the group no longer wishes to receive a levy fee (due to inactivity or otherwise) the Association reserves the right to request that Trent University remove said fee without going to referendum.
- IV.6.2 All referenda regarding the approval, amendment, or removal of fees, with the exception of those fees mentioned in By-Law IV.6.1.1 and IV.6.1.2, and IV.6.1.3, must be initiated by a petition requesting the said referendum in accordance with the by-laws herein.
- IV.6.2.1 Petitions requesting a referendum to approve, amend, or remove a levy group fee must be binding on the Association as per By-Law XIV.9 Petitions.
- IV.6.2.2 Petitions requesting a referendum to approve, amend, or remove a fee must be received by the Association by the close of the nomination period of the Spring General Elections.
- IV.6.3 All referenda and petitions relating to fees may only refer to individual fees. The Association will not normally accept a petition or allow a referendum that seeks to create, remove, or amend multiple fees at one time;
- IV.6.3.1 Referenda and Petitions will be accepted for multiple fees only if said referenda/petition relates to indexing said fees to CPI (or equivalent cost of living indicator), is the result of a contractual obligation of the University or the Association or relates to another appropriate administrative amendment made on behalf of the University or the Association.

IV.7 Update of By-Law

The Association Resource Manager shall be responsible for updating this by-law each year by the 30th day of April to reflect the approval of new fees, amendments to fees, the removal of existing fees (subject to successful and binding referenda), and all automatic increases due to consumer price indexing adjustments.

By-Law 5: Board of Directors

V.1 Board of Directors

V.1.1 The activities and affairs of the Association shall be managed by a Board of Directors. Directors shall act with diligence, honesty and good faith in the best interest of the membership of the Association. Directors shall report on the activities of the Board on a regular basis to the general membership and to their respective constituencies.

V.1.2 All Commissioners shall be responsible for abiding by Operating Resolutions & respecting Policy Resolutions. They will make reasonable efforts to be available to the Executive and the constituents who they represent.

V.1.3 All voting members of the Board will be responsible for sitting on committees, as described in the Operating Resolutions of the Association.

V.1.4 Each Director of the Association must be a member of the Association in good standing for the year in which they are elected. Executive Directors are not required to be members of the Association during their term.

V.2 Number of Directors

V.2.1 The Board of Directors shall be composed of:

- i) One (1) director from each residential college, *ex officio* named the College Commissioner, to be elected by and to represent the students of that college, who sits as the representative on that College's Cabinet;
- ii) One (1) director from each residential college, *ex officio*, named the College Senators, to be elected and to represent the students of that college, who sits as the Senior Senator on their College Cabinet;
- iii) One (1) director from each residential college, *ex officio*, named the College Cabinet President, who shall have no vote;
- iv) One (1) director to be elected by the general membership of the Association who shall be named the First-Year Off-Residence Commissioner;
- v) One (1) director to be elected by the general membership of the Association who shall be named the First-Year On-Residence Commissioner;
- vi) Five (5) directors to be elected by the general membership of the Association; who constitute the Executive, who shall hold the following titles:
 - a) President;
 - b) Vice President Campaigns & Equity;
 - c) Vice President University & College Affairs;
 - d) Vice President Student Health & Wellness;
- vii) Ten (10) directors to be elected by the general membership of the Association who shall be known as Equity Commissioners, and who shall hold the following titles:
 - a) Ethical Standards Commissioner;
 - b) Environment & Sustainability Commissioner;
 - c) Gender Issues Commissioner;
 - d) Mature and Transfer Students Commissioner;
 - e) Racialized Students Commissioner;

- f) Queer Students Commissioner;
- g) Students with Disabilities Commissioner;
- h) Women's Issues Commissioner;
- i) Two (2) Part-time Students Commissioners
- viii) One (1) director from the Trent University Native Association, *ex officio*, named Indigenous Students Commissioner to be elected by and to represent students of that organization;
- ix) One (1) director from the Trent International Student's Association, *ex officio*, named International Students Commissioner to be elected by and to represent students of that organization;
- x) The Speaker, who shall normally be the Association Resource Manager shall have no vote, as per Robert's Rules of Order. The Association shall also recognize the following:
 - a) The President shall be the Deputy Speaker when required;
 - b) In circumstances where is advantageous to do so the Board may appoint an Acting Speaker at a meeting of the Board of Directors by two-thirds ($\frac{2}{3}$) majority vote.

- V.2.2 A position on the Board shall be held by no more than one (1) person at any given period of time.
- V.2.3 A director shall hold no more than one (1) office at any one (1) time except as an emergency replacement as authorized by the Board and until such time as a replacement is elected. Such a director shall only have one (1) vote, regardless of the number of offices held.

V.3 Powers of Directors

- V.3.1 The Board of Directors shall manage the activities and affairs of the Association. Subject to the provisions of this and other by-laws, and of the Letters Patent or Articles and any Supplementary Letters Patent or Articles of Amendment or any revision thereof, the Board of Directors shall have the final authority on all matters regarding the governance of the Association.
- V.3.2 The Board, without restricting the generality of the forgoing, may make regulations:
 - a) governing the practice and procedure to be followed in furthering the purpose of the Association;
 - b) respecting any matters necessary or advisable to carry out effectively the intent and purpose of this or any other by-law or any revision thereof;
 - c) governing the keeping of accounts and records;
 - d) governing the payment of accounts and the signing of cheques;
 - e) prescribing the forms for the use of the Association;
 - f) generally, for the better administration of the Association;
- V.3.3 The Board of Directors, without restricting the generality of the foregoing, is authorized:
 - i) To decide on a budget for the operations of the Association;
 - ii) To make regulations governing the granting of recognition and/or financial assistance to student clubs, organizations and societies within the University;
 - iii) To make by-laws and other such regulations for the conduct of its affairs of the Association subject to the Act, the Articles/Letters Patent of the Association and to any terms and conditions contained herein relating to the amendment of such;
 - iv) To choose from among its members such officers, not provided for in this by-law, as it deems necessary for the exercise of its powers; provided that the titles and duties of new officers are authorized by the Board with a two-thirds $\frac{2}{3}$ majority vote and provided that said officers shall not vote unless authorized by the by-law hereof or any revision thereof;
 - v) To appoint external delegations for inter-university meetings and conferences emphasizing the diversity of the membership of the Association and recognizing the subject matter of the event. Delegations of two (2) or three (3) individuals must consist of a least one (1) self-identified marginalized delegate and delegations of more than three (3)

individuals must consist of at least fifty percent (50%) self-identified marginalized members. Examples of marginalized people include queer students, students with disabilities, women, indigenous students, racialized students, and international students.

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

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

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

V.4 Remuneration and Expenses

V.4.1 Only the Board Representatives of the Executive Committee shall receive any honoraria for their services as directors. Honoraria will be determined by operating policy.

V.4.2 Any director may, with the prior approval of the Board, be reimbursed for travelling and other expenses properly incurred by them in connection with their duties as directors.

V.4.3 No director shall be employed by the Association during their term in office.

V.5 Conflict of Interest

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

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

V.5.3 A director who finds that a state of conflict of interest exists shall exit the meeting for the duration of the discussion and/or consideration of the matter.

V.5.4 Any director who feels another director is in conflict of interest can disclose this at the meeting of the Board to the meeting after being appropriately recognized by the Chairperson. If the director cited as having a conflict of interest disputes the claim, a two-thirds $\frac{2}{3}$ majority vote of those director's present will decide whether or not a conflict does exist.

V.5.5 In the absence of a conflict of interest involving the director personally, a conflict of interest shall not exist for a director solely because the matter under consideration involves, directly or indirectly, the constituency or organization which they have specifically been elected to represent.

V.6 Speaker

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

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

V.6.3 The Speaker is required to provide no public comment of personal belief on matters before the Board while serving as speaker. They must remain impartial at all times on matters before the Board and its committees while acting as Speaker of the Board.

V.7 Length of Term and Date of Transition

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

V.8 Miscellaneous

V.8.1 Each voting director’s right to vote is granted on the condition that they have been duly elected to the office that they hold. In the case of College Commissioners and College Senators, confirmation of election and the appointment to the Board by their college must be received in writing by the Association from the College Cabinet President prior to being acknowledged as a director.

V.8.2 Directors shall perform their duties prescribed by the by-law hereof and by the parliamentary authority designated in by-law IX.4 hereof, by any policy or operating resolution, or by any other such lawful resolution or any revision thereof that is adopted by the Board.

V.9 Vacant Positions

V.9.1 Should the position of President become vacant at any time; it shall fall to another member of the Executive to act in the capacity of President. The Acting-President shall be remunerated accordingly until such time as a new President can be elected.

V.9.2 Should any of the positions of Vice President become vacant at any time, it shall be at the discretion of the Board to appoint a current director to act in that capacity with appropriate remuneration until such time as a new Vice President can be elected.

V.9.3 Should any other “at large” position of the Board become vacant at any time, it shall be at the discretion of the Board to call a by-election, provided the by-election is concluded no later than the first (1st) day of December or the end of classes in the fall term or whichever comes first. After this date the said position shall remain vacant for the duration of the Board’s.

V.9.4 Should any position filled by a College Cabinet or Council become vacant it shall fall to that Cabinet or Council to fill that vacancy and to provide written notice of such to the President on letterhead of the College Cabinet or Council.

By-Law 6: Executive Transition

VI.1 Shadow Executive

VI.1.1 Upon ratification of the Spring General Elections results, the Shadow Executive shall begin transition with the current Executive.

VI.1.2 The Shadow Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate operating resolution for a period of two (2) weeks.

VI.1.3. Until the date of turnover no member of the Shadow Executive shall have a vote at meetings of the Board unless they are currently a voting director.

VI.1.4. Members of the Shadow Executive will receive half the honoraria of the current Executive members as outlined in the appropriate operating resolutions of the Board except where the Executive member is returning to the same position in which case, they will receive no additional honoraria.

By-Law 7: Termination from Office

VII.1 Resignation of Office

Directors resign their office by the submission of a signed letter to the Association Resource Manager. The resignation may take effect at such time as specified in the letter of resignation, or when the Executive Committee has accepted the letter from the Association Resource Manager, whereupon the office shall become vacant. Until such time, the director remains responsible for all duties,

obligations and tasks resulting therefrom. Resignations of office are to be reviewed by the Board of Directors at duly constituted meetings.

VII.2 Termination of Office

VII.2.1 Any director who has been elected by the members may be removed from the Board and shall cease to be a director in the event that the members have passed an ordinary resolution (a simple majority) to remove the director at a meeting of the members called and held for that purpose.

VII.2.2 Prior to the vote being held to remove the director, the director shall have the opportunity to address the meeting of the members for the purpose of giving reason for opposing their removal from the Board. In addition to addressing the meeting of the members, the director may, at any time prior to the meeting of the members, provide the Association with written reasons for opposing their removal and the same shall be circulated to the members as soon as possible following receipt of the written reasons by the Association.

By-Law 8: The Protection of Directors and Others

VIII.1 Indemnity of Directors, Officers and Employees

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

i) Any liability and all costs, charges and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties.

ii) All other costs, charges or expenses that they sustain or incur in respect of the activities and/or affairs of the Association; provided that no director or officer of the Association shall be indemnified by the Association in respect of any liability, costs, charges and/or expenses that they sustain or incur in or about any action, suit or other proceeding as a result of which they are adjudged to be in breach of any duty or responsibility imposed upon them under the Act unless, in an action brought against them in their capacity as director or officer, either they have achieved complete or substantial success as a defendant or the Board is satisfied upon a two-thirds ($\frac{2}{3}$) majority vote at a meeting that the director acted in good faith according to the policies of the Board.

VIII.2 Insurance

Subject to the provisions of the Act, the Association will purchase and maintain such insurance for the benefit of its directors, officers or employees.

By-Law 9: Meetings

IX.1 Meetings of the Board of Directors

IX.1.1 *Speaking;*

IX.1.1.1 Members of the Association may attend all meetings of the Board and have the right to speak to any issue on the agenda of any such meeting except when the Board moves into closed session, as defined by the Association's parliamentary authority designated in the by-laws hereof.

IX.1.1.2 Speaking rights shall also be granted to student members of Trent University's Board of Governors, the President of the Trent Graduate Student Association, and the President of the Trent Durham Student's Association.

IX.1.2 ***Voting;*** All directors of the Board shall have the right to vote except where removed in the by-law hereof.

IX.1.3 ***Meetings;*** There shall be no less than four (4) meetings of the Board in each of the Fall and Spring terms of the academic year. There shall be at least one meeting of the Board per month. The

Association Resource Manager shall set these meetings no later than August 30th of each year.

IX.1.4

Special Meetings;

IX.1.4.1

The Board Chair or the President may call special meetings of the Board of Directors, provided that forty-eight (48) hours' notice is given.

IX.1.4.2

It shall be unlawful for the President or the Speaker, either jointly or separately, to prevent the calling of a Special Meeting of the Board.

IX.1.4.3

Directors may call a special meeting by submitting a letter signed by five (5) Directors to the Association Resource Manager, or the President.

IX.1.5

Emergency Meetings;

IX.1.5.1

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

IX.1.5.2

It shall be unlawful for the President or Speaker, either jointly or separately, to prevent the calling of an Emergency Meeting of the Board.

IX.1.5.3

Directors may call an Emergency meeting by submitting a letter signed by five (5) Directors to the Association Resource Manager, or the President.

IX.2

Attendance;

IX.2.1

Directors will make every effort to attend all meetings of the Association or the Board. In the event that a director is unable to attend, said director must submit written notice of such, no less than twenty-four (24) hours prior to the meeting to the Association Resource Manager. Failure to submit notice will result in a notation of absence, which is valid for only one (1) meeting unless otherwise authorized by the Board.

IX.2.2

Directors who are designated as *ex officio* are authorized to send a replacement person from their organization to meetings of the Board or the Association in the event that they are unable to attend. No less than twenty-four (24) hours written notice must be given to the Association Resource Manager on letterhead of that Director's organization. The person unable to attend, and that organization's president must sign this written notice. The replacement person shall have the right to vote for the duration of the meeting. Said notice is valid for only one (1) meeting unless otherwise authorized by the Board.

IX.2.3

Directors who are unable to be present at meetings shall be allowed call in and listen to open sessions of Board meetings provided equipment is available at the time of the meeting. Establishing quorum, voting rights and speaking rights shall not be provided to Directors who call in. Should the Board move into closed session any such calls must be ended prior to the beginning of closed session. Calls for the meeting may be resumed once closed session has concluded.

IX.3

The Transaction of Business

IX.3.1

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

IX.3.2

Members of the Board of Directors shall not be permitted to proxy their vote.

IX.4

Parliamentary Authority

IX.4.1

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

IX.4.2

Directors may choose to suspend Robert's Rules of Order at a duly constituted meeting, special meeting, or emergency meeting of the Board of Directors by a special resolution that achieves a 2/3rds majority in favor. The motion, if successful, shall only apply to the main motion before the Board when this special motion is passed.

IX.4.3

The Board may designate exceptions to Robert's Rules of Order that represent the Association's common practices under a single Operating Resolution. This Operating Resolution shall also be populated with any exceptions to Robert's Rules that exist within the association's By-Laws.

IX.5

Notice

IX.5.1

Unless otherwise permitted in the by-law hereof, or any lawful resolution adopted by the Board or any revision thereof, formal notice for meetings of the Board shall be delivered to all directors not less than five (5) days prior to the date the meeting is to be held.

IX.6

Records of Meetings

IX.6.1

The Association shall make records of meetings available in the form of minutes which must be approved by the Board of Directors prior to being released.

IX.6.2

Recordings of meetings made by the Association shall only be used to produce minutes. Association recordings will be disposed of in a timely manner once the minutes have been produced.

IX.6.3

Recording a meeting by a member of the Association is permitted provided that the assembly has consented to being recorded.

IX.7

Meetings of the Membership

IX.7.1

Meetings of the membership are open to any person who wishes to attend.

IX.7.2

All members of the Association shall have the right to speak at a meeting of the membership and endorse non-members to be given speaking rights.

IX.7.3

Only members of the Association shall have the right to vote at a meeting of the membership.

IX.7.4

Quorum for a meeting of the membership shall be twenty (20) members of the Association.

IX.7.5

The Speaker of the Board or any other such person as determined by the Board shall chair all meetings of the membership and shall be referred to as the Chair.

IX.7.6

The Association will have two (2) Semi-Annual General Meetings each year. One (1) shall occur in the Fall Semester, and one (1) shall occur in the Winter Semester. These meetings shall abide by the following provisions:

- i. The Fall Semi-Annual General Meeting of the Association shall be held no later than the week preceding reading week in the fall term of each academic year;
- ii. The purpose of the Fall Semi-Annual General Meeting shall be to consider any by-law amendments and policy resolution amendments proposed, and served with due notice per the by-laws herein;
- iii. The Winter Semi-Annual General Meeting of the Association shall be held in the last week of January or the first week of February of each academic year;
- iv. The purpose of the Winter Semi-Annual General Meeting shall be to receive financial statements and the accountant's report for the meeting thereof, consider any by-law amendments and policy resolution amendments proposed, and served with due notice as per the by-laws herein;
- v. At the Winter Semi-Annual General meeting all Directors of the Association shall present a report on their activities during their term in office. Copies of such reports or summaries thereof shall be made available in the head office of the Association;
- vi. There shall be at least ten (10) days' notice, but not more than fifty (50) days' notice for any Semi-Annual General Meeting. The Association Resource Manager shall ensure such notice is posted widely throughout the university community;
- vii. All meeting documents will be made available seven (7) days prior to the Semi-Annual General Meetings;
- viii. Semi-Annual General Meetings are meetings of the membership, and as such attendance is open to all members of the Association;
- ix. Quorum for any Semi-Annual General Meeting shall consist of twenty (20) members of the Association.

IX.7.7

In addition to Semi-Annual General meetings, any meetings of the membership can be called by the Association Resource Manager, the President, or by a petition signed by five (5) voting board members, or fifty (50) members of the Association provided that there is at least ten (10) days'

notice, but no more than fifty (50) days given before the meeting is held.

- IX.7.8 Meetings of the Membership that are not Semi-Annual General Meetings have the power to:
- i. Amend Policy Resolutions;
 - ii. Challenge a decision of the Board and mandate that the Board Reconsider a previously discussed issue;
 - iii. Mandate that an issue be added to the agenda of a future meeting of the Board for consideration;
 - iv. Carry out processes described in By-Law 7: Termination from Office.
- IX.7.9 Meetings of the membership called outside of a Semi-Annual General Meeting shall not have the power to:
- i. Amend by-laws of the Association;
 - ii. Bind or restrict the Board of Directors outside of the provision of the by-laws hereof.

IX.7 Language

- IX.7.1 The language of operation of the Association is English, however, the Association will provide such services and materials in whatever language is necessary to meet the needs of a significant number of its members, subject always to the financial implications being satisfactorily resolved as determined by the Board.

By-Law 10: Committees

X.1 Standing Committees

- X.1.1 There shall be five (5) Standing Committees of the Board of Directors. The terms of reference for these committees shall be determined by operating policy:
- i. Executive
 - ii. Event
 - iii. Finance & Operations
 - iv. Organizational Review & Development
 - v. Transportation
- X.1.2 **Membership Appointments;** Each voting member of the Board shall be a member of a Standing Committee. Committee members shall serve until the end of their current term in office. The Executive Committee shall fill vacancies as soon as possible after the vacancies occur. The President and the Vice Presidents shall serve as the Chair of the Standing Committees relevant to their portfolios in accordance with the by-law herein.
- X.1.3 **Meetings;**
- X.1.3.1 Meetings will normally be open to the membership but may be closed by a resolution of the Standing Committee.
- X.1.3.2 Three (3) days' notice of meetings, including a tentative agenda, will normally be given to Standing Committee members. Only in an emergency situation will a formal meeting be held without due notice. The Chair of the Standing Committee shall make a reasonable effort to contact all members of a Standing Committee prior to the start of an emergency meeting. The agenda of an emergency meeting should be limited to the emergency at hand.
- X.1.3.3 Quorum for the conduct of business shall be a simple majority of the voting members of the Standing Committee.
- X.1.3.4 All Standing Committee decisions shall be made by a simple majority of those present unless otherwise stipulated by operating policy. The Chair of a Standing Committee shall vote only in the event of a tie, in which case a deciding vote may be cast.
- X.1.3.5 A Standing Committee member absent for three (3) duly called meetings without prior reasonable excuse to the Chair of the Standing Committee shall have their position on the Board reviewed in accordance with the by-laws herein.

- X.1.4 **Reporting;**
- X.1.4.1 Each standing committee (except Executive) is responsible for reporting back to the Board of Directors at each duly constituted meeting. These reports will be available in the minutes of the Board Meeting that they are reported.
- X.1.4.2 Any funds greater than \$500.00 that receive approval by a standing committee without being approved in the annual budget must be reported to the Board by the next scheduled Board Meeting.
- X.1.5 **Authority;**
- X.1.5.1 Standing Committees can make recommendations for action to the Board. A simple majority is required to pass the recommendations of a Standing Committee by the Board.
- X.1.5.2 The Board may from time to time, delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Standing Committee. A motion to delegate authority should specify the parameters within which the Standing Committee must operate, and the length of time for which the delegation shall apply.
- X.1.5.3 A decision made by a Standing Committee in accordance with the by-laws herein is subject to reconsideration by the Board.

X.2 Special Committees

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

- X.2.1 **Definition;** Committees of the Board and of the Association may exist and may be created by a simple resolution of the Board.
- X.2.2 **Membership Appointments;** membership on a Special Committee of the Association shall be ratified by the Board. Membership on a Special Committee of the Association is not limited to directors. Other members may be appointed to a Special Committee by the Chairperson when authorized by the Board of Directors.
- X.2.3 **Meetings;** Meeting procedure for Special Committees shall be determined in the first meeting of that committee.
- X.2.4 **Reporting;** the Chairperson of each Special Committee shall report to the Board when there is business of interest to the Board. If a Special Committee has ended its operation period, a final report to the Board is required to be submitted to the Association Resource Manager six (6) weekdays before the meeting of the Board.
- X.2.5 **Authority;**
- X.2.5.1 Special Committees will make recommendations for action to the Board. Such recommendations are normally contained within a written report of the Special Committee.
- X.2.5.2 The Board may from time-to-time delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Special Committee. A motion to delegate authority should specify the parameters within which the committee must operate, and the length of time for which the delegation shall apply.
- X.2.5.3 A decision made by a Special Committee in accordance with the by-laws herein is subject to reconsideration by the Board by a two-thirds ($\frac{2}{3}$) majority vote.
- X.2.5.4 Special Committees of the Association may only use the name of the Association with ratification of the Board.

By-Law 11: Policy

XI.1 Definition of Terms

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

XI.2 Operating Resolutions

XI.2.1 Operating Resolutions concern issues that the Board deems to be issues of administrative policy. Operating Resolutions are intended primarily for reference by Directors, committees, and the staff of the Association. Operating Resolutions may have limited or unlimited temporal reference.

XI.2.2 Operating Resolutions require at least one (1) meeting's notice of motion. An Operating Resolution passed by a two-thirds ($\frac{2}{3}$) majority vote after proper notice shall be considered Operating Policy of the Association.

XI.2.3 A resolution meant to establish Operating Policy must state explicitly that the resolution is Operating Policy of the Association.

XI.2.4 Operating Resolutions may not contravene the by-laws of the Association.

XI.2.5 Operating Resolutions shall be collected in a booklet, which will be updated as necessary. The booklet shall be available for reference in the Association office and a copy shall be distributed to each member of the Board.

XI.3 Policy Resolutions

XI.3.1 Policy Resolutions shall present the considered or general view of the Association with respect to any issue not covered by the by-laws herein and may have limited or unlimited temporal reference.

XI.3.2 Policy Resolutions may be passed either through a simple majority at an Annual General Meeting, Meeting of the Membership or through referendum pursuant to the by-laws herein.

XI.3.3 A resolution meant to establish Issues Policy must state explicitly that it is a Policy Resolution.

XI.3.4 Policy Resolutions may not contravene the by-laws of the Association.

XI.3.5 Policy Resolutions shall be collected in a booklet which is updated as necessary. The booklet shall be available for reference in the Association office and a copy shall be distributed to each member of the Board.

XI.4 Simple Resolutions

XI.4.1 A simple resolution shall be a resolution that is not defined by the by-laws herein.

XI.4.2 A simple resolution of the Association shall expire upon the end of the term of the Board which passed said resolution.

XI.5 Policy Review

XI.5.1 Any Operating Resolution of the Association may be reviewed at the request of a member of the Board. The request for review must pass by a simple majority vote. The Board will establish procedures for the policy review. One (1) Board Meeting's notice of motion is required to commence a policy review.

XI.5.2 Any Policy Resolution may be reviewed or amended at the request of 20 members of the Association or through a motion of the board of directors. If a policy resolution is required for review it will then be presented to the standing Committee on Organizational Review and Development for discussion with the membership. Two open forums will be held to discuss amending policies resolutions. The committee will then present the recommendations at either an Annual General meeting or a meeting of the membership. Alternatively, a Policy Resolution may be amending through a Referendum pursuant of a petition requesting a referendum.

XI.5.3 The rescindment of an Operating Resolution of the Association shall require one (1) meeting notice of motion and must be rescinded by a simple majority of the Board.

XI.5.4 The rescindment of a Policy Resolution of the Association may only be done through an annual

general meeting or a meeting of the membership. The rescindment of all policy resolutions requires a simple majority to be rescinded.

- XI.5.5 All Operating Resolutions shall be reviewed three (3) years after their last passage, and unless re-ratified by the Board, by a two-thirds ($\frac{2}{3}$) majority vote, will expire.
- XI.5.6 All Policy Resolutions shall be reviewed five (5) years after their last passage, and unless re-ratified by an annual general meeting, a meeting of the membership or by referendum, will expire.
- XI.5.7 All operating resolutions may be amended by a two-thirds ($\frac{2}{3}$) majority vote by the Board between the months of September to April in accordance to the by-laws herein.
- XI.5.8 All motions for amendments of operating resolutions must be served with one (1) meeting notice.
- XI.5.9 All Policy resolution amendments must be submitted to the Standing Committee on Organizational Review and development three weeks before the scheduled Annual General Meeting or meeting of the membership.

By-Law 12: Financial Management

XII.1 Annual Operating Budget

- XII.1.1 The President, in consultation with the Executive Committee, and where possible, other directors, shall develop an annual operating budget for the Association.
- XII.1.2 The President shall present a first draft copy of the operating budget no later than the end of October for the approval of the Board of Directors.
- XII.1.3 The President shall present a revised budget, in consultation with the appropriate Standing Committee(s), no later than the last meeting of the Board of Directors in January and before the 31st of May.

XII.2 Expenditure of Funds

- XII.2.1 The funds of the Association to be administered by the Association Board shall be expended only pursuant to a budget approved by the Directors and in accordance with the by-laws and policies of the Association.
- XII.2.2 No organization funded by the Board shall use their monies for any purposes other than those for which the monies were allocated, without the prior approval of the Board.
- XII.2.3 No person shall, in the name of or on behalf of the Board, make any purchase or incur any debt or liability whatsoever, without the prior approval of the Board of Directors or the Standing Committees
- XII.2.4 The President, in consultation with the Executive Committee, and where possible other directors, shall develop an annual student services budget for the Association.

XII.3 Borrowing

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

XII.4 Lending

- XII.4.1 The Board may, from time to time, lend monies to other organizations, upon request.
- XII.4.2 The conditions of loans made, including length of term and interest rate, shall be at the discretion of

the Board.

XII.4.3 Notwithstanding the foregoing, the Association shall not lend monies to individuals for any reason or purpose.

XII.4.4 Upon approval by the Board for the lending of monies, the President shall prepare a written contract outlining the terms and conditions of the loan as approved, to be signed by officers of both parties.

XII.5 Banking Arrangements

XII.5.1 The banking business of the Board, or any part thereof, shall be transacted with such chartered financial institutions or credit unions as the Board may designate from time to time.

XII.5.2 The Operations Manager and the President shall be the joint signing officers for all the banking business of the Board of Directors, or any part thereof.

XII.5.3 Another executive member shall hold signing authority to be used only as a back-up in the absence of either of those officers outlined in Section XII.5.2 hereof.

XII.5.4 The Operations budget, the Student Services Budget, Clubs and Groups Funding Budget, and Insurance Benefits Budget shall be in separate accounts in accordance with the By-Laws herein.

XII.6 Fiscal Year

The fiscal year of the Association shall end on the 31st day of August each year.

XII.7 Financial Statements

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

i) Balance Sheet;

ii) Statement of income and expenses;

iii) Statement of Change in Financial Position.

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

XII.8 Accountant

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

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

By-Law 13: Elections

XIII.1 Eligibility

XIII.1.1 Only an eligible member of the Association who has paid the membership fee shall be allowed to run for a position on the Board of Directors;

XIII.1.2 Only eligible members of the Association shall be allowed to vote in the Association's elections and referenda;

XIII.1.3 Honorary members and those who otherwise pay the Association's membership fee shall not be eligible to run for positions on the Board of Directors or vote in the Association's elections or referenda;

XIII.1.4 No member of the Association who is under the age of eighteen (18) after the date of elections ratification shall be allowed to occupy a position on the Board of Directors;

XIII.1.5 No member of the Association who has declared bankruptcy shall be allowed to run for a position on the Board of Directors;

XIII.1.6 A member of the Association who has been found incapable (or incapable of managing property) by

XII.1.7 a court in Canada or elsewhere shall be ineligible to run for a position on the Board of Directors;
The President shall not be enrolled in no more than three (3) full credits between the months of September and April of their term.

XIII.2 Elections Committee

XIII.2.1 **Membership;** an Elections Committee shall be comprised of three (3) directors in accordance with operating policy. In addition, there shall be a Chief Electoral Officer who shall act as Chair of the Committee, and a Deputy Electoral Officer, both appointed for a term coinciding with that of the Board in accordance with operating policy, subject to revision as required.

XIII.2.2 **Powers of the Elections Committee;** the Elections Committee is authorized to:

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

XIII.2.3 **Responsibilities of the Elections Committee:**

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

XIII.2.4 Misconduct by the Committee or a committee member therein shall be investigated by a Special Committee called for that purpose by the Board.

XIII.2.5 The Board reserves the right to review all operations of the Elections Committee or the Chief Electoral Officer at its discretion.

XIII.3 Timing of Elections

XIII.3.1 **Spring General Elections;** The voting period for the spring general election shall be held during the month of March for the purpose of electing all at-large positions

XIII.3.2 **Selection of Ex Officio Directors;** Appointment of all *ex officio* Directors shall be conducted in accordance with the electoral procedures of the organizations appointing them to the Board, where possible.

XIII.3.3 **Fall Elections By-Elections;** The voting period for the fall election and by-election shall be held before fall reading week for any vacant positions created by resignation, or removal or not otherwise provided for in the Spring General Election.

XIII.3.4 **By-Elections;** The office of any director, where said office is held by and for the Association and is not *ex officio*, that becomes vacant pursuant to the terms of the by-laws hereof shall be filled by the call of a by-election to be held at a time and place as determined by the Board.

XIII.3.5 If a director currently holding a seat on the Board wishes to declare his/her candidacy in the by-election it shall be mandatory for the director to take a leave of absence from the Board before the end of the nomination period.

XIII.4 Nomination Period

XIII.4.1 Notice of elections and the nomination period shall be for a period of no less than two (2) teaching weeks for the Spring General Elections and no less than one (1) teaching week for special and by-elections. Nominations received after the nomination period has ended will not be accepted.

XIII.4.2 The elections committee may extend the nomination period for up to three (3) days for all positions that have not been applied for at the close of the initial nomination period. No nominations for positions already sought by candidates will be accepted.

XIII.5 Campaigning

XIII.5.1 The campaign period shall be from the point at which the nomination period closes until the close of the voting period.

XIII.5.2 Candidates shall not begin actively campaigning until they have signed a Code of Conduct as provided by the Chief Electoral Officer and the Board and shall only campaign during the official campaign period pursuant to the by-laws hereof.

XIII.5.3 All campaign materials shall be approved by a member of the Elections Committee prior to use and candidates shall adhere to a campaign-spending limit as set by the Elections Committee.

XIII.6 Voting

XIII.6.1 Voting will be conducted as determined by the Elections Committee for a period of not less than three (3) days and for a period not exceeding five (5) days.

XIII.6.2 The voting mechanism for all eligible students shall be determined by the Elections Committee.

XIII.7 Interpretation of Results

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

XIII.8 Ratification of Results

Results of all elections remain unofficial until such time that the Board has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the by-laws and policy, ratified the results. Ratification shall occur at the next meeting of the Board following the close of the voting period as defined in the by-laws hereof pending successful completion of any recounts, investigations, etc.

XIII.9 Electoral Disputes

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

By-Law 14: Referenda and Petitions

XIV.1 Purposes of Referenda

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

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

XIV.2 Initiation of Referenda

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

XIV.2.2 The Board may, at any time, initiate a referendum by a two-thirds ($\frac{2}{3}$) majority vote, except for referenda pertaining to initiation, removal, or specific charges of Levy Group Fees (IV.5), which must be initiated by petition.

XIV.2.3 All referenda concerning Levy Group Fees shall coincide with the Spring General Elections of the Association.

XIV.3 Supervision of Referenda

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

XIV.4 Notice of Referenda

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

XIV.5 Debate of the Question

If a referendum is called pursuant to the by-laws hereof, whether initiated by the Board or by petition of the membership, the Association shall hold at least two (2) meetings for the purpose of debate and discussion of the opposing sides of the issue to be decided by referendum.

XIV.6 Interpretation of Results

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

XIV.7 Ratification of Results

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

XIV.8 Referenda Disputes

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

XIV.9 Petitions

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

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

- i) That the petition is undertaken in good faith for a legitimate reason;
- ii) That each person filling out the petition is clearly informed of what they are signing, individually, by the instigator(s) of the petition;
- iii) That, to the best of the knowledge of the instigator(s) of the petition, each signatory appears to be of sound mind and that said signatory appears capable of understanding that which they are signing;
- iv) That, when gathering signatures, the instigator(s) avoid such places or establishments where it is reasonable to assume that individuals who may choose to sign the petition are intoxicated or have consumed other forms of mind-altering substances, including, but not limited to alcohol, or where it is reasonable to assume that such persons have been in the presence of such substances;
- v) That the instigator(s) ensure that each signatory is a Peterborough campus undergraduate student of the University and therefore a member of the Association (includes School of Education) as verified by a valid student photo card issued by the University, or other such proof of membership issued by the University or by lists of names and student numbers generated by the Registrar's Office of the

- University and that the student number on said card or other such identification of membership matches the number which the student has written on the petition;
- vi) That each signatory has written clearly and legibly under all required headings, with the exception of those entries under the signature heading as outlined in the by-laws hereof;
- vii) That no false, incomplete, or duplicate entries are made on the petition
- XIV.9.3 Any group who wishes to petition for a new levy fee or to amend a levy fee must make an application to the Board of Directors before the start of the Spring Electoral Period. The application must contain:
- a) Why the levy fee is being requested or amended, including its intended use(s) of additional funds;
 - b) Suggested wording of the question to appear on the ballot;
 - c) A list of three (3) officers (individuals and their positions) responsible for the organization during the referendum process;
- XIV.9.4 Registered TCSA Clubs or Groups seeking a levy group fee are subject to the additional requirement of having clubs or group status with the Association for the two (2) previous calendar years;
- XIV.9.5 Instigator(s) of the petition are responsible for the conditions as detailed in the by-laws hereof. Failure to comply with any of these conditions shall invalidate the entire petition.
- XIV.9.6 The format of the petition must comply with the following format:
- i) All petitions must be addressed to the Board;
 - ii) Petitions must be written in clear language, have the subject matter indicated on every sheet and be either typewritten or printed;
 - iii) Petitions must contain original signatures and addresses.
- XIV.9.7 Action called for within petitions must be within the jurisdiction of the Board.
- XIV.9.8 Petitions must contain the following headings:
- i) "NAME (printed)";
 - ii) "SIGNATURE";
 - iii) "STUDENT NUMBER";
 - iv) "ADDRESS (POSTAL OR EMAIL) OR PHONE NUMBER".
- XIV.9.9 Petitions must be sent to the Speaker who will certify that the conditions required herein are met and will present the petition to the Board for its consideration or action.
- XIV.9.10 The Speaker will direct the petition to the appropriate director for action.
- XIV.9.11 Unless otherwise defined in the by-law hereof, a binding petition must contain the valid signatures of no less than ten percent (10%) of the members of the Association as of the date of submission.

By-Law 15: External Organizations

XV.1 Membership in External Organizations

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

XV.2 Unified Student Movement

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

By-Law 16: Amendment and Enactment of By-Laws

XVI.1 Management of Process

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

XVI.2 Amendment Proposals

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

- i) The membership may initiate an amendment through the presentation of a completed petition according to the terms of the by-laws hereof. Said petition must be signed by not less than five percent (5%) of the membership. Said petition may state the reason and suggest wording for the amendment.
- ii) The directors may initiate an amendment through the presentation of a completed amendment request signed by not less than five (5) directors. Said request may state the reason and suggest wording for the amendment.
- iii) The Association shall consider all amendments proposed as per XVI.2 at the following Semi-Annual General Meeting. The Standing Committee on Organizational Review and Development may make minor changes to ensure the amendments are lawful, consistent, and grammatically correct as part of the process outlined in XVI.3.

XVI.3 Presentation of Amendment Proposals

The Standing Committee on Organizational Review and Development shall gather these amendments into a package for the information of the Board and the general membership. This package must be available not less than two (2) weeks prior to any meeting where by-law amendments may be properly considered. The delivery of this package to the Association shall serve as due notice of amendment. At Semi-Annual General Meetings the Speaker will consider the presentation of this package to have been duly moved and seconded by the Standing Committee on Organizational Review and Development.

XVI.4 Amendments to the by-laws of the Association will be adopted at the Semi-Annual General Meeting by a two-thirds ($\frac{2}{3}$) majority vote by those members in attendance at the Semi-Annual General Meeting.

XVI.5 The Board may choose to endorse any or all proposed amendments at the last regularly scheduled meeting of the Board before the Semi-Annual General Meeting. Said endorsement shall not be binding on the Annual Meeting but shall act as an indicator of the will of the Board.

XVI.6 The amendment package, or each amendment proposal, as the case may be, shall be considered adopted by the Association at such time as a two-thirds ($\frac{2}{3}$) majority vote is cast in favor of the amendment(s) by the voting Members in attendance at a Semi-Annual General Meeting.

XVI.7 Unless otherwise provided for in the by-law hereof, or any resolution of the Board or any revision thereof, any amendment proposal approved pursuant to the by-law hereof, shall come into force at the beginning of the term of the next Board.

XVI.8 It shall be lawful for the Standing Committee on Organizational Review and Development to make grammatical and other such minor technical changes to the by-laws hereof at such times as may be deemed necessary by the committee provided that such alterations do not change the intent, explicit or implicit, of any passage herein. Such changes shall be subject to the confirmation of the Board and shall not come into effect until such confirmation is acquired.

By-Law 17: Extraordinary Measures

XVII.1 On a matter of extreme importance to the membership of the Association and where immediate action is required, and where delay may be injurious to the Board, the Association, or any part thereof, a declaration of a state of emergency may be enacted to enable the Executive Committee to act in the best interest of the Association without the direction of the Association or the Board.

XVII.2 A state of emergency may only be declared by unanimous resolution of the Executive Committee accompanied by the written support of three other directors.

- XVII.3 The President shall prepare or order the preparation of a written declaration of the state of emergency on the letterhead of the Association to which will be added the seal of the Association and the signature of the President. The declaration shall include the reason for the action, that the action conforms to the by-laws of the Association, and that the declaration achieved the unanimity of the Executive Committee and the support of three other directors, as outlined in the by-laws herein. The said declaration shall be posted conspicuously throughout the University and communicated directly to all directors immediately upon declaration.
- XVII.4 Any decision made by the Executive Committee whilst acting under a declaration of a State of Emergency is subject to the review of the Board and may be overturned by a majority vote of the voting Directors of the Board at its next regularly scheduled meeting or a Special Meeting called for that purpose.
- XVII.5 A state of emergency shall exist for no more than thirteen (13) calendar days unless the Board grants an extension on a two-thirds ($\frac{2}{3}$) majority vote at either a regularly scheduled meeting of the Board, or a Special Meeting called for said purpose.
- XVII.6 A declaration of a State of Emergency cannot be used to deprive any member of the Board or the Association of any rights or privileges granted in the Letters Patent or the by-laws hereof.

Trent Central Student Association
Section 18 - Appendix One
The Symbol(s) of the Association:



Section II

Operating Resolutions

Appointments to University Committees

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

- 1) Appointments to University Committees shall be ratified by the Board of Directors no later than the second meeting of the board in October, subject to the following:
 - i) Appointments to any and all committees which report regularly to the Senate and Senate Executive Committee shall be made by the Association Resource Manager in consultation with Board Members who sit on Senate;
 - ii) Appointments to the Colleges and Student Services Committee and its subcommittees and task committees shall be made by the Association Resource Manager in consultation with the Executive Committee;
 - iii) Appointments to all other university advisory committees shall be made by the Association Resource Manager in consultation with the Executive Committee;
 - iv) The Association Resource Manager will distribute a master list of committee representatives to the Board of Directors following the Fall By-Elections.
- 2) In the event of the vacancy of a student seat on a University Committee, the Association Resource Manager shall have the authority to appoint a student as an interim replacement to fill the vacancy, pending ratification by the Board of Directors at its next meeting.
- 3) The Association Resource Manager will inform student representatives upon their appointment to committees that they shall be required to report back to the Board in either oral or written form at regularly scheduled meetings. Any director who is representing the Association on a committee may be asked to report to the Executive at any point, given reasonable notice.
- 4) The Association Resource Manager is responsible for the circulation of the committee list to the Board of Directors no later than the first week in September.

ADOPTED
04/2001

AMENDED
03/2004

AMENDED
02/2007

AMENDED
03/2010

AMENDED
01/2016

AMENDED
12/2018

Board of Directors Orientation Retreat

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

It shall be the responsibility of the Association Resource Manager to plan and arrange the Orientation Retreat in consultation with Executive and executive elect members. It shall also be the Association Resource Manager's responsibility to ensure that directors who are unable to attend the Orientation Retreat or are elected in the Fall By-Elections of the Association receive the training they missed in the Fall term.

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

- i. Anti-Oppression Training;
- ii. Robert's Rules of Order;
- iii. The Trent Central Student Association By-Laws, Operating Resolutions and Policy Resolutions;
- iv. Trent Central Student Association Finances and budget processes;
- v. Trent Central Student Association Services;
- vi. Structure of Trent Administration and Post-Secondary Oversight (Provincial/Federal)
- vii. Introduction of Association Staff and of the Trent University Administration (where possible);
- viii. A strategic planning session.

ADOPTED
01/2006

AMENDED
02/2008

AMENDED
04/2009

AMENDED
09/2014

AMENDED
01/2016

AMENDED
12/2018

All newly elected Directors of the Board shall attend the Orientation Retreat. Directors who are unable to attend the Orientation Retreat shall be required to make other arrangements with the Association Resource Manager prior to the Orientation Retreat, otherwise they may be charged with dereliction of duty pursuant to the By-Laws of the Association.

Clubs

ADOPTED
04/2013

As laid out in the Association's by-laws, the Association shall strive to increase the vitality of Trent's campus by supporting clubs. A student levy paid to the Association shall be exclusively directed to recognize clubs and associated costs incurred to support their work. In order to fully support clubs at Trent, the Association's clubs shall be governed by this operating resolution. This operating resolution does not govern who can, or cannot, organize on campus. Rather it only applies to the recognition and services provided to clubs by the Association.

AMENDED
01/2016

AMENDED
02/2017

RENEWED
09/2019

The Vice-President Clubs & Groups of the Association is responsible for oversight and function of the club service.

Application

To form a recognized club at Trent University, the group must complete a registration package signed by at least fifteen (15) members of the Association and submitted it to the Association's office. Approval or denial of a club application will be sent to the representative of that club in a timely manner.

The clubs & groups application form will require the group to outline (at a minimum) the following information:

- i. Purpose of the club;
- ii. Proposed budget for the upcoming year;
- iii. How the club shall be governed;
- iv. Any membership fees

Clubs shall be recognized with approval from the Association and the University. The following approvals are required to become a recognized club:

1. Vice President Clubs & Groups;
2. A representative from the Office of Student Affairs;
3. A representative from the Athletics Centre (when deemed appropriate);

Denial of Club Status

Prior to denying the recognition of a club, the Vice President Clubs & Groups shall report back to the Executive Committee where the denial of status will be considered. If there are concerns about a club's registration the group will be given the chance to clarify any questions or concerns. If needed, a meeting with the Vice President Clubs & Groups will be requested with the representative of the club. If official recognition of a club is denied, the Vice-President Clubs & Groups shall be responsible for providing a written explanation to the applicant. Reasons for denial of club status may vary.

Privileges and Responsibilities of Clubs

The Association shall support clubs by providing the following:

- i. The ability to apply for the Association's clubs funding;
- ii. Use of Association's mailboxes;
- iii. Ability to book space free of charge on campus where possible;
- iv. Ability to utilize Co-Curricular Record;
- v. Ability to book the Association's tables free of charge;
- vi. Free use of the Association's tents;
- vii. Free printing for up to 100 black and white copies, additional at \$0.05 per page;
- viii. Use of the Association's button maker at a rate of \$0.10 a button;
- ix. Training and support regarding budgeting, advocacy, bank accounts, and event planning.

Clubs that support, or denounce, any political party shall be prohibited from accessing clubs funding, printing services, the button maker & using the Association's tent for its own events. All clubs are expected to follow the recommendations of the Clubs Handbook and must uphold the Association's Policy Resolution on Accessibility. Furthermore, a club must be inclusive and non-discriminatory in accordance with Trent University's Policy on Discrimination and Harassment. Clear violations of such documents could result in a loss of eligibility for club funding or club services, as well as potentially a loss of club status.

Sports Clubs

The Association shall support the recognition of pan-university sports teams that do not receive varsity support, or funding through the university inter-mural program. Teams shall strive to ensure their membership requirements do not act as a barrier for students to get involved. Trent's Sport Clubs shall not use the Trent University Varsity Sports logo.

Clubs Funding Committee

ADOPTED
02/2017

Funding for clubs shall be determined by the Clubs Funding Committee, which is a sub-committee of the Standing Committee for Finance & Operations. The ~~sub~~-committee's membership shall include:

RENEWED
09/2019

1. The Community Coordinator (Chair; non-voting);
2. Vice-President University & College Affairs
3. Minimum two (2) representatives from the Board of Directors

AMENDED
04/2020

The Clubs Funding Committee shall be struck in September of each new academic year and shall meet as necessary until April. Quorum for the Clubs Funding Committee shall consist of three (3) members of the Board of Directors and the Chair (or designate when necessary). The Executive of the Association shall administer clubs funding in the summer months with assistance from the Community Coordinator.

All expenditures by the Clubs Funding Committee must be reported to the Board of Directors, Expenditures over \$2000 per club per semester should be considered by the Standing Committee

for Finance & Operations.

Each semester, a club has the opportunity to apply for funding. The Clubs Funding Committee shall approve funding requests of Clubs in such a way that aligns with the mission and principles of the Association. The requirements to be considered for funding are:

- i. Be a recognized club;
- ii. Have sent a minimum of one club representative to an Clubs Training session;
- iii. Complete a financial acquisition form, which includes a statement of current accounts, the club's yearly budget, and any relevant expenditure, or incomes related to the financial acquisition being requested of the Clubs Funding Committee.
- iv. To receive funding in the second semester complete financial statements from the first funding period must be provided.

An effort shall be made to approve club funding requests that meet the requirements of this resolution within a week of submission. The amount of funding approved for each club shall be at the discretion of the Clubs Funding Committee (up to \$2000). The committee shall not approve funding requests for groups that support or denounce any political party. Furthermore, any group that is found to have violated Association or Trent University Policies pertaining to students or Clubs shall not be eligible to receive funding.

Contingency Fund

ADOPTED
03/2003

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

RATIFIED
10/2006

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

AMENDED
04/2009

AMENDED
04/2012

The President shall ensure that this allocation is transferred to the Contingency Fund Account each year no later than the end of the fiscal year.

AMENDED
03/2016

Withdrawal of funds from the Contingency Fund may only be approved by a two-thirds (2/3rds) majority vote of the Board of Directors.

AMENDED
09/2019

Contractual Agreements

ADOPTED
03/1998

The Association may from time to time enter into partnership or sponsorship agreements for political, social, or financial reasons with businesses or non-profit organizations of a fixed or open term or may retain the services of individuals or organizations. In all such cases, the agreements or terms of service shall be stipulated in a written contract signed by representatives of all parties involved. Under no circumstances shall the Association enter into an agreement which:

RATIFIED
03/2001

AMENDED
01/2001

- RATIFIED
03/2007
- a) Contravenes any By-Laws or resolutions of the Association;
- b) Supports a federally or provincially registered political party.
- AMENDED
03/2010

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

RATIFIED
03/2016

AMENDED
09/2019

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

Criteria to be reviewed in the case of contracts that require approval by the Board of Directors shall not be limited by this Operating Resolution. Recognizing the fiduciary duty that Directors of the Association have when entering into contractual agreements, it is expected that due diligence be exercised by observing the limitations and procedures of this resolution.

Discrimination, Harassment, and Oppression

ADOTPED
01/1998

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

AMENDED
01/2007

AMENDED
02/2004

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

AMENDED
03/2005

The Vice President of Campaigns & Equity shall meet at least once in each of the fall and winter sessions each year with the Trent University Human Rights Advisor to review the University’s and the Association’s practices and policies in regard to discrimination, harassment, and oppression and to develop strategies for their improvement. Such meeting shall be open for other Directors of the Association to attend.

AMENDED
02/2008

RATIFIED
03/2014

AMENDED
02/2017

RENEWED
09/2019

Duties of Directors

ADOPTED
03/1998

All Directors

All Directors, excluding Ex-Officio Directors, shall:

AMENDED
03/2000

- i. Act in accordance with Association By-Laws and Policy as determined by the Board of Directors, or the general membership through petition and subsequent referendum, unless such by-laws or policies conflict with the by-laws or policy of the College Cabinet they represent;
- ii. Sit on at least one Standing Committee of the Association and at least one other Committee that may be of the University or the Association, attend meetings of these Committees as required and create a written report that can be presented to the Board of Directors;
- iii. Attend the Board of Directors Orientation Retreat or Fall Training organized by the Association Resource Manager;
- iv. Participate in one (1) or more office hours each week in the Student Centre front desk in which they will be available to check-in with executives of the association and be available to their constituents;
- v. Assist with and attend two (2) Association events per semester;
- vi. Attend meetings of the Association Board of Directors and provide a brief, verbal report detailing work completed on behalf of the Association when necessary;
- vii. Attend Events committee or check in with an executive regarding planning and expenditure for events and campaigns;
- viii. Be proactive in educating the membership on issues of oppression and power, and opposing all forms of oppression including, but not limited to, ableism, homophobia, racism, sexism, transphobia, and xenophobia.

AMENDED
03/2002

AMENDED
03/2004

AMENDED
02/2007

AMENDED
04/2009

AMENDED
03/2010

AMENDED
09/2014

AMENDED
03/2016

AMENDED
10/2017

Equity Commissioners

All Equity Commissioners, in addition to that stated in the section entitled Directors, shall:^{1}_{SEP}

AMENDED
02/2018

- i. Run at least one awareness campaign or three events pertaining to their portfolio per year (unless otherwise specified);
- ii. Represent the interests and concerns of their constituency regarding regular Association business;
- iii. Be a member of the Association's Orientation Week staff, if available;^{1}_{SEP}
- iv. Be entitled and encouraged to form working groups related to the issues of their portfolio;^{1}_{SEP}
- v. Wherever applicable, work with related Canadian Federation of Students caucuses and components on activities related to their portfolios;^{1}_{SEP}
- vi. Assist in the development of issues policy related to their portfolio.

AMENDED
12/2018

Racialized Students Commissioner

The Racialized Students Commissioner must be a student who self-identifies from a historically marginalized racial group and shall:

- i. Work to address and raise awareness of issues of racism on campus and in the Peterborough Community;^{1}_{SEP}
- ii. Work with relevant groups and organizations on and off campus such as the Ontario Public Interest Research Group and the Race Relations Committee of Peterborough;
- iii. Act as a liaison between the Board of Directors, the Office of Student Affairs, the Human Rights Advisor, and the Ontario Public Interest Research Group on campus regarding issues of racism;

- iv. Assist racialized students in pursuing a barrier-free education through representation and advocacy.

Ethical Standards Commissioner

The Ethical Standards Commissioner shall:

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

Environment & Sustainability Commissioner

The Environment & Sustainability Commissioner shall:^{[[L]]}_{[[SEP]]}

- i. Act as a liaison between the Association Board of Directors and various environmental organizations within Peterborough and Trent University such as the Trent Nature Areas, Sustainable Trent, and the Ontario Public Interest Research Group, on the organization of events actively publicizing environmental concerns and promoting environmental preservation;
- ii. Sit as the Association representative on the University Environmental Advisory Board;
- iii. Work with the University's Physical Resources Department and the University's food service provider to ensure environmentally friendly operations and advocate for changes as necessary.

Mature & Transfer Students Commissioner

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

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

Queer Students Commissioner

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

- i. Act as a liaison between the Board of Directors and individuals and groups working on issues relevant to the queer community on campus such as the Association's Women Students Commissioner, the Trent Queer Collective, the Centre for Gender and Social Justice, and the Office of Student Affairs;
-

- ii. Work with relevant off-campus organizations such as the Rainbow Service Organization, Parents Family & Friends of Lesbians and Gays-Peterborough, the Peterborough AIDS Resource Network, and the Peterborough Pride Commission;^[11]_[SEP]
- iii. Work to create “positive space” and queer and trans support services both within the Association and Trent University;
- iv. Work to inform the Trent community on issues of sexual health and safety as well as to publicize information on local health support services;
- v. To co-ordinate queer and trans positive events during Orientation Week and, if possible, to be present on campus to serve as a resource for new queer and trans students during Orientation Week.

Students with Disabilities Commissioner

The Students with Disabilities Commissioner shall be a student who is self-identifies as a student who has disabilities and shall:

- i. Act as a liaison between the Board of Directors and groups working on issues relevant to students with disabilities on campus, in Peterborough, provincially and nationally;^[11]_[SEP]
- ii. Work with on-campus organizations such as the Trent Student Accessibility Services;
- iii. Assist students with disabilities in pursuing a barrier-free education through advocacy and representation;

Women’s Issues Commissioner

The Women’s Issues Commissioner will identify as a woman and shall:^[11]_[SEP]

- i. Act as a liaison between the Board of Directors and the Centre for Gender and Social Justice and other women’s groups on campus, women’s groups in the City and County of Peterborough and external women’s issues organizations;^[11]_[SEP]
- ii. Inform students of women’s issues and events through the campus media;^[11]_[SEP]
- iii. Work with Trent’s Sexual Violence Prevention Coordinator & other women’s groups on the organization of events actively publicizing women’s issues.

Gender Issues Commissioner

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

- i. Act as a liaison between the Board of Directors and individuals and groups such as the Association’s Queer Issues Commissioner, the Women Students Commissioner, the Centre for Gender and Social Justice, the Office of Student Affairs, Counseling Services, and Health Services;
- ii. Work with relevant off-campus organizations such as the Peterborough AIDS Resource Network and the Rainbow Service Organization;^[11]_[SEP]
- iii. Work to create a positive and inclusive space within the Association and Trent University;
- iv. Work to develop trans and or gender variant resources within the Association and Trent University;^[11]_[SEP]
- v. Coordinate trans and or gender variant positive events during Orientation Week and create a visible presence for new students;
- vi. Coordinate trans and or gender variant awareness campaigns and events such as the Trans Day of Remembrance or Trans Access.

First-Year Commissioners

One of the First-Year Commissioners will serve as the On-Residence First-Year Commissioner and must be living in a residence owned or operated by Trent University. One of the First-Year Commissioners will serve as the Off-Residence First-Year Commissioner and must not be living in a residence owned or operated by Trent University. Each First-Year Commissioner will be elected in the fall by-election and shall be in their first year of studies at Trent University while in office, and shall:

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

Part-Time Student Commissioners

Each Part-Time Student Commissioner shall be a student registered in 1.5 credits or less (per semester) with the University and, working together, shall:

- i. Endeavour to liaise with other part-time students for the purposes of outreach, polling, and other related matters; ^{[]}_{SEP}
- ii. Run at least one activity or service for part-time students; ^{[]}_{SEP}
- iii. Sit on the Nominating and Governance Subcommittee of Senate; ^{[]}_{SEP}
- iv. Work to educate and inform part-time students about such issues and information as ^{[]}_{SEP}necessary including items related to Trent University, and the activities, services, advocacy and political work of the Association and the Canadian Federation of Students. ^{[]}_{SEP}

Ex-officio Directors

Indigenous Students Commissioner

The Indigenous Students Commissioner should be a North American indigenous student (status or non-status) and is appointed by the Trent University Native Association to represent indigenous students on the Board of the Association. They shall:

- i. Act as a liaison between the Board of Directors and indigenous groups on campus, in the Peterborough community, and national organizations such as the Circle of First Nations, Metis & Inuit Students;
- ii. Work with the Trent University Native Association on the organization of events actively publicizing indigenous student issues;
- iii. Attend, if possible, the annual meetings of the 'Circle of First Nations, Métis, and Inuit Students' of the Canadian Federation of Students.

International Students Commissioner

The International Students Commissioner should be a student holding citizenship in a country other than Canada who has lived abroad for the majority of their life and is appointed by the Trent International Student Association to represent international students on the Board of the Association. They shall:

- i. Investigate and act on disputes concerning the international student body both within and outside of the University; ^{[]}_{SEP}

- vii. Act as a liaison between various organizations representing the interests of international students within the University, such as the Trent International Students Association, the Trent International Program, Amnesty International, and the Trent Chapter of the World University Service of Canada, and the Association;
- ii. Represent and promote international education at Trent University and within the Peterborough community;^{[[1]]}_{SEP}
- iii. Act as a liaison between the Association and various internationally oriented organizations within the Peterborough community such as the Kawartha World Issues Centre and the Ontario Public Interest Research Group.

College Commissioners

Each College Commissioner shall:^{[[1]]}_{SEP}

- i. Act as a liaison between their College Cabinet and the Board of Directors;^{[[1]]}_{SEP}
- ii. Attend College Cabinet meetings of their college;^{[[1]]}_{SEP}
- iii. Be fully informed of all business pertaining to their College in relation to the Association, should such information be required by the Board of Directors;
- iv. Distribute Association material to their College;
- v. Work to inform the students of their College about the activities, services, advocacy, and political work of the Association and the Canadian Federation of Students.

College Senators

Each College Senator shall:^{[[1]]}_{SEP}

- i. Act as a liaison between the Board of Directors, the Student Senate Caucus, and Senate;
- ii. Work in conjunction with the College Commissioner from their College Cabinet to act as a liaison between their College Cabinet and the Board of Directors;^{[[1]]}_{SEP}
- iii. Advise the Board of Directors on policy matters within the purview of Senate;
- iv. Work to inform the students of their College about the activities, services, advocacy and political work of the Association and the Canadian Federation of Students.

College Cabinet Presidents

Each College Cabinet President shall:^{[[1]]}_{SEP}

- i. Represent the positions of their College Cabinet to the Board of Directors.
- ii. May vote if they receive a proxy from either the commissioner, or senator from their respective college.

Speaker

The Speaker, who shall be the Association Resource Manager (or the President, in the case the Association Resource Manager cannot attend the meeting) and will in no circumstances hold the power of a vote, shall:

- i. Call and chair meetings of the Board of Directors in accordance with the provisions of the by-laws.

Elections Committee

ADOPTED
03/2003

Mandate:

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

AMENDED
03/2004

AMENDED
02/2006

AMENDED
02/2009

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

AMENDED
09/2014

Membership:

The membership of the Elections Committee shall be the following:

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

RATIFIED
02/2017

AMENDED
12/2018

Duties and Responsibilities of Members:

1) Chief Electoral Officer

The Chief Electoral Officer shall be ultimately responsible for the execution and coordination of all Association elections, by-elections and referenda;

- i. The Chief Electoral Officer shall act as the Chair of the Elections Committee;
- ii. The Chief Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws regarding elections;
- iii. The Chief Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees, with the aid of the Deputy Electoral Officer. This shall be done in consultation with the Elections Committee when the punishment being considered is disqualification. Minutes of said decision(s) shall be documented and available upon request;
- iv. The Chief Electoral Officer shall be responsible to, and report directly to the Board of Directors. The Chief Electoral Officer shall make a formal written report to the Board at each meeting while elections/referenda are in progress. At the conclusion of each election/referendum the Chief Electoral Officer shall make a formal written report to the Board of Directors that shall contain a detailed summary of the election and/or referendum process followed, and shall include:
 - The names and positions of all candidates or referenda that appear on the ballot;
 - The total voter turnout (including a breakdown of votes cast on each day of the voting period)
 - A breakdown of the total number of votes for each position or referenda
 - A summary of all Electoral events, promotions and an overall evaluation of the election including the Committee's recommendations for the future.

2) Deputy Electoral Officer

- i. The Deputy Electoral Officer shall act as the Deputy Chair of the Elections Committee;
- ii. The Deputy Electoral Officer shall aid the Chief Electoral Officer in their duties and in their absence shall fulfill said duties and shall be vested with the same authority as the Chief Electoral Officer during this time;
- iii. The Deputy Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws regarding elections;
- iv. The Deputy Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates or referenda committees. All disciplinary action against parties must be done in consultation with the Chief Electoral Officer.

3) At Large Members

- i. At Large Members shall aid the Chief Electoral Officer and Deputy Electoral Officer in any and all aspects of the execution and co-ordination of all elections and referenda of the Association;
- ii. At Large Members shall be familiar with and act in accordance with Association policy and by-laws regarding elections;
- iii. At Large Members shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates or referenda committees. All disciplinary action against parties must be done in consultation with the Chief Electoral Officer and the Deputy Electoral Officer.

Meetings:

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

Term:

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

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

Elections Procedures

ADOPTED
02/2004

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

AMENDED
02/2005

All-Candidates Meeting

The All-Candidates Meeting shall take place in the early evening at the close of the nomination period.

AMENDED
03/2007

- i. All candidates, or an authorized representative for each candidate (they must possess a signed statement from the candidate confirming their authority to act in this capacity) must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Electoral Officer in person within seventy-two (72) hours of the meeting;

AMENDED
02/2010

AMENDED
09/2014

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|------|---|---------------------|
| ii. | It is the candidate's responsibility to obtain all information provided at the meeting through the authorized representative or from the Chief Electoral Officer; | RATIFIED
02/2017 |
| iii. | Any candidate who fails to attend or send an authorized representative to the All- Candidates Meeting, or fails to meet with the Chief Electoral Officer, shall be disqualified from the election; | AMENDED
12/2018 |
| iv. | The topics at the All-Candidates Meeting shall include, but are not limited to:
a) The elections process established in the Association By-laws, Operating Resolutions and Best Practices Manual;
b) The elections schedule;
c) The duties and functions of the Elections Committee; | |
| v. | Each candidate, or authorized representative, will sign a Code of Conduct before leaving the meeting that indicates they understand the rules and regulations governing the elections; | |
| vi. | It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting. | |

Referenda Meeting

- i. A Referenda Meeting will be scheduled at the close of the nomination period. All members of a referendum committee must attend the Referenda Meeting or arrange to meet with the Chief Electoral Officer within seventy-two (72) hours of the meeting.
- ii. The topics of the Referenda Meeting shall include, but are not limited to,
 - a. The elections process with regards to the Association By-laws, Operating Resolutions and Best Practices Manual;
 - b. The elections schedule;
 - c. The duties and functions of the Elections Committee;
- iii. Each committee member campaigning on behalf of the referenda question will sign a Code of Conduct before leaving the meeting that indicates they understand the rules and regulations governing the elections.

Candidates, Campaign Team Members, and Referendum Committees

All candidates, campaign team members, and members of referendum committees shall sign a code of conduct after understanding the following regulations:

- i. All campaign staff members and all members of a referendum 'yes' or 'no' committee must be registered with the Elections Committee and must sign their respective code of conduct, separate from the code of conduct provided to candidates.
 - ii. There may be no more than four (4) 'yes' or 'no' committees for any single referendum question. For elections candidates there may be a single 'no' committee. However, this may only occur if the candidate is running uncontested;
 - iii. A campaign spending limit of \$100 for elections candidates and \$100 for each referenda committee shall be set;
 - iv. All publicity materials must be approved by a representative of the Elections Committee and must bear a symbol of the Association prior to being mass produced;
 - v. All publicity materials must be acceptable under the Trent University policy on Human Rights and the Association's policies surrounding Discrimination, Harassment, and Oppression;
 - vi. Email publicity is permitted but is subject to the following conditions:
 - a. Emails must clearly state the date that the campaign period closes with the understanding that forwarding after that date is not permitted;
 - b. Emails must be pre-approved by a representative of the Elections Committee before being sent;
 - c. The Chief Electoral Officer must be 'cc:'d on any email publicity being sent by a candidate, campaign team member, or referendum committee member;
 - d. Candidates and campaign team members are not permitted to use distribution lists that may be available to them for the purposes of campaigning.
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- e. Referendum committees shall be permitted to use distribution lists of the organizations that they represent for the purpose of contacting members after seeking approval from a representative of the Elections Committee.
 - vii. Other forms of Online campaigning are permitted but are subject to the additional following conditions:
 - a. Any URL made specifically for a campaign must be taken offline by the date and time that the campaign period closes;
 - b. All forms of social media campaigning must be pre-approved by a representative of the Elections Committee prior to being posted online.
 - viii. The campaign expense form, accompanied by all receipts for campaign materials must be handed in to the Chief Electoral Officer by the time indicated on the form;
 - ix. Materials that are either donations or owned by the candidate or referenda committee prior to the elections will be assigned a dollar value based on fair market value by the Chief Electoral Officer and shall be calculated as campaign expenses but will not be considered in the calculation of a refund-for campaign expenditures;
 - x. All candidates and committees are permitted one scrutineer to be present during ballot counting. The name, telephone number and email address of the scrutineer must be given to the Chief Electoral Officer by noon on the last day of the polling period. If the requested information is not provided to the Chief Electoral Officer, the individual may not be permitted to act as a scrutineer;
 - xi. All candidates and committees must submit valid contact information, including telephone number and email address, for the duration of the election period;
 - xii. All publicity material must be taken down and campaigning ceased by the end of the designated campaign period. Any publicity material found outside of this time period may be grounds for disciplinary procedures that are beyond the authority of Elections Committee;
 - xiii. Discussion of other candidates must be limited to the public record and defamation or slander of opponents or other candidates may result in disciplinary procedures;
 - xiv. Any candidate, campaign team member, or referendum committee member who is found directly or indirectly tampering or disfiguring the publicity of another candidate or committee will be subject to disciplinary procedures;
 - xv. All candidates, campaign team members, or referendum committee members shall not provide personal electronic devices to voters to conduct voting or linger in any area that may be perceived as tampering with the fairness of elections;
 - xvi. All candidates and committees are required to submit an outline of their platform to the Elections Committee in advance of the beginning of the campaign period. Late platform submissions may be grounds for an infraction being issued by the Elections Committee.

Information

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

- i. Copies of all elections by-laws, operating resolutions, and policies determined by the Elections Committee;
 - ii. In the case of candidates, copies of all policies and by-laws pertaining to the duties of the position for which they are running;
 - iii. A Code of Conduct;
 - iv. Mention of the applicability of the Trent University and the Association's policies relating to Human Rights, Discrimination, Harassment, and Oppression and links to them for further context;
 - v. The dates, times and locations of all elections related events;
 - vi. Registration forms for campaign team members;
 - vii. Contact information for each member of the Elections Committee.
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Disciplinary Procedures

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

- i. Investigation:
The Elections Committee shall request a meeting with those involved to discuss the alleged infraction for the purpose of the action taken by the Elections Committee. Meetings to discuss alleged infractions should be held within 48 hours of the time the infraction was reported. In the event that the infraction has been reported by someone other than a member of the Elections Committee, it will be the responsibility of the Elections Committee to investigate the allegation prior to setting up a meeting of those involved;
- ii. Discipline:
In the event that the Elections Committee determines that an infraction has taken place, the infraction will be noted next to the candidate's or committee's platform on the Association's website as a notice to members. The indication of the infraction may not appear on the ballot. If a candidate or committee has accumulated a total of three (3) infractions, the Elections Committee has the power to remove them from the election process. Furthermore, if a candidate or committee has engaged in behaviours or actions in violation of Trent University and the Association's policies related to Human Rights, Discrimination, Harassment and Oppression, they will forthwith be removed from the elections process regardless of number of infractions incurred.

Other Elections Procedures

The following procedures shall be observed surrounding elections:

- i. All parts of the Association Election's shall be publicized widely throughout campus and online during the Electoral period;
- ii. The means of distributing ballots to Association Members and counting all ballots cast during the voting period shall be decided by the Elections Committee, but is subject to review by the Board in the event of any complaint;
- iii. The Chief Electoral Officer shall compose the ballot before the start of the voting period in consultation with the Elections Committee after confirming the eligibility of each candidate;
- iv. Students are permitted to cast spoiled or declined ballots.
- v. Students wishing to vote in person shall:
 - a. Write in advance of the voting period to the Chief Electoral Officer indicating that they should be taken off the email distribution list;
 - b. Present themselves to a member of the elections committee in the TCSA Office during office hours specified during the voting period;
 - c. Present a valid Trent ID card indicating status when they present themselves to vote;
 - d. Cast their ballot privately and place it in an envelope that shall be sealed with a sticker on the outside of the envelope. The sticker will include the date they cast their ballot, a reference number assigned by the Chief Electoral Officer, and the signature of the Chief Electoral Officer.

Ballot Counting Procedures

- i. Counting ballots shall be conducted within twenty-four (24) hours of the close of voting;
 - ii. Counting shall occur in the TCSA Office;
 - iii. In the event of a change of location for counting ballots all candidates, campaign team members, and referendum committee members shall be notified at least forty-eight (48) hours in advance of the new location where possible,
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- iv. Anyone found loitering around the area where ballot counting shall occur without the permission of the Elections Committee may be subject to penalties if they are asked to leave and refuse to do so;
 - v. Counting shall be conducted by a minimum of three members of the Elections Committee, including the Chief Electoral Officer, in the presence of all registered scrutineers;
 - vi. Any envelopes containing ballots shall not be opened by anyone other than the Elections Committee when they gather to count ballots.

Security

- i. The Chief Electoral Officer shall be the only person with access to the voting mechanism unless the elections committee otherwise approves another individual(s);
- ii. Whenever possible, the Association Eligibility List and any ballots shall be secured separately from the voting mechanism;
- iii. The Chief Electoral Officer shall request the Association Eligibility List from the Office of Student Affairs and Trent Finance in time for the beginning of the nomination period and shall keep this digital information confidential in the following ways:
 - a. Keep all information provided encrypted
 - b. Access to documents containing student information may only be provided by the Chief Electoral Officer or other individual that the Elections Committee designates.

Ratification

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

Executive Committee

ADOPTED
02/2002

Mandate:

- i) To provide a means of communication between the Executive Officers and the Board of Directors;
- ii) To provide a means to generate ideas and promote collaboration between the Executive;
- iii) To make recommendations to the Board of Directors on such matters as it considers appropriate. The Executive Committee shall have the power to access such administrative resources, personnel, and consultants as it considers appropriate;
- v) To conduct reviews of the Operation Manager and shall delegate the reviews of all other staff to the Operation Manager unless the committee feels otherwise;
- vi) To act on behalf of the Board of Directors when the Board of Directors is unable, subject to ratification by the Board of Directors;
- viii) Establish and present an Annual Strategic Plan to be presented in September of each year.

AMENDED
01/2005

AMENDED
02/2007

AMENDED
11/2009

AMENDED
03/2010

AMENDED
04/2012

AMENDED
09/2014

Membership:

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

- i) President, to act as Chairperson;
- ii) Vice President Campaigns & Equity;
- iii) Vice President University & College Affairs;
- iv) Vice President Student Health & Wellness.

AMENDED
03/2016

AMENDED
10/2017

AMENDED
04/2020

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

Meetings:

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

Executive Review

ADOPTED
02/2001

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

RATIFIED
03/2014

Establishment of Executive Review Committee:

RATIFIED
10/2017

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

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

Process for Executive Review:

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

Eligible Criteria for Consideration:

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

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

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

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

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

Expenditure Approval

The Association shall abide by the procedures set herein for the approval of all expenditures. An expenditure is defined as any activity that incurs a charge against the Association. This includes any and all invoices, purchase orders, and journal entries against the Association's accounts with Trent University, TD Canada Trust, or any other creditor:

- i) All expenditures shall be documented in the "actuals" of the Association's annual budget in a reasonable and timely manner;
- ii) Expenditures that can be associated to a specific budget line must be approved by two (2) members of the Executive; expenses above \$500.00 dollars must be circulated to the Board at the next Board Meeting;
- iii) Expenditures greater than four thousand dollars (\$4000.00), that cannot be associated with a specific line, must be approved by a motion of the Board of Directors;
- iv) All expenditures of the Summer Committee must be approved by a majority vote of the Summer Committee;
- v) Any expenditure less than four thousand dollars (\$4000.00) which cannot be associated to a specific line item can be approved by the Executive Committee as a whole; expenses above \$500 must be circulated to the Board at the next board meeting;
- vi) Any expenditure in section ii) or iii) that is refused approval by the means outlined in the respective sections can be appealed to the Board of Directors.
- vii) Staff of the Association may be required to make expenditures on behalf of Association in accordance with their duties and responsibilities. Expenditures by staff shall follow as closely as possible the procedures outlined herein but the Association recognizes this may not be possible in certain contexts. Staff shall communicate any expenditures that occurred excepting this policy in a timely manner for final approval by the Executive or the Board of Directors where required.

ADOPTED
12/1996

AMENDED
01/1999

AMENDED
01/2002

AMENDED
10/2006

AMENDED
04/2009

AMENDED
04/2012

AMENDED
09/2014

AMENDED
02/2017

AMENDED
09/2019

Expense	Under \$500.00	Above \$500.00	Above \$4000.00
With budget line	Needs the approval of two executives	Needs the approval of two executives, and notice given to board.	Needs the approval of two executives, and notice given to board.
No budget line	Needs the approval of two executives	The whole executive must approve, and notice given to board.	A motion from the board must approve this expense

Hiring and Selections

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

- i) The Board of Directors shall approve a staffing plan each year, drafted by the Operations and Services Manager and the Association Resource Manager, on the recommendation of the Standing Committee on Finance and Operations.
- ii) An ad-hoc Sub-Committee comprising of the Operations and Services Manager, the Association Resource Manager, and a member of the Executive shall act as the hiring or selection committee. The Sub-Committee may ask for the participation of such persons deemed to be consultants to the process when appropriate.
- iii) The Hiring or Selections Sub-Committee will meet at least once after the close of applications to establish a standard set of interview questions for each position and to create a short list of applicants.
- iv) All positions will be widely posted for a minimum of two weeks prior to the close of applications.
- v) With the exception of any appointment to the Board of Directors, which must be done by the Board itself, the Hiring Sub-Committee shall be empowered to extend the position to the most capable candidate available on behalf of the Board.
- vii) Documents related to the hiring process shall be managed in the following way:
 - a) Applications and notes from references checks of successful applicants shall be placed in candidate's personnel file;
 - b) Notes resulting from interviews and Sub-Committee deliberations shall be shredded & disposed of in a confidential manner.
- viii) When hiring the Association shall endeavor to create equal opportunities for all applicants, recognizing and seeking to counter the grounds of oppression, discrimination, and harassment which often inhibit applications as per standing resolutions of the Association. On the grounds of language, disability, health status, and place of residence, while effort will be made to enable all candidates to perform required duties, it is recognized that freedom from discrimination can be achieved only insofar as these qualities do not clearly prevent the performance of required duties.

ADOPTED
04/1997

AMENDED
03/1998

AMENDED
01/2001

AMENDED
02/2004

AMENDED
03/2007

AMENDED
03/2010

AMENDED
04/2012

AMENDED
01/2016

RENEWED
09/2019

Human Resources Committee & Staff Relations

ADOPTED
02/2004

Mandate:

In September of each year the Board of Directors shall approve the membership of an ad hoc committee for the purpose of determining issues of Human Resources on behalf of the Association. The purpose of the committee will be to decide upon HR issues or, where appropriate, to make recommendation to the Board of Directors for further action.

AMENDED
03/2007

AMENDED
04/2009

AMENDED
04/2012

Membership:

The membership of the Committee shall include:

1. The Operations & Services Manager;
2. The Association Resource Manager;
3. One (1) member of Executive;
4. One (1) Equity Commissioner.

AMENDED
03/2016

RATIFIED
02/2017

AMENDED
09/2019

Meetings:

The committee shall only meet when required by policy. All matters discussed in the context of the meeting shall be held as confidential and privileged.

Staff Relations Procedure:

The Association shall strive, at all times, to maintain a workplace free from personal or sexual harassment, bullying and discrimination as defined in the Ontario Human Rights Code, the Trent University Policy on Harassment and the Association's own policy, as provided below.

1) Definitions

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

- i) **Discrimination:** Unfair or unreasonable treatment on the basis of prejudice;
- ii) **Harassment:** Either sexual harassment or personal harassment & bullying, or both, as defined below;
- iii) **Sexual Harassment:** Any conduct, comment, gesture or contact of a sexual nature, whether on a one time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to an individual, or that the individual might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Generally, sexual harassment is deliberate, unsolicited, coercive, and one-sided and both male and female persons can be the victim or the perpetrator;
- iv) **Personal Harassment:** Any conduct, physical, verbal, written or electronic, that has the intent or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, hostile, humiliating, offensive, or poisoned environment in the workplace. Harassing or bullying behavior can affect a person's dignity, physical, emotional, or psychological integrity or may compromise an individual's rights. Harassing conduct can comprise of a single incident or occurrences over a period of a time. It shall include harassment as outlined within the meaning of both federal and provincial human rights, employment, and other legislation;

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

2) Grievance Procedures

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

Informal Verbal Complaint

It is the desire of the Association that complaints shall be addressed as quickly as possible without having to level formal complaints against the Association, its directors, volunteers or employees. After explicitly stating that an informal complaint is being made, the complainant shall normally give those responsible for the issue an opportunity to address their issues accordingly. Where any complainant feels that they require any support in raising the issue with the Association, the complainant may request the assistance of members of executive, the Association Resource Manager, or the Operations & Services Manager.

Any supporters of the complainant shall be allowed five (5) working days to seek information and advice and to communicate their answer to the complainant once an issue has been raised and communicated. Failing a satisfactory settlement, the complainant may take up a grievance through a formal process outlined below.

Formal Grievance

Step 1

It is the desire of the Association that complaints be addressed as quickly as possible. A complainant who wishes for an issue to be documented formally shall consult with the Association Resource Manager or the Operations and Services Manager who will take the matter under consideration and be given an opportunity to address their complaint accordingly and include any documentation in the personnel file of the person about whom the issue was raised. Where any complainant feels that they require support in raising the issue with the Association they may request the assistance of members of Executive, the Association Resource Manager, or the Operations & Services Manager.

The period to resolve and document issues within this stage of the procedure shall be five (5) working days. Failing a satisfactory settlement, a complainant may take up a grievance through a further process outlined below.

Step 2

The complainant may submit a written grievance to the Human Resources Committee by contacting the Association Resource Manager or Operations & Services Manager. Any such grievance should be delivered within ten (10) working days after the complainant became aware of, or ought reasonably to have been aware of, the incident or original circumstances for the grievance occurring.

The nature of the grievance, the remedy sought, and all other pertinent information relating to the grievance shall be included in the grievance submission made by the complainant. In special circumstances, the Human Resources Committee may exercise discretion in evaluating the timely nature of the grievance.

In circumstances where the complainant has attempted to resolve the complaint through the informal process or Step 1 outlined above, the complainant shall have ten (10) days from the point where that process has been considered to have failed or they have received the attempted resolution on the matter in question.

The Human Resources Committee shall have up to five (5) working days to determine its response to the grievance after it has been submitted. After consideration of the grievance submission the Human Resources Committee shall deliver a decision in writing to the complainant, and any persons involved with the matter being raised. When necessary, written decisions by the Human Resources Committee shall be included in the personnel file of the person about whom the issue was raised.

Failing settlement or resolution the complainant may refer the grievance to Step 3 within ten (10) working days of the decision of Human Resources Committee under Step 2.

Any member of the committee cited as the subject of a grievance shall recuse themselves from the committee. In the event that multiple members of the committee are cited in the grievance the matter shall be referred to Executive Committee who shall deliver their decision in writing within five (5) working days of receiving the grievance.

Step 3

The Board of Directors, at the next meeting following the referral of the grievance from Step 2, shall discuss the facts of the grievance and vote to either uphold the decision of the Human Resources Committee, come to its own decision on the grievance, or move to appoint a mediator who shall assist both parties in settling the matter. The mediator must be someone qualified, but external to the Association and must be mutually agreed upon in writing by both the griever and the Association. Barring exceptional circumstances, at any meeting where mediation occurs the individuals present shall usually be the griever, a member of the Human Resources Committee or Executive Committee selected by the griever, the respondent (if named in the grievance) and a representative of the Association selected by and from the Board of Directors. The mediator shall not make a decision but shall help the parties reach a mutually acceptable resolution to the grievance. Any resolution agreed upon at a mediated session shall be put into writing by the mediator and signed by both the griever and the representative of the Association and shall be considered binding on the Association and all concerned but without prejudice.

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

Group Grievance

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

3) Time

Time limits set out in the grievance procedure may be extended by mutual agreement of the complainant and the Association in writing. In the event that no decision is given within the time limits specified in the grievance procedure, they shall be entitled to submit the grievance to the next Step in the grievance process procedure.

4) Decisions

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

5) Notice to Respondent

In the event of any grievance being followed through on when disciplinary action is being considered, or documentation of a matter is being considered for the personnel file of an employee, it is the employees right to be notified of any complaint and be given an opportunity to provide explanation or response to the matter being raised.

6) Conflict of Interest

In the event that anyone finds themselves in the position that they cannot fairly decide upon an issue due to a conflict of interest they shall recuse themselves from consideration of the matter.

Individuals may wish to bring attention to a conflict of interest situation to ensure that consideration of their grievance is taken up properly. To do so they should include mention of any conflict in writing at Step 2 or Step 3 of their grievance to ensure that those overseeing the process are given an opportunity to resolve the matter. If a complainant feels that a conflict of interest exists at any stage of the procedure and that it has not be addressed appropriately, they have the right to move the matter to the next stage of the process with their concerns noted as part of the grievance.

Land Acknowledgement

The Association will begin all official functions, including but not limited to Board Meetings, and General meetings, with a land acknowledgement by the Speaker or other representative of the Association, which will read as follows:

The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugueeg Anishnaabeg people of Treaty 20 and the Williams Treaty, who have been taking care of this land since creation. As visitors to these lands we would like to acknowledge the displacement and sacrifices of the Indigenous peoples who lived, learned and gathered here, much like we are today. Peterborough, or Nogojiwanong, as it was originally called, has become home to many, and we would like to recognize the contributions made by other First nations, Metis and Inuit peoples to this community. While settler-colonialism is still very evident within the structure of our society and institutions, the TCSA is committed to furthering the work of a de-colonial student union and campus, in partnership with Indigenous university staff, students, and community groups.

ADOPTED
09/2014

AMENDED
01/2015

AMENDED
03/2019

Lieu Time

ADOPTED
03/2019

Lieu time is available for Association staff when specifically designated in employment contracts. In the event that staff of the Association complete work hours that exceed weekly expectations stated in their employment contracts this policy shall apply. Through this policy the Board recognizes how such hours ought to be accounted for in the effective fulfillment of staff responsibilities. This Policy shall set staff expectations by providing a working definition of lieu time, outline the documentation of and expectations for lieu time to be used, determine how lieu time shall be accrued, & stipulate limitations on the accrual and use of lieu time.

Definitions:

- i. **Lieu Time** - will be granted as leave with pay to compensate employees for work completed that exceeded weekly expectations stated in their employment contracts;
- ii. **Day(s) in Lieu** - units of 'Day(s) in Lieu' reflects time accrued on the basis of expected weekly hours; its use is defined as: a day taken to not work that reflects the average number of hours completed by the employee on a given work day.

Documenting Lieu Time:

- i. Time requested in lieu must occur in consultation with the Association Resource Manager prior to its accrual and usage to be effectively documented by the Association;
- ii. The Association Resource Manager shall keep a record of lieu time accrual for all Association Staff and update it when necessary;
- iii. Documented lieu time should be used for planned leave from the office that does not interfere with expected staff services to the Association and not as a matter of convenience that departs from scheduled hours.

Accrual and Limitations on Lieu Time:

Lieu time shall be accrued on the basis of expected tasks of staff, which are as follows:

- i. Regular staff duties that would otherwise negatively impact the Association if they are unfulfilled (hourly, overtime requirements apply);
- ii. Being a member of a delegation attending National or Provincial gatherings of the Canadian Federation of Students (1.5 days in Lieu per day attending a gathering of this kind);
- iii. Being the main organizer for a campaign or event on behalf of the Association (hourly, overtime requirements apply);
- iv. Irregular duties approved by the Executive or Events Committee that are expected of staff (hourly, overtime requirements apply);
- v. The maximum amount of time that shall constitute being used for 'day in lieu' shall be calculated as the daily average hours of work each week, averaged against the total monthly hours paid to the staff person;
- vi. Staff shall be allowed to take up to five (5) days in lieu before having to use other employment benefits that the Association provides, or where they have none remaining, have leave approved without pay;
- vii. Some staff may have variations agreed upon for operational reasons in consultation with the Association Resource Manager and approved by the Executive Committee.
- viii. The minimum amount of time that can be covered by lieu is 1 hour;

Lieu Time Usage:

- i. Employees requesting to use lieu time must proceed in the regular fashion for requesting any time away: a request submitted to the Association Resource Manager in writing or by email.
- ii. Requests will be approved on a case-by-case basis, and must not interfere with, or cause undue stress to the regular duties expected on behalf of the Association.

Other Points Regarding Lieu Time:

- i. All staff may only use lieu hours accumulated within the terms of their Employment Contract (i.e. date of turnover, expiry of contract, or in accordance with the Employment Standards Act where no turnover or expiry impacts the use of accrued hours);
- ii. In the event of any disputed hours regarding lieu time, the Association Resource Manager shall report to the Executive Committee for further determination, and if the dispute cannot be resolved, the Board of Directors shall decide upon the issue.

Meetings of the Board of DirectorsADOPTED
03/1998

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

AMENDED
01/2002

- i. The Board of Directors shall meet on Sunday afternoons, no less than once per month a semester during the fall and winter semesters;
- ii. The Association Resource Manager shall be responsible for a published list of all meetings, their dates, locations, and times. This list will be available by the first day of classes of each academic year;
- iii. The President may call such additional meetings as are required, provided 48 hours' notice is given, except that in the case of an emergency meeting, when only 24 hours' notice need to be given;
- iv. A letter signed by five Directors addressed to the Speaker and/or President requesting a meeting of the Board shall prevail upon them to call a meeting for such a time and location as set out in the letter;
- v. The time, date, place, and agenda of all Board of Directors meetings shall be posted on the Association's website, not less than 48 hours before each meeting, except that in the case of an emergency meeting only 24 hours' notice must be given.

AMENDED
03/2004AMENDED
03/2007AMENDED
04/2009AMENDED
03/2010AMENDED
04/2012AMENDED
09/2014AMENDED
03/2016**Location**

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

AMENDED
02/2017**Length of Meetings**

Meetings of the Board of Directors will last for a maximum of three (3) hours in length. If the agenda has not been completed by this time, the Board may extend the meeting length by a simple majority vote. Meetings may not be extended more than two hours and may only be extended by one hour at a time.

AMENDED
12/2018

Observers

- i. Observers are welcome to attend open session meetings of the Board. Seating for observers is limited by the fire code and observers are admitted on a first come, first served basis;
- ii. Observers who are not members may not address or participate in the meeting (except as provided Section iii under Communicating with the Board). Observers are expected to behave with decorum and not to disturb the conduct of the meeting;
- iii. Audio-recording, videotaping and filming open sessions of the Board of Directors is allowed provided those wishing to do so contact the Association Resource Manager in advance, who will make the appropriate arrangements consonant with the effective conduct of the meeting.

Communicating with the Board

- i. The Board welcomes input from its members, the Trent community, and the public. Those wishing to communicate with the Board are invited to do so in writing care of the Association Resource Manager; the Manager will forward the material to the Board. Between meetings, material for the Board will be accumulated and mailed once a week. Material sent by email will be forwarded to Board members as it is received. Material to be distributed at a meeting of the Board should be received by the Manager 48 hours in advance of the meeting;
- ii. Matters come to the Board only through its Committees, Directors, the Association Resource Manager, and the Executive of the Association;
- iii. Non-members of the Association may request an opportunity to address an item on the agenda of an open Board meeting. Such requests, in writing, should reach the Association Resource Manager not later than 48 hours before the meeting. The Chair of the Board will determine which speakers it will be possible to recognize at an open meeting and will determine the length of time allotted for presentations. Those wishing to address the Board will be notified of the Chair's decision no later than 24 hours before the meeting. An observer who is recognized to speak will present views on an agenda item.

Disruption of a Meeting

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

Board Collegiality – Statement of Principles

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

- i. It is expected that Board debate and decision making will be conducted with respect for differences of opinion and in a constructive fashion;
- ii. Every board member has a responsibility to voice their viewpoint and to contribute to the debate on issues that come before the Board. In any decisions taken, a member of the Board has a responsibility to vote on the matter according to what they believe is in the best interests of the students as a whole;

- iii. Members of the Board must respect the integrity of Board decisions;
- iv. Debate shall be open, honest, clear and respectful.

Meeting Materials

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

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

Meeting Operations & Exceptions Granted by Parliamentary Authority

Board meetings will operate under Roberts' Rules of Order. The following exceptions to Robert's Rules of Order apply in accordance with By-Law IX.4:

- i. The Speaker will organize the speaker's list by a principle of priority given for gender parity & first-time speakers;
- ii. The Speaker shall endeavour to not limit the number of speakers in favor and opposed. Limiting debate on a motion or agenda item can be moved as a subsidiary motion and pass by two-thirds ($\frac{2}{3}$) majority vote;
- iii. Directors can use their place on the speaker's list to request a straw poll by the Speaker to assess how Directors would vote based on the debate at hand, depending on the outcome of the poll the Speaker may suggest that the issue be referred to a special committee for further discussion to be approved by the Board;
- iv. If quorum is lost after a meeting has been called to order the meeting must be immediately adjourned upon recognition of the loss of quorum. If quorum is lost during the consideration of a motion, debate may continue and a vote on this motion may occur before adjournment occurs;
- v. Per the Association's By-laws, under *Transaction of Business (IX.3.1)*, quorum of the Association shall be calculated as 50% (+1) of individuals who are voting Directors. Vacant positions (not provided for in elections) and non-voting directors do not impact quorum or voting requirements of specific motions;
- vi. Per the Association's By-laws, under *Transaction of Business (IX.3.3 & IX.3.4)*, under A Director may have up to two (2) votes if they receive a proxy; these proxy votes shall count for calculations of quorum and majority of votes;
- vii. Per the Association's By-laws, under *Meetings of the Membership (IX.6.2)*, a Member of the Association may use their place on the speaker's list to endorse a non-member with the right to speak

Membership Registration Lists

ADOPTED
01/2006

Trent University maintains membership registration lists on behalf of the Association for all students who are members of the Association. Access to these lists will be limited to the President, Operations and Services Manager, Association Resource Manager, and any person authorized by the President to have access to the list.

AMENDED
02/2008

AMENDED
04/2009

In recognition of the responsibility and care that must be taken in the use of these lists the Association understands that it must take all reasonable precautions to maintain the security of this personal information and only use it in accordance with the purpose for which it was obtained. The President may from time to time authorize emails to communicate TCSA related information on behalf of the Association. Under no circumstances shall membership information be used for personal gain. At all times, those with access to membership information shall:

AMENDED
01/2016

AMENDED
09/2019

- i. Ensure all lists are password protected and hold such passwords in confidence unless authorization for disclosure has been granted by the President;
- ii. Ensure that copies of membership lists are kept to a minimum and maintain an up-to-date internal record of who has access to membership information;
- iii. Regularly dispose of membership lists obtained for any purpose once such information has achieved its purpose;
- iv. Only disclose membership lists to third parties when the release and use of such information is detailed in a contractual agreement that does not violate any applicable confidentiality laws.

Operating Budget

ADOPTED
03/2001

In addition to the annual preparation of financial statements, the President, Operations and Services Manager, and the Standing Committee on Finance and Operations shall be responsible annually for the preparation of an Operating Budget indicating all anticipated revenue and expenses over a fiscal year beginning September 1 and ending August 31.

AMENDED
01/2004

AMENDED
03/2007

The President, Operations and Services Manager, and the Executive Committee shall present a first draft budget for presentation to the Board of Directors no later than the end of October. The President and the Standing Committee on Finance and Operations shall recommend a revised second draft budget to the Board of Directors for adoption no later than the last meeting of the Board of Directors in January, and a revised third draft budget by the first meeting of the Summer Committee each year.

AMENDED
04/2012

AMENDED
03/2016

AMENDED
09/2019

The Operations and Services Manager shall prepare the budget presentation and shall include a comparison of the current draft to the previous year and a comparison of the current draft(s) to year to date actual spending, wherever possible, to allow the Board of Directors to gauge the ongoing financial performance of the Association. The budget shall be approved by a simple majority of the Board of Directors.

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

Presentation of Written Material

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

ADOPTED
03/2003

AMENDED
11/2006

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

AMENDED
03/2010

RATIFIED
03/2016

AMENDED
12/2018

Representation of the Association

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

ADOPTED
01/2001

RATIFIED
02/2004

AMENDED
01/2007

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

AMENDED
03/2010

AMENDED
03/2016

Barring extraordinary circumstances, members of the Executive Committee will endeavor to create message boxes and a press release prior to the approval of communication on behalf of the Association.

AMENDED
02/2017

AMENDED
09/2019

Shadow Period

To ensure an effective turnover between Executive Directors each year, outgoing & incoming Executive Directors agree to participate in shadow period with assistance & direction from the Association Resource Manager. Shadow period is a critical point in the year where incoming student leaders are provided with training & support to ensure they are prepared to meet the expectations of their positions and be given an opportunity to identify campus issues for the year ahead.

ADOPTED
12/2018

Outgoing Executive are expected to provide a transition report to their successors detailing their experiences of the previous year. This report is meant to inform incoming executive of the goings-on of the Association and contextualize future student issues alongside previous work that the Association has been engaged in.

Until turnover incoming Executives shall have no vote within the Association's committees, or on the Board. However, it is expected that incoming Executive Director be given every opportunity to familiarize themselves with the work of the Association, and specifically: all aspects of their position.

Topics to be covered:

- i. Review of position responsibilities & office expectations.
- ii. Review of TCSA Organization Structure, Bylaws, Operating Resolutions & Policies.
- iii. Handling Student Issues & Information: Maintaining Confidentiality
- iv. Conflict Resolution Training
- v. Management Training: Coaching Individuals for success

Responsibilities of the Association Resource Manager:

The Association Resource Manager shall:

- i. Schedule the official start and end dates of shadow period
- ii. Schedule all shadow hours for incoming Executives in a way that effectively engages them with outgoing Executives & Full-time Professional Staff
- iii. Determine mandatory meetings (if any) for all parties involved in shadow
- iv. Ensure the timely completion of transition reports from outgoing Executives
- v. Ensure the timely completion of all documents pertaining to the employment of incoming executives & ensure that each Executive understand the legal and professional contexts of their positions.

Staff Management

ADOPTED
03/2007

1) Staffing Plan

Each year the Association Resource Manager and Operations and Services Manager shall be responsible for producing a staffing plan for the upcoming year in collaboration with the Executive Committee. The plan shall be submitted to the Standing Committee on Finance and Operations who shall be responsible for recommending it to the Board of Directors no later than the last day of February. The Staff Plan shall include the overall staff structure, including job descriptions for all expected employees of the Association for the following term of the Board. If at any point the Staffing Plan requires amendment for the year in which it is in effect the sitting Board of Directors shall be responsible for approving such changes.

AMENDED
04/2009

AMENDED
04/2012

AMENDED
01/2016

AMENDED
02/2017

2) Hiring and Selections

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

AMENDED
09/2019

The Hiring Committee may choose to offer existing positions internally or to extend the contract or work term of a current employee. Positions, which the Hiring Committee wishes to offer internally, should follow an internal procedure which follows as closely as possible to the Association’s Operating Policy on hiring and selections.

3) Orientation and Training

All employees must receive at least one orientation and training session facilitated the Association Resource Manager when they begin employment with the Association. This session should include a general introduction to the Association, including mission and mandate, a tour of the Association’s offices, a review of relevant policies and procedures of the Association, an overview and discussion of resolutions relating to Staff Management and Staff Relations, and the Trent University Harassment policy. Subsequent to this initial orientation, employees may be asked to participate in further training sessions as needed for the employee to perform their job satisfactorily. In the case of the Operations and Services Manager, the President shall ensure that comprehensive orientation and training sessions occur.

At any time, should an employee feel that they require more training in an area related directly to tasks that they have been asked or are required to perform, the Association Resource Manager shall bring the matter to the Human Resources Committee for further deliberation. The committee shall come to a decision on the request in a timely manner. Any approved training shall occur with respect to the Association's other processes for approving expenditures.

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

4) Employment Agreements

All employees shall be asked to sign an employment agreement prepared by the Association Resource Manager in consultation with the human resources committee and legal counsel, as appropriate. This agreement will clearly outline the employee's job description and duties, expected weekly hours, supervisor(s), the methods and rate of pay, benefits, termination, review of performance, discipline and any other item(s) related to the individual's employment requiring the agreement of both parties.

5) Performance Management

All employees shall receive ongoing feedback of their job-related performance throughout the term of their contract, unless otherwise stipulated in the job description or employment agreement. When necessary documentation of performance or disciplinary action shall be prepared by the Association Resource Manager, Operations & Services Manager or members of Executive.

6) Documentation

Record and documentation for all employees shall be kept in a personnel file. This file shall be accessible to the employee at their request. The Association Resource Manager shall have regular access to the file, but its contents shall be maintained as confidential and privileged unless release of such information is granted by the Human Resources Committee. When necessary, senior staff and members of the Executive Committee may document performance or to make additions to the file. At no time should performance related information be placed in the file without the knowledge of the employee.

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

After a period of seven (7) years from the final month of a person's employment the Association may choose to confidentially dispose of an employee's record and documentation.

7) Reporting & Supervision

As per the by-laws of the Association, the Operations and Services Manager shall be the Chief of Staff and shall be responsible for the administration and supervision of all employees of the Association. However, from time to time various members of the Executive Committee or employees hired for this purpose may take on supervisory and / or management roles based on

the needs of the Association or the requirements of the job description of the employee in question. As per standing resolutions of the Association, the Executive Committee shall be responsible for the administration and management of the Operations and Services Manager.

8) Right to Participate

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

Standing Committee on Events

ADOPTED
04/2013

Mandate:

The Standing Committee on Events shall be responsible for matters pertaining to the events, socials, and campaigns organized and executed by the Association. The Committee shall:

AMENDED
03/2016

- i) Oversee the execution and organization of at least one social, campaign, or educational activity per month during the Fall and Winter semesters;
- ii) Assist in the implementation of the Executive Strategic Plan;
- iii) Assist in the development and implementation of the Association’s Campaigns Delivery Strategy;
- iv) Assist the Brand Ambassador Team and the Associations various taskforce groups;
- v) Create timelines for events and assist in attending to the details of event planning;
- vi) Receive proposals from, and seek to collaborate with, other groups to organize and execute events.

AMENDED
10/2016

AMENDED
02/2017

AMENDED
09/2019

AMENDED
04/2020

Membership:

The Committee’s membership shall include at least the:

- 1. Communications Manager to act as Chairperson;
- 2. President;
- 3. Vice President Campaigns & Equity;
- 4. Vice President Student Health and Wellness;
- 5. Vice President University and College Affairs;
- 6. Community Coordinator.

Meetings:

The Committee shall meet weekly throughout the year.

Standing Committee on Finance and Operations

ADOPTED
04/2013

Mandate:

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

AMENDED
03/2016

AMENDED
09/2019

- i. Review all funding requests made to the Board Directors and report all actions on said requests to the Board of Directors;
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- ii. Ensure all decisions related to the Association’s Finances occur within the financial policies of the Association;
 - iii. Review the revised operating budget in order to recommend adoption or modification to the Board of Directors;
 - iv. Review, develop and make recommendations, as needed, to the Board of Directors regarding policies and procedures relating to the Operations and Finances of the Association;
 - v. Investigate the feasibility of new and existing services for the Association

Membership:

The membership of the Committee can be expanded at the discretion the chair. The Committee’s membership shall include at least:

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

Meetings:

The Committee shall meet at least twice per month during the Fall and Winter semesters.

Standing Committee on Organizational Review and Development

ADOPTED
09/1998

Mandate:

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

AMENDED
01/2002

AMENDED
03/2003

- i. Review, develop, and make recommendations, as needed, to the Semi-Annual General Meetings regarding the function and effects of the Association’s By-Laws and Policy Resolutions;
- ii. Review, develop, and make recommendations to the Board regarding the function and effects of the Association’s Operating Resolutions;
- iii. Track the expiry of both Operating Resolutions and Policy Resolutions and bring them to the attention of the Board or Membership in a timely manner.
- iv. Hold at least two engagement opportunities for the purpose of soliciting recommendations about the Association from the membership (not to occur during examination periods or the summer semester);

AMENDED
02/2007

AMENDED
03/2010

AMENDED
03/2012

AMENDED
04/2013

AMENDED
01/2016

Membership:

The Committee’s membership shall include:

- i. President, to act as Chairperson
- ii. One (1) Vice President
- iii. One (1) Equity Commissioner
- iv. One (1) College representative

AMENDED
09/2019

- v. One (1) member external to the Board of Directors, appointed by the Executive Committee
- vi. The Association Resource Manager (non-voting)

Meetings:

The Committee shall hold the first meeting prior to the start of the academic year, and at least once a month after that until the Winter Semi-Annual General Meeting.

Standing Committee on Transportation

ADOPTED
09/2012

Mandate:

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

AMENDED
01/2016

AMENDED
02/2017

- i. Have its first meeting during November of each academic year for the purpose of an orientation to the mandate of the committee, review summer transit service, develop an understanding of the Transportation Budget, and set goals for the academic year;
- ii. To review scheduling and financing of Peterborough Transit;
- iii. To advise the TCSA Board of Directors, Office of Student Affairs, Security, and Peterborough Transit, on issues presented by the members of the committee and members of the Association;
- iv. To review and provide input on parking and roadways for service improvements;
- v. To promote environmental awareness as it relates to modes of transportation;

AMENDED
09/2019

Membership:

1. The Standing Committee’s membership will include:
2. The President to act as Chairperson;
3. One student representative from GSA (1);
4. One student representative from each residential college (5);
5. One representative from Security, Student Affairs, Card Office, Grounds (4);
6. The TCSA Operations and Services Manager (non-voting);
7. Representatives from Peterborough Transit (non-voting).

Meetings:

The standing Committee shall meet at least once per semester. Meetings shall operate in accordance with the by-laws of the Association and shall operate under the parliamentary authority designated therein.

Student & Community Support Grants

ADOPTED
01/2008

The Association shall maintain four (4) designated sources of funding, from which grants can be awarded under the process and guidelines outlined below.

AMENDED
04/2012

AMENDED
03/2013

Grant Applications and Proposals:

The format of grant applications shall be determined by the Standing Committee on Finance and Operations, but must at minimum include:

AMENDED
01/2015

- a) A request for support to the Association including a detailed outline of the proposal;
- b) A detailed breakdown and description of all expenses involved in the proposal;
- c) A detailed breakdown and description of all secured and potential financial resources, including outstanding applications to other sources, at the time of the submission of the proposal;
- d) A reliable phone number and email address for the applicant for the purpose of contacting the applicant about the award or collecting any supplementary information required to clarify the application.

AMENDED
03/2016

RENEWED
09/2019

AMENDED
04/2020

Applications may be made by individuals, groups, or organizations at any time using the application process prescribed by the Standing Committee on Finance and Operations. The Standing Committee on Finance and Operations shall review the application process, and make recommendations for its revision, no later than the end of February each year.

Applications received during the regular academic year (September - March) shall be reviewed and approved by the Standing Committee on Finance and Operations, which will keep record of its financial decisions for review by the Board of Directors. Applications received during the summer months (April - August) shall be reviewed by the Executive Committee who will have the authority to award grants upon review.

Award recipients are encouraged to attempt to recognize the Association's support publicly wherever possible and appropriate once an award has been granted. Through the submission of their application, recipients give the Association authorization to publish information about their award unless it is deemed confidential.

Designated Funds, Eligibility and Guidelines:**1. Academic, Personal, Professional and Leadership Development Fund:**

- a) **Rationale:** Students often have rare opportunities to participate in events and activities that will expand their experiences, skills, and leadership and academic potential. The Association, through its mandate to facilitate and provide an environment wherein the membership can pursue academic, personal, and social growth, maintains this fund to assist members with the costs associated with these leadership opportunities.
 - b) **Eligibility:** Applications to this fund will be accepted from members of the Association to support academic, personal, professional, and leadership development such as costs related to skills development, conferences, courses, and workshops.
 - c) **Additional Guidelines:** Applicants must include documentation of the event or workshop that they wish to attend that outlines all applicable fees. If an applicant is experiencing financial hardship that would prohibit their attendance at an event or workshop, please include this information in the application for consideration. Applicants may also include in their application any applicable travel or accommodation costs. Applicants must outline how they intend to benefit the Trent University or Peterborough community through the experience(s) outlined in their proposal for funding as well as how they will benefit personally.
 - d) **Limitations:** Awards will not be granted for the costs of degree or diploma related courses or course requirements. Individuals will be limited to one application each semester. Applications will not be accepted 30 days after the event of workshop in question.
-

2. Grocery Assistance Fund (confidential):

- a) Rationale: The Trent Central Student Association collects in trust a food levy every year from each of our members to help aid and assist students with financial difficulties with supplementary funds for buying basic necessities such as food.
- b) Eligibility: Any member of the Association may apply for Grocery Assistance if they are in absolute need of financial assistance to buy food.
- c) Additional Guidelines: Assistance shall be determined by the committee in amounts ranging between \$40.00 and \$120.00. Applicants shall be notified of decisions on their applications in a timely manner. The personal details of applications for grocery assistance shall be kept confidential.
- d) Limitations: Grants may only be provided to students once per semester due to the volume of applications. Assistance shall normally be provided in the form of Grocery Store Gift Cards. In exceptional circumstances e-transfers may be considered. If Grocery Assistance Cards are not picked up within six (6) months of being notified that assistance has been granted the card will expire and the applicant will need to re-apply for the program.

3. Partnership, Sponsorship, and Events Fund

- a) Rationale: The Association, through its mandate to increase the vitality of student life and the diversity of activities available to students through the financial support of student events, maintains this fund to assist members with the execution of a broad range of dynamic events and projects through partnership and sponsorship.
- b) Eligibility: Applications to this fund will be accepted from individuals, groups or organizations either wishing to partner with the Association on events or projects or looking for sponsorship to fund existing events and projects. Events and projects will be broadly interpreted to include those for entertainment, socializing and community building as well as academic, political, education or social justice goals.
- c) Additional Guidelines: Applicants interested in partnerships with the Association shall be required to outline how roles, organizing, and recognition for the event could be shared. Applicants interested in sponsorship from the Association must outline how the Association will be recognized for its contribution.
- d) Limitations: Student groups and established organizations shall be limited to one application each semester.

4. Transportation Bursary (confidential):

- a) Rationale: The Association, through its mandate to provide a high level of assistance to our members, maintains a bursary program for our transit service for students who cannot access public transit.
 - b) Eligibility: Demonstration of financial need; students must be in receipt of OSAP, Canada part time student loans, Native Band funding, or the government financial aid program of their home province in the current term.
 - c) Additional Guidelines: applicants must demonstrate that they live off Peterborough city transit routes or are unable to ride the bus for medical reasons & have been charged, through their student account, the TCSA Transit Pass fee.
 - d) Limitations: Students may only apply for this bursary in the month in which they start at Trent (September or January).
-

Student Award of Excellence

A volunteer selections committee will award the Association's Student Award of Excellence on an annual basis. The committee shall be comprised of one representative from each college on the Board of Directors. The Chair of the committee will be the Vice-President University & College Affairs. The committee shall be struck in January each year. The Chair will be responsible for calling meetings, accepting nominations and organizing publicity regarding the award and the nominations process. The membership of the committee may be expanded at the discretion of the Chair. The selection committee shall follow the criteria and process outlined.

ADOPTED
01/2002

AMENDED
01/2004

AMENDED
01/2007

RATIFIED
03/2014

Criteria:

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

AMENDED
03/2016

1. The individual(s) chosen must be any student registered at Trent University, regardless of status or program;
2. Participation and leadership in various fields of activity in both Trent and Peterborough communities. The fields that will be specifically considered will be any of the following: politics (student and community), academics, social, drama, art, volunteerism, and athletics;
3. A recipient of this award shall not be a member of the selections committee.
4. A recipient of this award must be an undergraduate student at Trent University Symons Campus.

RENEWED
09/2019

AMENDED
04/2020

Selection Process:

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

Summer Committee

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

ADOPTED
03/1999

AMENDED
09/2002

AMENDED
03/2004

Mandate:

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

AMENDED
03/2007

AMENDED
04/2009

Finances:

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

AMENDED
04/2012

Membership:

The committee membership must include (but is not limited to):

AMENDED
03/2016

- i) The President, Vice President Campaigns and Equity, Vice President University and College Affairs, and Vice President Student Health & Wellness;
- iii) At least three (3) members of the Board of Directors;
- iv) The Chair shall be the Association Resource Manager.

AMENDED
10/2017

AMENDED
04/2020

Special Circumstances:

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

Meetings:

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

Term:

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

TSHDBP Special Committee

Mandate:

The Trent Student Health & Dental Benefits Plan (TSHDBP) Special Committee is primarily responsible for overseeing the negotiation and operation of the TSHDBP as offered and contracted by the Trent Central Student Association on behalf of its membership, the membership of the Trent Graduate Student Association, and the membership Trent Durham Student Association. The TCSA Board of Directors shall strike the committee when necessary. The Committee shall:

- i. To perform an annual review of the TSHDBP operations;
- ii. To determine if an annual review of the market for student benefit plans should occur;
- iii. Make recommendations as decided by majority vote regarding the TSHDBP to the TCSA Board of Directors. The TCSA Board of Directors shall receive recommendations at the next available meeting and will vote to approve or disapprove as outline by current TCSA bylaws and policies. The TCSA Board Chair will distribute the results of the vote to the Presidents of the TGSA and TDSA and to the TSHDBP Committee;
- iv. To receive and seek solutions for complaints or recommendations issued about the TSHDBP from any member of the TCSA, TGSA, and TDSA.
- v. Meetings shall be held in an accessible location.

ADOPTED
02/2002

AMENDED
02/2006

AMENDED
03/2008

AMENDED
04/2009

RATIFIED
03/2014

AMENDED
03/2016

AMENDED
10/2016

AMENDED
10/2017

Membership:

1. Vice President of Student Health & Wellness to act as chair (Non-voting);
2. TCSA Operations & Services Manager (non-voting);
3. Three members of the TCSA Board of Directors (voting);
4. One member of the TDSA (voting);
5. One member of the TGSA (voting).

Meetings:

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

Transfer Payments

At the beginning of each fiscal year the Association shall transfer 5% of the revenue from each service budget to the Operating Budget. This percentage will be evaluated with each draft of the budget by the Finance and Operations Committee for recommendation to the Board of Directors (in the budget) who may increase or decrease this percentage by a two-thirds (2/3rds) majority vote. These transferred funds reflect the costs that the Operating Budget incurs throughout the year to deliver services to the association's members.

ADOPTED
04/2012

AMENDED
12/2014

AMENDED
03/2016

During the creation of the Third Draft, the Board shall have the option to transfer any surplus from selected service fees to the Operating Budget, excluding the Health and Dental Benefits budget. For Contingency Fund transfer information please see the Contingency Fund operating resolution within these by-laws.

AMENDED
09/2019

The Standing Committee on Finance and Operations shall be made aware of this policy each year.

Service Budgets:

The following budgets shall be considered Service Budgets:

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

Travel Expense Claims

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

ADOPTED
03/2010

AMENDED
04/2012

RATIFIED
01/2016

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

AMENDED
09/2019

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

In September each year, the Standing Committee on Finance and Operations shall establish the per kilometer rate at which mileage claims shall be reimbursed. The per kilometer rate is \$0.50.

In the event that any mileage claims or portion thereof is denied reimbursement, the claimant may ask that the Board review the decision by a written request to the Executive.

Section III

Policy Resolutions

Access to Technology

ADOPTED
02/2002

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

AMENDED
01/2016

Accessibility

ADOPTED
02/2013

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

AMENDED
01/2016

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

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

The Association shall:

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

Accommodations for Students with Disabilities

ADOPTED
03/2002

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

AMENDED
03/2005

AMENDED
03/2008

The Association encourages Trent University and faculty to make teaching materials utilized by instructors accessible to all students with disabilities prior to and after completion of classes, in an accessible format (i.e. large print, audio, braille, allocation of time, extensions on coursework, etc).

AMENDED
02/2014

AMENDED
01/2016

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

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

i) Elevators

- a) Elevators need to be kept accessible and available at all times during the school year. To do this, the university should not be blocking off or locking doors leading to elevators;
- b) Trent should also keep the elevators in good working order;
- c) The elevators need to be well labeled and any new elevators should be placed in accessible locations.

ii) Stairs

- a) Stairs throughout campus need to be clear and free of debris;
- b) Stairs located in indoor areas with poor lighting require track lighting and/or reflective strips to aid students in determining stair positions;
- c) Stairs also require proper railings.

iii) Classrooms

- a) Classrooms should be made accessible to all students. When possible, this should include the addition of more accessible entrance routes into the classroom;
- b) Adequate and accessible seating should be provided in all classrooms;
- c) This seating should also include a proper writing surface;

iv) Washrooms

- a) More mobility accessible washrooms need to be created on campus;
- b) The safety of current washrooms also needs to be improved. The washroom doors, for example, can be a fire hazard. When the doors open inwards, instead of outwards, people with mobility issues get stuck in the washrooms. The Association wishes to see such safety issues being addressed and fixed;

v) Door Sweeps

- a) These door sweeps need to be at a gradual enough incline as not to impede those students with mobility problems.

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

Board of Governors Composition

ADOPTED
10/2019

Many universities appoint student leaders to the Board of Governors/Regents which ensures that elected and engaged student leaders are involved in the highest level of decision making at these institutions. This is not the case at Trent. These seats are elected from student body at large, irrespective of Trent's three student unions.

Currently, Durham students and Graduate students must compete against Peterborough Undergraduates for two available seats on the Board of Governors. The Association supports increasing the current number of student Board of Governor seats to 3 to ensure that Durham Students, Peterborough undergraduates, and graduate students each get to elect a representative to the Board of Governors. Including appointments for student representatives from each student demographic at Trent enhances representation within the Board of Governors.

The Association also calls upon Trent University's Board of Governors to create a seat for representation from the Curve Lake First Nation community, Hiawatha First Nations Community and Alderville First Nations Community to ensure that all decisions are made respect to the contexts of colonialism and reconciliation.

Class Size and Faculty Support

ADOPTED
10/2019

The Association calls upon the Board of Governors and administration of Trent University to protect small group learning by increasing the number of teaching-only faculty at Trent via tenure-track or multi-year contract work. Faculty should have mandatory training concerning anti-oppression and pedagogy included in their collective agreements to ensure they have the support to maintain a positive classroom environment.

College System

ADOPTED
10/2001

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

AMENDED
10/2004

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

AMENDED
02/2008

i. The recognition that colleges are communities, with personal and meaningful relationships between its student, faculty and staff members;

RATIFIED
02/2014

ii. Decentralized administration which strengthens the familiarity of administrators and staff with individual students;

AMENDED
01/2016

iii. Maximized informal learning opportunities, such as the invitation of writers and artists to stay in residence;

iv. Academic support including academic advising from college fellows and the assistance of an Academic Advisor and of a College Head;

v. The College Head as a leader in the academic, social and recreational life of the college;

vi. Dining halls which provide a focal point for student life and college functions and, through common meals and college dinners, also protect and enrich the autonomous identity of a college and the familiarity of its students, staff and faculty with one another;

-
- vii. Student common spaces such as pubs and junior common rooms which provide a focal point for student life and college functions and so protect and enrich the autonomous identity of a college and the familiarity of its students with one another;
 - viii. Senior common rooms which provide a place of association for the fellows of a college and a focal point for the academic life of the college;
 - ix. Orientation weeks and orientation activities organized in a collegiate basis;
 - x. A student-run and elected cabinet or council to work with the College Head, the College Administration and the students of the college to increase the quality of student life and to represent the interests and views of the students at the college and university level, and to help oversee an established framework of college events;
 - xi. Interaction of students from a variety of different academic disciplines, backgrounds, and identities, including but not limited to ethnicity, age group, and social background.
-

Counseling Services at Trent University

ADOPTED
10/2019

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

Additionally, the association encourages Trent University to implement culturally conscious mental health services for domestic and international students from diverse cultural backgrounds.

Discrimination, Harassment and Oppression

ADOPTED
12/1997

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

AMENDED
01/2001

AMENDED
02/2004

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

AMENDED
03/2005

AMENDED
03/2005

RATIFIED
02/2014

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

RE-ADOPTED
10/2019

Divestment from Fossil Fuel Companies

ADOPTED
02/2014

Preamble

The Association recognizes that climate change is a serious threat to current and future generations here at Trent University and around the world. The Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report found that global warming is already causing costly disruption of human and natural systems throughout the world including the melting of Arctic ice, the ocean's rise in acidity, flooding, and drought. Almost every government in the world has agreed through the 2009

RE-ADOPTED
10/2019

Copenhagen Accord that any warming above a 2°C (3.6°F) rise would be unsafe, and that humans can only burn about 565 more gigatons of carbon dioxide without exceeding this limit.

For the purposes of this policy, a “fossil fuel company” shall be defined as any of the two hundred publicly-traded companies with the largest coal, oil, and gas reserves, as measured by the gigatons of carbon dioxide that would be emitted if those reserves were extracted and burned, as listed in the report Unburnable Carbon. The Unburnable Carbon report, published by the Carbon Tracker Initiative, found that fossil fuel companies possess proven fossil fuel reserves that would release approximately 2,795 gigatons of CO₂ if they are burned, which is five times the amount that can be released without exceeding 2°C of warming. This math demonstrates that fossil fuel companies are putting the planet at risk of catastrophic global warming and climate change, while profiting from the destruction.

These facts also demonstrate a major financial risk associated with investments in fossil fuels. If governments take action to honour their emissions reduction targets, 80% of fossil fuel reserves will need to stay in the ground, rendering the majority of the industry’s assets obsolete. This puts Trent University’s pension and endowment funds at risk from an enormous carbon bubble. The Association asserts that the financially prudent move is to manage that risk proactively by removing funds from fossil fuel company assets. The companies in the Unburnable Carbon report such as Shell, Exxon, and Peabody Energy also have a poor track with respect to human rights. These companies are often found guilty of violating treaties with Indigenous peoples, not taking full responsibility for oil spills and other environmental disasters and causing serious health problems among people living in close proximity of their extractive operations.

One of the objectives in Trent University’s Mission Statement is to “foster sustainability, in its environmental, social, and economic dimensions, on our campuses and in all aspects of our work.” Given the fact that the fossil fuel industry is currently on a path that is environmentally, socially and economically unsustainable, the Association asserts that investments in fossil fuel companies are therefore incompatible with this Mission Statement. Students of Trent University believe that investments should support a future where all citizens can live healthy, dignified lives without the negative impacts of a warming climate and human rights violations.

Policy

The Association urges the Trent University President and Board of Governors to:

- 1) Immediately cease any new investments in fossil fuel companies or in commingled assets that include holdings in fossil fuel companies.
- 2) Contact the fund managers and request that the fossil fuel companies be removed from the funds.
- 3) Ensure that none of their directly held or commingled assets include holdings in fossil fuel public equities and corporate bonds within 5 years as determined by the Carbon Tracker list.
- 4) Prepare a report and options for investing the endowment in a way that further maximizes the positive impact of the fund by seeking out investments in opportunities to limit the effects of burning fossil fuels or help to mitigate its effects including, but not limited to, clean technology, renewable energy, sustainable companies or projects, and sustainable communities.
- 5) Release quarterly updates, available to the public, detailing progress made towards full divestment.

Ethical Purchasing

ADOPTED
03/2008

Preamble

Human Rights are linked to issues of environment, social and economic justice. Purchasing practices are directly linked to issues of social and economic justice through the workers implicated in production processes of goods purchased. As a union, the Association stands in solidarity with the struggles of workers in Canada and around the world who are demanding dignified and fair working conditions. The purchasing practices of the Association and the purchasing practices of Trent University must uphold human rights and take a stand against exploitation and injustice through ethical and sustainable purchasing practices.

RATIFIED
02/2014
RE-ADOPTED
10/2019

Policy

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

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

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

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

Exam Periods

ADOPTED
04/2001

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

- i. Trent University must ensure a minimum 48-hour break between the end of classes and the opening of both fall and winter examination period;
- ii. Trent University must not schedule more than 3 exam periods per day;
- iii. No student shall have more than two exams in a 24-hour period;
- iv. No exams in the Fall Session shall be scheduled later than December 22 and no exams in the Winter Session shall be scheduled later than April 28. This means that four exams can be scheduled for one day as an emergency measure.
- v. Exam schedule must be posted by reading break of each semester to support domestic and international students travelling home.

AMENDED
03/2004
AMENDED
03/2005
AMENDED
03/2008
RATIFIED
02/2014
RE-ADOPTED
10/2019

Freedom of Speech

ADOPTED
10/2019

The Association would like to reaffirm its commitment to freedom of speech as a method to protect all voices, especially those who choose to dissent, be it to government, industry, society, or otherwise.

However, the Association strives to operate in an anti-oppressive framework. Any speech, action or expression that is racist, xenophobic, sexist, queerphobic, transphobic, or contributes to the further marginalization or oppression of any students in any way is unacceptable and will be opposed by the Association.

Gender Neutral Washrooms

ADOPTED
10/2019

The Association is proud to be located on a campus that offers gender neutral washrooms to students. The Student Centre (opened in 2017) contains solely Gender-neutral washrooms with single stalls - an initiative voted on by the Association and its members. The Association believes that gender neutral washrooms are an important step towards a gender inclusive campus climate. The Association stands proudly by the stalled washrooms in the Student Centre and calls on Trent University Administration to design all new buildings on campus with only gender-neutral washrooms.

Mental Health

ADOPTED
01/2015

Preamble

Students arriving at a post-secondary institution for the first time need to adapt to significant changes, including but not limited to moving to a new area, separation from family and friends, establishing a new social network, managing a budget given the realities of high tuition fees, combining academic study with other commitments, coping with access in a new environment and, for international students, living in a new country and adjusting to a different culture. While these changes can be exciting and challenging and an intrinsic part of the attraction of going to university or college, they can also give rise to anxiety and stress.

AMENDED
10/2019

Students may experience emotional or psychological difficulties that without appropriate professional support are more persistent and inhibit their ability to participate fully in higher education. These difficulties may take the form of a long-term mental illness or a temporary, but debilitating, psychological condition or reaction. In addition, some students may arrive at university or college with a pre-existing psychological problem, either declared or undeclared.

Mental health problems can seriously impair academic performance and overall behavior. Minor difficulties that interfere with a student's capacity to work may also result in distress and undermine academic progress.

Policy

The Association supports mental health strategies that:

- i. Utilize on-campus committees mandated to investigate mental health services and ensure adequate delivery of quality service. These committees should be comprised of representatives of the institution, students' union representatives, student group representatives, faculty associations and staff unions;
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- ii. Recognize the diversity of cultural backgrounds among students and the diverse forms of mental health support students should have access to.
 - iii. Consider the impacts of high tuition fees and underemployment on students' mental health;
 - iv. Adequately fund and provide resources for campus mental health and counselling services, including crisis and trauma centers;
 - v. Work to de-stigmatize mental health issues within the student population and promote a culture of safety in discussing these issues; and
 - vi. Respect the confidentiality of personal information provided by students and service-users.
-

Occupational Health and Safety

ADOPTED
01/2005

The Association is vitally interested in the health and safety of its staff. As an employer, the Board of Directors is ultimately accountable for the health and safety policy observed by all staff of the Association. To meet the requirements of the Ontario Health & Safety (OH&S) Act and ensure that the Board of Directors is able to address health & safety in the workplace, the Association shall entrust the specifics of these matters to Operating Policy. To ensure that its obligations are met, the Board of Directors shall endorse effective mechanisms for dealing with all health and safety concerns of the Association. Each individual who performs work on behalf of the Association is obligated to participate in all training specified by this program and be aware of its other stipulations. It is expected that, at a minimum, the Health & Safety Program meet all requirements laid out in OH&S Act and promote a workplace that observes the well-being of its employees.

RATIFIED
02/2014
RE-ADOPTED
10/2019

Key Aspects to be Observed:

- 1) A Staff Health & Safety Policy & Program shall be maintained under the Association's Operating Policy and reviewed each year;
 - 2) The appointment of a Staff Health & Safety Officer;
 - 3) Established lines of responsibility for dealing with health and safety concerns, including awareness, adherence & reporting;
 - 4) Working within Trent University's procedures regarding health & safety where it is considered possible and advantageous to do so;
 - 5) The production of an annual health & safety report to be reviewed by the Board of Directors.
-

Online Course Tools

ADOPTED
02/2002

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

- i) Removes the critical personal interaction with fellow peers and professors;
- ii) Works to diminish the participation level of students who lack technological skills and/or access to appropriate technology; and
- iii) Threatens the quality of education being received by students;

AMENDED
03/2008

RATIFIED
02/2014

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

AMENDED
01/2016

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

Opioid Crisis

ADOPTED
10/2019

Preamble:

The City of Peterborough is facing a detrimental opioid crisis. Between January and July of 2019, Peterborough has seen a total of 154 overdoses. Out of those 154, 19 of them resulted in death. The Opioid crisis also extends beyond Peterborough and is an epidemic that is faced across the country.

Policy:

The Association supports the City of Peterborough in its efforts to combat the Opioid Crisis in Peterborough.

The Association supports efforts that:

- Focus on harm reduction that supports those who are struggling with addiction.
- Open the doors to centers such as safe-injection sites that encourage healing.
- Recognize the social determinants of health that affect access to care and support.
- Hold our governments accountable for not advocating or funding the supports that are needed to combat the opioid crisis.
- Support grassroots organizations that provide frontline intervention, support, and advocacy for people struggling with addiction.
- Provide training opportunities for students and community members, such as Naloxone training.

Public Education and Public Universities

ADOPTED
11/2001

The Association supports the development, maintenance and enhancement of a strong public education system at all levels of instruction.

AMENDED
11.2004

Private, for-profit universities and college degree-granting programs threaten to undermine the integrity of university degrees. Furthermore, private, for-profit universities threaten to significantly increase fees associated with post-secondary education, and strain funding resources available to public universities.

AMENDED
02/2005

AMENDED
03/2008

The Association is opposed to and will work to prevent the establishment of private, for-profit universities.

RATIFIED
02/2014

RE-ADOPTED
10/2019

The Association calls upon the Provincial and Federal Governments to provide full funding to post-secondary education in an effort to eliminate financial strain on students and support the maintenance of higher education as a public service.

Relations with Peterborough

ADOPTED
10/2001

The Association believes that Trent University has benefited since its inception from an amiable relationship with the citizens and residents of Peterborough.

AMENDED
10/2004

AMENDED
02/2005

The Association believes that the educational experience of Trent students is enriched by the close relationship that they maintain with the civic, athletics, artistic, recreational, spiritual, social, and other organizations and communities of the City of Peterborough.

AMENDED
03/2008

RATIFIED
02/2014

RE-ADOPTED
10/2019

The Association will work to maintain the presence of Trent students in the life of the Peterborough community and opportunities for students to reside and participate in that community.

Senate Seats

ADOPTED
02/2000

The Association condemns the Trent University Senate for the removal of the Association's three senate seats. While the association re-gained one of these seats in 2018 to provide representation for part-time students on Senate, the Association is committed to regaining the remaining two of these three lost seats.-The Association wishes to use these seats to provide representation for International Students and Indigenous Students on Senate.

AMENDED
03/2005

AMENDED
03/2008

RATIFIED
02/2014

ADOPTED
10/2019

Student Choice Initiative

ADOPTED
10/2019

Preamble:

On January 17th, 2019, the Provincial Government announced the Student Choice Initiative, which allows students to opt-out of fees that they deem as non-essential for post-secondary education. A matrix was created by the government that laid out what fees can be deemed essential, and all other fees that do not fit are optional for students. The Student Choice Initiative does not consider the systems that already exist that have determined these fees.

Policy:

The Association acknowledges that the Student Choice Initiative is:

- A direct attack on student organizations that hold governments and administrations accountable.
- A direct attack on-campus media and freedom of speech.
- Undermines student democracy and the democratic processes that have existed for decades.
- Undermines the role that student organizations play in administering services that our governments and administrations fail to provide to students to access post-secondary education.
- Fails to recognize an integral part that extra-curricular and student organizations play in providing students with experiences that enhance their post-secondary education.

The Association condemns the Provincial Government's Student Choice Initiative and will actively work against this legislation that undermines the work that student organizations and services do to make post-secondary education accessible.

University Autonomy

ADOPTED
10/2000

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

AMENDED
02/2004

AMENDED
03/2005

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

AMENDED
03/2008

The mandate of Trent University could be compromised through amalgamation of the university or its faculty or administration with another university or college institution. The Association supports and

RATIFIED
02/2014

will work to ensure the full autonomy of Trent University as a necessary condition for the attainment of the goals, purposes and mission of the university. RE-ADOPTED
10/2019

Additionally, the mandate of Trent University would necessarily be compromised through intervention of the provincial or federal government's directives for policy changes. However, the Association will support policy directives that enhance student safety and wellbeing.

University Residences

ADOPTED
11/2001

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

AMENDED
11/2004

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

AMENDED
02/2008

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

RATIFIED
02/2014

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

AMENDED
01/2016

RATIFIED
10/2019

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

The Association will therefore work against attempts to permit private corporations to operate or own student residences at Trent. The Association will work against the running of events and promotions of for-profit, non-university owned residences with the exception of use of the Association vendor program following the existing corporate stipulations of the program.

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

Section IV

Executive and Staff Plan

Trent Central Student Association Staffing Plan 2020-2021

EXECUTIVE MEMBERS (4)

Position Title: President

Honoraria: \$30,589.00

Terms of Work:

- 2-week scheduled shadow period: 17.5 hrs/wk
- Summer Term: 30 hrs/wk (minimum 10 hours in the TCSA office)
- April & Academic term: 35 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (20% of 4-week average of hours)
- Vacation pay (4% of gross)

Job's Purpose:

The President is responsible for the overall functioning of the Association and coordination of its strategic direction in collaboration with the Executive and Board of Directors. The President acts as the key liaison between the TCSA and other organizations, such as government or university representatives. The President is recognized as the chief spokesperson for the Association.

Description Summary:

- Be the primary contact between the Association and the university administration.
- Oversee and support the work of the Association's Vice Presidents and Directors.
- Assist the Operations and Services Manager to prepare and recommend to the Board of Directors a 1st, 2nd, and 3rd draft Operating budgets for the Association.
- Ensure that all money controlled or allocated by the Board is used for and does not exceed the purposes or amounts that were designated.
- Be responsible for the review of existing services and acquisition and implementation of new services for the Association with the Operations and Services Manager.
- Be responsible for establishing and maintaining relations with the Trent University Board of Governors to report to the Board of Directors on topics concerning the Association.
- Work to strengthen the communication and collaboration between the Association and the Graduate Student Association (GSA) and the Trent in Durham Student Association (TDSA).
- Oversee the communications strategy of the Association in consultation with the Communications Manager.
- Be responsible for the due observance of the Association's By-laws, Operating Resolutions and Policy Resolutions in consultation with the Association Resource Manager.
- Be responsible for coordinating the production of the Executive Committee Strategic Plan on an annual basis in collaboration with the Executive Committee.
- Maintain open communication and active ties with local members of parliament and local members of the Ontario Legislature.
- Maintain open communication and active ties with local city councillors and the DBIA; attend relevant City Councillor meetings and report to the board.
- Be responsible for sitting on the administrative and operating committees of the Trent Student Centre alongside the Operations & Services Manager.

- Chair the Standing Committee on Finance and Operations.
- Chair the Standing Committee on Organizational Review and Development.
- Call emergency meetings of the Board of Directors, in conjunction with the by-laws.
- Ensure the appointment of a Chief Electoral Officer in the event the Association Resource Manager is unable to perform their duties
- Act as Deputy Speaker.

Position Title: Vice President Campaigns and Equity**Honoraria:** \$18,824.00**Work Terms:**

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (50 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)
- Days in Lieu available as determined by Operating Policy

Job's Purpose:

The Vice President Campaigns and Equity works with campus and community partners to work towards a campus that is free from all forms of oppression. The position is responsible for being the liaison between the Association and the Canadian Federation of Students. The position is expected to maintain reasonable contact with other post-secondary unions in support of common student issues.

Description Summary:

- Be a key organizer of campaigns and lobby efforts led by the Association in collaboration with other directors providing support as necessary.
- Sit on the Events Committee, and organize socials, campaigns, and educational activities during the academic year.
- Develop a yearly Campaigns Delivery Strategy (Part of the Executive Strategic Plan) to be presented to the Board of Directors for approval by the first meeting in October. The document shall include at least one major campaign regarding issues of accessibility to and funding for post-secondary education.
- Sit on the Executive Committee of the Ontario Component of the Canadian Federation of Students as the Local 71 Representative.
- Be responsible for ensuring that the Association is aware of relevant CFS services and that it remains in good financial standing with the Canadian Federation of Students in collaboration with the Operations and Services Manager.
- Coordinate delegations to national and provincial general meetings of the Canadian Federation of Students.
- Be responsible for writing public statements in defense of student rights on behalf of the Association.
- Meet with Equity Commissioners on a regular basis to provide support encourage collaboration, and when necessary facilitate conversation with Trent Administration regarding issues facing their respective constituencies.
- Be responsible for meeting with the Trent University Human Rights Advisor to review any applicable issues regarding discrimination, harassment, and oppression and to develop strategies for their improvement.
- Be responsible for sitting on PACHREA and liaising between it and the Board.

Position Title: Vice President University and College Affairs

Honoraria: \$18,824.00

Work Terms:

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (50 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)
- Days in Lieu available as determined by Operating Policy

Job's Purpose:

Vice President University and College Affairs (VPUC) purpose is to support students in academic, college, and university-related matters. This position focuses on academic support for students, generating feedback about the services provided to support student clubs, and broader initiatives that increase the vitality of student life in the Trent Community.

Description Summary:

- Be the chief organizer for the activities and programming related to the Association's Orientation & Frost Week
- Shall represent the Association on relevant university committees and task forces concerning the colleges, residences, food, and licensing.
- Shall liaise between the Colleges of Trent and the Association, including college cabinets and college offices.
- Maintain open communication and active ties with Trent University Levy Groups
- Sit on Events Committee and support the events running on behalf of the Association.
- Be responsible for organizing Dionysus with support from the Events Committee.
- Sit as a voting member on the Clubs & Groups funding and approval committees, reporting all decisions to the Board of Directors.
- Actively consult with student groups regarding clubs' services to assist the community coordinator in keeping the service relevant to students.
- Sit on the Colleges and Student Services Committee as the Association's representative.
- Work to engage students in the formation and review of University policies.
- Attend the applicable proceedings of the Trent University Senate and relevant committees and report to the Board of Directors on those proceedings.
- Liaise with the Ontario Public Service Employees Union, the Canadian Union of Public Employees, and the Trent University Faculty Association on common issues when necessary.
- Be the Association's primary contact for students seeking assistance with academic matters.
- Investigate and address curriculum concerns through the existing channels, and where none exist through the lobbying of new policies.

Position Title: Vice-President Student Health and Wellness**Honoraria:** \$18,824.00**Work Terms:**

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (50 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)
- Days in Lieu available as determined by Operating Policy

Job's Purpose:

The Vice-President Student Health and Wellness purpose is to lead the promotion of student health initiatives and advocate for the physical, emotional, sexual, and mental health of students. This is achieved through the sharing of resources, workshops, and campaigns.

Description Summary:

- Work with campus and community partners to increase student involvement in wellness initiatives, combat wellness-related stigma, and educate students about resources available to them on campus, and in the community.
- Sit on the Events Committee to ensure the organization of wellness-related events, campaigns, or education activities during the academic year on behalf of the Association, including but not limited to de-stress events (such as massage days and/or oxygen bar), seminars, workshops, performances, and other activities as deemed appropriate.
- Support the Association's Equity Commissioners in the organization of wellness-related activities that are specific to various student demographics on campus.
- Share mental health resources with board members to support their well-being and plan at least one board social per semester.
- Collaborate with Centre for Human Rights, Equity, and Accessibility, and the Wellness Centre to address barriers to accessing services including the physical accessibility of Trent's facilities.
- Develop a yearly Wellness Campaigns Delivery Strategy (as part of the executive strategic plan) to be presented to the Board of Directors for approval by the first meeting in October. The document shall include at least one major campaign regarding mental health.
- Sit on all Trent University and Association committees related to Student Health and Wellness on which the TCSA is given a voting seat.
- Act as chair of the Trent Student Health and Dental Benefits Plan Special Committee as outlined in the Association's Operating Resolutions.
- Liaise with the Association's Operations and Services Manager, and benefits provider, to ensure the benefits being provided by The Association are appropriate, this may include data collection and presentation to the benefits provider, the wellness centre, and the Board.
- Lobby and advocate for change regarding wellness related policies within Trent, the City of Peterborough, as well as the Provincial and Federal Governments where appropriate or necessary.
- Ensure that the board of directors and membership of the Association have access to relevant wellness related trainings and work to coordinate any identified when necessary.

FULL TIME PERMANENT STAFF (4)

Position Title: Operations and Services Manager (1)

Wage & Hours: \$62,118.00 – \$66,937.00 suggested starting salary 35hrs/wk

Work Terms:

- 30 days paid vacation (10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues.
- Statutory holiday pay = daily 20% of 4-week average if holiday falls over vacation
- 4% vacation pay of gross

Job's Purpose:

The Operations and Services Manager oversees the Association's services, physical spaces, and finances. They are ultimately responsible for ensuring stability and accountability for the Association through their work. They play a lead role in determinations of the Association's staffing compliment toward the overall support of students at Trent.

Description Summary:

- The Operations and Services Manager shall be the chief of staff and shall be responsible for the management and supervision of all employees of the Association with the exception of Executive.
- The Operations and Services Manager, in conjunction with the Association Resource Manager, is responsible for the hiring and management of all full and part-time staff of the Association including job postings and conducting interviews.
- The production of a Staffing Plan in consultation with the Association Resource Manager, Finance and Operations Committee, and the Executive Committee.
- Provides advice, support and assistance to the elected members of the Executive Committee and the Board of Directors the setting of annual goals and objectives.
- Responsible for financial protocols and accountability measures of the corporation, and be responsible for the supervision of internal operations, finances, and human resources.
- Prepare and recommend, with the assistance of the President, to the Board of Directors the Operating Budget for the Association.
- Work with the bookkeeper and accountant to prepare annual financial statements and be responsible for their publication and presentation at the Annual General Meeting of the Association.
- Management and upkeep of the Student Benefits Plan including coverage design, Direct2U, opt-in, opt-out, and add-on procedures, data management, and communication of information pertaining to the Benefits Plan.
- Responsible for the financial and operational management and coordination of transit services including the scheduling of Trent Express, charter, and special event buses.
- Sit ex-officio on the Standing Committee of Transportation, the Standing Committee of Finance and Operations, and the Health Benefits Committee.
- Responsible for the management, operations, and purchasing of all inventory for the TCSA services desk including the Consignment Book Program, D2U distribution, Benefits claim assistance, Transit questions/complaints, the grocery assistance program and merchandise sales.
- Responsible for managing the Association's spaces in the Trent Student Centre and ensure that the Association remain compliant to the operating agreement with Trent University.
- Represent the Association on the Administration & Operating Committees for the Trent Student Centre.
- Shared front desk responsibilities when needed.

Reports to:

- Board of Directors
- Executive Committee

Training:

Suggested maximum possible overlap, with outgoing Operations and Services Manager, during summer months where possible. Training with respect to the main office, TCSA services, and other policies and procedures of the Association. Mandatory trainings (i.e. AODA), and training and orientation regarding staff and financial day-to-day management.

Other Notes/Benefits:

- Parking Pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- 5% yearly contribution to RRSP
- Arrangements made for overtime and lieu time

Position Title: Association Resource Manager (1)

Wage & Hours: \$37,230.00 - \$39,350.00 suggested starting salary; 35 hrs/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- Statutory holiday pay = daily 20% of 4-week average if holiday falls over vacation
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- 4% vacation pay on gross

Job's Purpose:

The Association Resource Manager is responsible for the effective governance of the Association as well as the management of its human resources. This position is responsible for applying regulations found in Association Policy Book, facilitating consistent and transparent elections processes, and ensuring clear organization of the Board of Directors and its committees.

Description Summary:

- Act as the Association's Chief Electoral Officer; responsibilities as outlined in the Operating Resolutions of the Association.
- Act in accordance with the Association's by-laws and standing resolutions and be Responsible for creating and updating deadline requirements calendar to reflect the current bylaws and policies.
- Attend meetings of the Board of Directors including Semi-Annual General Meetings & Meetings of the Membership.
- Assume responsibilities of chairing meetings as necessary
- Ensure all documents pertaining to all meetings of the Board are distributed in a timely fashion including minutes, agenda, reports and ensure they are posted to the Association's website.
- Track board attendance and keep board informed of director standings.
- Recruit and coordinate the Association's representatives on university advisory committees, committees of Senate, and wherever the Association has student seats, for approval of the Board of Directors.
- Shall chair the Association's Summer Committee and sit *ex-officio* on Organizational Review and Development Committee, Health Benefits Committee, and other Standing Committees of the Association, taking, producing, and distributing all minutes as necessary.
- Ensure adequate corporate records are maintained and filed including current records of the Association i.e. minutes of meetings, director reports, letters patent, updated director membership with the Canadian Revenue Agency / Toronto Dominion Bank and updated public records of officers with the provincial government thereby ensuring the Association stays in good standing with the Corporations Act.
- The Association Resource Manager, in conjunction with the Operations and Services Manager, is responsible for the hiring and management of all full and part-time staff of the Association including job postings and conducting interviews.
- Applying for TWSP, TI, and Canada Work Study grants.
- The production of a Staffing Plan in consultation with the Operations and Services Manager, the Executive Committee, and the Finance and Operations Committee.
- Responsible for annually updating and producing the TCSA policy book.
- Responsible for the creation and maintenance of Employee Contracts and personnel files including but not limited to disciplinary forms, letters of confidentiality, personnel information, and records of training and records of employment.
- Responsible for bi-weekly payroll and compiling & distributing T4s for the Association.

- Ensure that Shadow Period is planned and executed in a way that effectively engages outgoing and incoming Executives. Shall also ensure the completion of transition reports between Executives and the outgoing exit surveys.
- Responsible for the supervision & tracking of Executive & staff hours, time in lieu, vacation days and sick days, and management of all Board scheduling to update the board on a regular basis
- Ensure all staff are appropriately trained in work for the Association and are comfortable and confident to safely manage their duties unsupervised.
- Be responsible for the management and promotion of the Association's Occupational Health and Safety Program in accordance with provincial legislation.
- Ensure Association is compliant with AODA (training) and all other legislation as deemed necessary by the Ministry of Labour.
- Responsible for organizing any additional training for Association staff as directed by the Executive, and Operations & Services Manager.
- Shared front desk responsibilities when needed.

Reports To:

- Operations and Services Manager
- Board of Directors
- Executive Committee

Training:

Suggested three-week shadow period with outgoing Association Resource Manager. Mandatory trainings (i.e. AODA), and an orientation to the Association's structure (services, programs, and an in-depth overview of all by-laws and policies).

Other Notes/Benefits:

- Parking pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time

Position Title: Communications Manager (1)

Wage & Hours: \$32,230.00 - \$34,517.00 suggested starting salary; 30 hrs/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay = daily 20% of 4-week average if holiday falls over vacation
- 4% vacation pay on gross

Job's Purpose:

The Communications Manager's main role is to promote the Association's presence in the Trent and Peterborough communities by increasing brand awareness, engaging with students through communication platforms, and disseminating relevant information through consistent news and updates.

Description Summary:

- Liaise with office staff & Executive to communicate with students and the community all up-to-date news and upcoming events, services and campaigns through all available means including the TCSA website, APP, Student Centre TV's, posters, MyTrent, email, Facebook, Twitter, Instagram, etc.
- Work with the staff and executive to write & design all communications including, but not limited to: all subject matter in advertising materials, newsletters, website, and any other information to go out to the public.
- Chair the Events Committee including taking and distributing minutes, & maintaining the events calendar;
- Be responsible for the supervision and management of the Brand Ambassador team including scheduling, training, and promotional materials required to engage with the membership.
- Be responsible for assisting with Director campaigns & events when required and inviting Directors to all Association events.
- Ensure that the TCSA's publications are up-to-date and adhere to appropriate standards of structure, format, grammar, and tone of any written document (including TCSA website).
- Liaise with the Marketing and Communications Office at Trent University to have all pertinent TCSA updates/information posted in a timely manner. Including myTrent portal postings as well as ensuring all TCSA events are included on the Trent University website calendar.
- Be responsible for managing the documentation of TCSA events including photographers and social media posts.
- Shared front desk responsibilities when needed.

Training:

Minimum two-weeks shadow period with outgoing Communications Manager. Mandatory trainings (i.e. AODA). General orientation to the Association's structure, services, programs, practices, and procedures.

Reports to:

- Operations and Services Manager
- Executive Committee

Other Notes/Benefits:

- Parking pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time.

Position Title: Community Coordinator (1)

Wage & Hours: \$34,800.00 to \$37,500.00 suggested starting salary; 35 hours/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- 5 paid sick days; access to additional paid sick days for appropriate medical issues
- Statutory holiday pay= daily 20% of 4-week average if the holiday falls over vacation
- 4% vacation pay on gross

Job's Purpose:

The Community Coordinator is relied upon to coordinate the Association's Vendor Program by building and maintaining positive relationships with vendors through sponsorship opportunities and events. This position is also responsible for ensuring that the services the Association provides to recognized Trent University Clubs and Groups are effectively coordinated.

Description Summary:

- Be responsible for the operation of the Vendor Program; actively increasing and promoting sponsorship opportunities, Association events & vendor services such as the student handbook, calendars, website, student discount map, and vendor day throughout the year.
- Responsible for the organization, sponsorship, and planning of welcome bags & exam care packages in collaboration with interested third parties.
- Work with the Operations and Services Manager to organize and book the Association's spaces in the Trent Student Centre.
- Oversee the club's services of the Association, including Clubs and Groups Day, registrations, funding, club training initiatives, workshops, and year-end appreciation initiatives.
- Prepare application documents for review by the Club's Approval and Club's Funding Committees
- Sit on the Clubs & Groups Approval Committee ex-officio in a non-voting capacity.
- Collaborate with the Executive Committee to identify gaps in clubs service and work to enhance the benefits available to students' clubs registered with the Association.
- Build and maintain a current database of all Trent University Clubs and Groups recognized by the Association
- Provide the Vice-President University and Colleges Affairs with registrations of all Trent University Clubs and Groups and reports of all financial support provided to Trent University Clubs and Groups.
- Assist the Operations and Service Manager with the administration of the club's budget and finances
- Oversee the financial management services that the Association provides to Trent University Clubs & Groups that have been recognized as eligible for funding by the Association.
- Sit on Events Committee and support the events running on behalf of the Association.
- Be responsible for administering the clubs and groups storage space.
- Coordinate the Tent Rental Program and ensure that the Association's stock of tents remains in good working order.
- Shared front desk responsibilities when needed.

Training:

- Minimum two-week training period with outgoing Community Coordinator. Mandatory training (i.e. AODA). General orientation to the Association's structure, services, programs, practices, and procedures.

Reports to:

- Operations and Services Manager
- Executive Committee

Other Notes/Benefits:

- Parking Pass
- Bus Pass
- Extended Health and Dental Benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time

PART-TIME STAFF (9)

Position Title: Front Desk Receptionist (6)

Wage & Hours: \$15.29/hr 8-10 hrs/wk; Including one (1) summer position \$15.29/hr 30hrs/wk.

Work Terms:

- Six (6) staff September - April (33 weeks; excluding winter break)
- Includes one (1) staff May to August (18 weeks, with 5 days paid vacation)
- Statutory holiday pay = daily 20% of 4-week average earnings
- Potential work over reading week & exam periods; winter break off
- 3 paid sick shifts
- 4% vacation pay on gross

Job's Purpose:

The Association's Front Desk Receptionists are a team of front-line staff who ensure a quality customer service experience for all. While overseeing point-of-sale transactions and completing assigned secondary responsibilities they are relied upon to resolve simple concerns while directing more complex questions to the appropriate staff person.

Description Summary:

- Answer telephones and general inquiries through the Association's email;
- Receive & distribute mail; contacting students when items are available for pickup;
- Assist students with Direct2U Prescription Service, ISIC cards, consignment book sales, Benefits Plan questions, printing/scanning/faxing, merchandise & over-the counter sales, non-TCSA event & clothing sales, and mail pickup;
- Check-in vendors;
- Maintain a clean office space; sweeping, dusting, organizing & restocking over the counter items;
- Open/close office;
- Balance the daily float;
- Other tasks as assigned.

Additional Assigned Responsibilities:

Operations & Office Assistance: Assist the Association's staff & elected representatives with the organization of front desk oversight & services, including vendor program coordination, room bookings, ordering over the counter supplies data organizing, and financial filing,

Consignment Book Coordination: Alphabetize books, maintain filing system, enter incoming books into database, update database when books sell/expire, contact students when checks are ready to be picked-up, and maintain supplies. Responsible for completing a reconciliation of all consignment books once a semester.

Board Secretary (1): Suggested 6 hours as reception, 4 hours as Board Secretary: Attend all meetings of the Board, take minutes, note attendance, presenters, motions, movers, motions carried/defeated. Provide support to board chair and directors as needed. Process and file minutes with Association Resource Manager.

Reports to:

- Operations and Services Manager
- Association Resource Manager
- Communications Manager

Training:

Mandatory trainings (i.e. AODA), TCSA Orientation, & other training where available.

Position Title: Brand Ambassador (2)

Wage & Hours: \$15.29/hr; 8-10 hrs/wk

Work Terms:

- Two (2) staff August - April (late-August start, 34 weeks; excluding winter break)
- Statutory holiday pay = daily 20% of 4-week average earnings
- Potential work over reading week & exam periods; winter break off
- 3 paid sick shifts
- 4% vacation pay on gross

Job's Purpose:

Brand Ambassadors serve our membership by promoting the services and work of the Trent Central Student Association. As part of a team and as individuals, they help create opportunities for membership engagement throughout the year.

Description Summary:

- Work within a team to advertise and promote all Association services, events and campaigns, while building a presence on campus.
- Use oral and written communication to promote the overall brand of the Trent Central Student Association.
- Use a variety of promotional tools and tactics including posters, tabling and face to face interaction.
- Assist with the set-up and facilitation and planning of events; engage with membership.

Reports To:

- Vice President of University & College Affairs
- Communication's Manager

Training:

Mandatory trainings (i.e. AODA), TCSA Orientation, & other training where available.

Appendix I – Executive Roles Continued

Additional Responsibilities:

- Attend meetings of the Executive Committee.
- Attend and assist with all major events and initiatives of the Association.
- Advise, assist, and encourage the members of the Board of Directors in carrying out of their various duties.

- Endeavour to become acquainted with all aspects of the functioning and operating of the Association.
- Assist members who approach the Association with academic or other problems relating to Trent University, and when necessary, acting in the capacity of advocate on behalf of individual members to appropriate university bodies, committees, administrators, or persons.
- Establish the Executive Strategic Plan to be approved annually by the Board of Directors by the first meeting of the Board in September
- Endeavour to gain student representation on Trent University committees where it is non-existent or who students are under-represented.
- Be responsible for recording all hours worked for the Association on a weekly basis with the assistance of the Association Resource Manager.
- Be responsible for completing the Executive exit survey & any transition documentation with the assistance of the Association Resource Manager.
- Shared front desk responsibilities when needed.

Reports to:

Board of Directors

Shadow Period (Training):

After the ratification of Spring General Elections, the Shadow Executive shall begin transition with the outgoing Executive of the Association under the direction of the Association Resource Manager for a period of two weeks. During shadow, incoming Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate Operating Resolution.

Until the completion of the turnover, no member of the incoming Executive shall have a vote at the meetings of the Board of Directors unless he or she is currently a voting director as outlined in the appropriate operating resolutions of the Board except where the executive member is returning to the same position in which case they will receive no additional honoraria.

Other Notes/Benefits:

The Association shall provide a bus pass and benefits plan to each member of the Executive or provide reimbursement of these costs if an Executive has been charged for them by the University.

Appendix II

Each Full-time Staff and Executive will have access to an individual taxable \$750.00 fund provided by the Association. This fund will be dispersed in halves in the pay period prior to each reading break, or in full in the pay period prior to the spring reading break as requested.

All salaries will increase each year by the Consumer Price Index (CPI) as determined by Statistics Canada.

Section V

Appendix

Roberts Rules of Order at a Glance

Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information.	YES	NO	NO	NO	No vote taken, chair rules
Object to something that prevents your continued participation (eg. Excessive noise)	Point of personal privilege.	YES	NO	NO	NO	No vote taken, chair rules
Object to a motion being considered	I object to the consideration of this motion.	YES	NO	NO	NO	2/3 majority
Consider something out if its scheduled order	I move that the agenda be amended in order to deal with the following item...	NO	YES	NO	NO	2/3 majority
Overturn the ruling of the chair	I challenge the chair on...	YES	YES	YES	NO	Majority
Change a motion	I move that the motion be amended to read...	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	NO	YES	YES	YES	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	YES	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	NO	NO	NO	NO	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	NO	YES	Only to time	NO	Majority
End the meeting	I move that the meeting adjourn.	NO	YES	NO	NO	Majority

How to Write Policy and Operating Resolutions

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

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

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

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

Before writing the policy:

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

To write a policy:

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

Remember:

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

Understanding By-Laws and Policy

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

What is a By-Law?

A By-Law is a rule set out to govern the organization, which everyone in the organization must adhere to. Because By-Laws are required in order to become an incorporated entity, By-Laws are also legal documents and must conform to the Ontario Corporations Act or Not-For-Profit Corporations Act when it comes into effect.

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

New By-Laws or changes to existing By-Laws must be approved by a two-thirds ($\frac{2}{3}$) majority vote of a meeting of the membership.

What is Policy?

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

Policy Resolutions

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

Policy Resolutions are important because by defining what the TCSA stands for as an organization it governs what the members of the Board of Directors can say on issues covered in the organization's policy when speaking publicly on behalf of the Association or to media. Policy Resolutions must be approved by a simple majority vote of the Membership of the Association at an Annual General Meeting, a Meeting of the Membership, or through a referendum.

Operating Resolutions

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

Operating Resolutions are important because they provide a standard to which the organization must conform and a consistency of practice. Operating Resolutions must be approved by a two-thirds ($\frac{2}{3}$) majority vote of the Board of Directors.

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