

# VUSAC

Victoria University Students' Administrative Council

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## COUNCIL POLICIES

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## **Chapter One: Purpose of the Council Policies**

- A. The Council Policies shall contain all policies of the Victoria University Students' Administrative Council in accordance with the Constitution.
- B. The Council Policies shall act to guide the operation of the Council in accordance with the Constitution.
- C. The Council Policies shall serve to supplement the Constitution. In any instance where a contradiction arises between the Constitution and the Council Policies, the Constitution shall take precedence.

## **Chapter Two: Policies on Membership**

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

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

## Chapter Three: Policies on Finances

### Section 1: Incidental Fees

- a) The annual fee payable by each student to the Bursar of Victoria University shall consist of \$56.32 for each full-time and \$31.47 for each part-time student of Victoria College.
- b) In the event of a successful referendum to raise the levy of a group whose levy is paid by the Council out of the Incidental Fee, the Incidental Fee shall be automatically raised by the same amount to account for the difference. All referenda to raise levies must make note of this fact in the referendum question.
- c) The Council may, by simple resolution, adopt the cost-of-living expenses not exceeding the annual Consumer Price Index (CPI) to the incidental fees without referendum on an annual basis. Such resolution shall be promptly reported to the Bursar for approval.
- d) Notice of a Council meeting with business pertaining to the adjustment of any student levy must be publicized to the greater Victoria community.
- e) Any Council meeting held to decide on fee increases must take place before the end of classes.
- f) The Incidental Fee of each student of Victoria University shall be paid to the Finance Chair by the Bursar of Victoria University according to the following schedule: 60% of the previous year's fee in September, 30% of the previous year's fee in January, and 10% of the previous year's fee in April to provide funds for the summer.
- g) The Incidental Fee shall be distributed as follows:
  - i. Levies shall be distributed to the VCAA, the Strand, the Cat's Eye, ACTA Victoriana, VCDS, the WUSC Committee, the Vic Yearbook, Caffiends, VicPride!, and VISA, according to Article 5. All levy groups shall be paid in three installments: 60% in the fall semester, 30% in the winter semester, and 10% in the summer semester.
  - ii. Payments shall be made to all clubs as needed throughout the year, within the limits of the clubs budgets as determined at the Budget Meeting, and in accordance with (what is now Bylaw 19).
  - iii. Payments shall be made on all VUSAC Commissions based on budgets as determined at the Budget Meeting.

### Section 2: Levy Funds

- a) Every levy receiver must include a budget line entitled 'alcohol', with regard to all alcohol expenditures, and must be approved by the Council in tandem with the Dean's Office and in accordance with the Victoria University Alcohol Policy. No money can be spent above the amount approved for alcohol.
- b) Levy funds shall be distributed as follows:
  - i. The VCAA shall receive a levy based on \$6.00 for each full time student and \$3.33 for each part time student registered at Victoria.
  - ii. The Strand shall receive a levy based on \$6.00 for each full time student and \$1.70 for each part time student registered at Victoria.
  - iii. The Cat's Eye shall receive a levy based on \$4.00 for each full time student and \$2.00 for each part time student registered at Victoria.

- iv. The ACTA Victoriana shall receive a levy based on \$3.25 for each full time student and \$1.75 for each part time student registered at Victoria.
  - v. The WUSC Committee shall receive a levy based on \$5.00 for each full time and \$4.00 for each part time student registered at Victoria.
  - vi. The Vic Yearbook Committee shall receive a levy based on \$1.75 for each full time student and \$1.00 for each part time student registered at Victoria.
  - vii. The VCDS shall receive a levy based on \$6.50 for each full time student and \$3.25 for each part time student registered at Victoria.
  - viii. Caffiends shall receive a levy based on \$0.25 for each full time student and \$0.25 for each part time student registered at Victoria.
  - ix. VicPride! shall receive a levy based on \$0.25 for each full-time student and \$0.10 for each part-time student registered at Victoria.
  - x. VISA shall receive a levy based on \$0.40 for each full-time student and \$0.40 for each part-time student registered at Victoria.
- c) Treasurers of levy receivers:
- i. Shall close off their books and prepare statements of revenue and expenditures for January, as well as statements of revenue and expenditures for the year ending April 30th.
  - ii. Shall be required to present their books for review by the second Friday in January and the second Friday in April to the Finance Chair to be audited. They shall receive a report from the Finance Chair upon completion of each audit. This will allow the expenses of the levy receivers of the Council to be included in the final accounting of the VUSAC.
- d) All organizations found, as ratified by the Council, to be grossly misappropriating the funds allocated to them by the VUSAC shall not receive new funding until reimbursements have been made to the VUSAC.

### Section 3: Expenditures

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

### Section 4: General Reserve Fund

- a) At the end of October, all funds in the current account of the Council in excess of \$2,000.00 shall be transferred to the General Reserve Account of the VUSAC.

- b) The Council may vote on any expenditures from the General Reserve Fund for any purpose that it deems fit, provided that it does not reduce the General Reserve Fund below \$2,000.00.
- c) Any club or organization may borrow from the VUSAC with the Council's approval given that Chapter 2 Section 4b) is upheld.

Section 5: Budget Process and the Budget Steering Committee

- a) Function of the Budget Steering Committee:
  - i. To set the budgetary policy for the academic year.
  - ii. To present the current budgetary policy to the Council for ratification no later than the second week of the new school term.
  - iii. To set the spending ceiling for each area of the budget based upon the policies ratified by Council.
  - iv. To request budget submissions from clubs, levy receives, and commissions to be ratified by Council at the Budget Meeting.
  - v. To review budget submissions in light of policy and to recommend a final budget to the Council for ratification.
  - vi. To make available all budgets to Council members one (1) week prior to the Budget Meeting.
- b) Structure of the Budget Steering Committee
  - i. The Budget Steering Committee shall consist of the following persons:
    - The Finance Chair, who shall be the chair
    - The President
    - The Vice-President Student Organizations
    - One Councillor
    - Club Representative, as appointed by the Vice-President Student Organizations
    - Levy Representative, as appointed by the Vice-President Student Organizations
    - The Equity Commissioner, or the Equity Co-Chair as their designate, as a non-voting member
  - ii. The chair shall convene the meeting of the Budget Steering Committee when deemed necessary or when requested to do so.
  - iii. The Budget Steering Committee shall notify all groups that have their budget requests refused by the Committee and shall have them resubmit budgets.
- c) Structure of the VUSAC Budget Meeting
  - i. All Council members shall receive a copy of the budget one (1) week prior to the budget meeting.
  - ii. If the Council fails to ratify a particular budget, the budget is opened up to an item by item vote.
  - iii. If the Council fails to ratify a particular budget twice, the budget returns to the Budget Steering Committee for further consultation.
  - iv. The annual report of the Budget Steering Committee and any related documents shall be considered as official VUSAC documents and shall be filed for at least five (5) years before disposal.

- d) After consulting with other executive members as well as statements of revenues and expenditures of the previous academic year, the treasurers of all clubs and levy receivers recognized by the VUSAC shall submit a budget to the Finance Chair according to the due date set by the Budget Steering Committee.
- e) Pending satisfaction of the budgets referred to in Section 5d, neither the Council nor any of its levy receivers may make any expenditures in excess of the approved expenditure on that item for the previous academic year, without the permission of the Council.
- f) Any club or other recognized group requesting a budget from the Council must do so by the deadline set at the beginning of the fall term by the Council. The Council is not accountable for any budget requests received after the deadline and may decide not to consider the request any further. Exceptions for newly established clubs will be considered.

#### Section 6: Ticket Selling Policy

- a) The Finance Chair must be given 48 hours notice for requests for cashboxes.
- b) Ticket sales must be recorded on a single platform available to all VUSAC members.
- c) Customers are responsible for providing the following information at the time of purchase, including for tickets purchased for another person. VUSAC members must verify this information has been provided before issuing a ticket:
  - i. First and last name;
  - ii. Student number, if applicable;
  - iii. Email
- d) Cashboxes should be kept at the front office desk during ticket sales but all revenue (minus the float, which shall be labeled clearly on the top of the cashbox) must be deposited in an envelope – or multiple envelopes, as necessary – to the President’s office at the close of each day’s office hours along with a signed receipt by the member closing the office, stating the amount of money enclosed and the number of tickets sold during that day.
- e) Any tickets sold at the door of an event must still be recorded under the policies prescribed in Section 6c).
- f) After an event, the VUSAC member responsible for the event shall deposit the revenue in the President’s office under the following:
  - a. The President or the Finance Chair shall let the VUSAC member into the President’s office to deposit the entire cashbox into the office. If this is not possible, then;
  - b. The VUSAC member shall seal the revenue, including the float, in an envelope – or multiple envelopes, as necessary – and deposit it under the door of the President’s office. The envelope should include a receipt signed by the VUSAC member, stating the amount of money enclosed. If this is not possible, then;
  - c. The VUSAC member shall place the cashbox in the drawer at the front desk, lock the cashbox, and put the key under the door in the President’s office.

## Chapter Four: Policies on Meetings

### Section 1: Regular Meetings

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

### Section 2: Caucus Meetings

- a) The Vice-President External shall call at least two (2) caucus meetings per academic year. The caucus meeting shall act as a general Town Hall meeting for members of the VCU to discuss pertinent issues regarding student life at Victoria College and the University of Toronto. It is recommended that caucus meetings be held in September and February.
- b) The Vice-President External shall invite all members of the caucus list to attend each caucus meeting.
- c) The following members are expected to attend:
  - i. All Council members, including Councillors;
  - ii. Two representatives from each levy receiver;
  - iii. One representative from each Victoria College club;
  - iv. Two representatives from VOCA.
- d) The following members are invited to attend:
  - i. Two representatives from each residence building council and one from each floor/house council;
  - ii. All student representatives on the Board of Regents, Victoria College Council, and Victoria University Senate;
  - iii. Two representatives from the Office of the Dean of Students;
  - iv. All Victoria University Dons.
- e) All caucus meetings are to be called by the Vice-President External with a minimum of three (3) weeks notice of the date and time, and a minimum of one (1) week of the location.
- f) Caucus meetings shall:
  - i. Be chaired by the VUSAC Chair, with the Vice-President External acting as a discussion leader.
  - ii. Be minuted by the VUSAC Secretary, and must be posted within one (1) week of said meeting's adjournment.

### Section 3: Emergency Meetings

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



#### Section 4: In Camera Meetings

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

#### Section 5: Email Voting

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

## Chapter Five: Policy on Referenda

### Section 1: Referenda

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

### Section 2: Advertising and Campaigning

- a) All referenda shall be publicized at least seven days prior to the referendum voting date(s) by the group responsible for the referendum.
  - i. All advertising shall include the referendum question, the voting date(s) and the locations of all polling stations.
  - ii. A notice shall be published in The Strand as well as all applicable listservs.

- iii. Posters shall be placed on Victoria College buildings and Sidney Smith Hall.
- iv. Notice of referendum shall be advertised by the VUSAC.
- b) All expenses incurred in running a referendum shall be paid by the group responsible for the referendum. Any 'no' group participating in a referendum shall be responsible for its own costs (advertising, campaigning, etc).
- c) No active campaigning shall be allowed by any group (neither 'yes' sides, nor 'no' sides) after 12:01 am on the first day that polls open.

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

### **Section 1: Absenteeism**

- a) A cumulative record of attendance will be kept by the Secretary and attached to all minutes of Council meetings; this record will include number of office hours missed if applicable.
- b) After three inexcusably missed meetings (i.e. for reasons other than illness or bereavement), or three missed office hours the Executive will issue a warning in writing to the member in question, explaining the consequences of further absenteeism and requesting an explanation.
- c) After one further missed meeting or office hour, the Vice-President Internal will request an explanation from the member in question. If this explanation is not satisfactory to the Executive, the President will make a motion to dismiss the member at the next scheduled council meeting. Should a member of the Executive be impeached, a Commissioner or Councillor will motion to dismiss the member.
- d) At the meeting where the motion of dismissal is discussed, the President (in consultation with the Executive) will present the reasons for the motion of dismissal. The member in question will be given a chance to explain their reasons for missed meetings. The Council may wish to consider other contributing factors as a balancing factor to missed meetings. The motion will then be put to a vote.
- e) In the case of an Executive or Commissioner member's resignation or dismissal, one or more Councillor(s) may be asked by the Executive to fulfill the duties of the resigned/dismissed member. If the Councillor(s) is (are) unable or unwilling to fulfill the position, the Executive shall convene to find an appropriate alternative.

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

- a) If a Council member is found to be in violation of the spirit of the constitution for non-performance of duties or is found to be detrimental to the functioning of the VUSAC, the Executive shall issue a written warning to the member in question. If the member continues to obstruct the functioning of the VUSAC, the Executive shall present a motion for dismissal of the member at the next Council meeting.
- b) Expulsion requires a two-thirds majority vote.

### **Section 3: Resignation**

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

### **Section 4: Termination**

- a) Members who do not fulfill the requirements of their position, and do not make alternate arrangements to fulfill the requirements of their position, will be deemed as uncommitted in fulfilling the requirements for the position, and subject to dismissal.
- b) Members who participate in decision-making on Council while in a conflict-of-interest will be subject to dismissal.

- c) The procedure for dismissal of members will be as follows; the individual will be notified at least one week in advance that VUSAC is deliberating as to whether they will be dismissed from their position.
- d) The decision to remove a member will be passed by a two-thirds vote of all VUSAC members. If the member in question is a voting member, they shall have a vote at this meeting. Should the member be removed, the position will become vacant immediately.

## Chapter Seven: Policies on the Executive

### Section 1: The Executive

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

### Section 2: The President

- a) Shall attend all meetings of the St. George Round Table (SGRT) or, when unable to attend, send a representative in their place.
- b) Shall, with the rest of the Executive, have the ability to reassign Council committee assignments with the consent of the impacted member(s) or with the agreement of the Council.
- c) Shall report the activities and goals of the Council at the Annual Meeting of the Board of Regents (BoR).

- d) Shall serve as a voting member of the Budget Steering Committee.
- e) Shall serve as a voting member of the Orientation Chair Selection Committee.
- f) Shall serve as a voting member of the Orientation Executive Selection Committee.
- g) Shall serve as a voting member of the Orientation Steering Committee.
- h) Shall be a voting member of the Goldring Centre Committee.
- i) Shall represent the Council on various ad hoc committees or appoint a VUSAC representative to serve in their place.
- j) Shall maintain a running office during regular business hours (a minimum of thirty office hours over a minimum of four days a week) from May 1<sup>st</sup> to August 31<sup>st</sup> with a maximum of two (2) weeks vacation, the timing of which is to be approved by the Dean of Students. The summer duties shall include (but are not limited to):
  - i. VUSAC bookkeeping
  - ii. Reviewing the Constitution and its policies and preparing any necessary amendment proposals for the year
  - iii. Preparing a Council timeline for the year based on the Constitution and its policies
  - iv. Completing various Orientation Executive responsibilities
  - v. Publishing a Victoria College student handbook in conjunction with the Vice-Presidents
  - vi. Preparing a Summer Report detailing all tasks accomplished over the course of the summer for presentation at the first full meeting of the Council
- k) Shall maintain a detailed record of the number of hours worked as the Summer Office Manager. This document shall be presented at the first full meeting of the Council, submitted to the Dean of Students, and posted outside the VUSAC Office and on the VUSAC website.
- l) Shall receive a salary of \$8,000 (before taxes) for the duties of the Summer Office Manager, to be paid by the Office of the Bursar of Victoria University during the summer, in a number of installments as arranged with the Dean of Students. This amount will then be repaid to the Office of the Bursar from the budget of the Vice-President Internal following the receipt of the President's summer report. Failure to complete the tasks outlined in (j) and (k) will result in a pay reduction reflecting the actual number of hours worked. The Vice-President External, Vice-President Internal, and Vice-President Student Organizations shall confer with the Dean of Students to ensure the President's accountability.
- m) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

### Section 3: The Vice-President External

- a) Shall compile a caucus list consisting of all student leaders at Victoria College with their contact information.
- b) Shall hold one meeting in October with the student representatives of the Board of Regents, Victoria College Council, and Victoria University Senate to outline expectations and responsibilities.
- c) Shall be responsible for coordinating the attendance of the Victoria College UTSU representatives to the bi-weekly VUSAC meetings.

- d) Shall attend at least one council meeting in each residence building per semester.
- e) May act as the Council's representatives to meetings of the UTSU Board of Directors.
- f) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- g) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

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

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

#### Section 5: The VUSAC Internal Review Committee

- a) The Internal Review Committee seeks to objectively review VUSAC goals throughout the academic year and report on how best to carry on.
- b) Membership:
  - i. The Vice-President Internal who shall be the Chair
  - ii. The President
  - iii. The Equity Commissioner
  - iv. The Commuter Commissioner
  - v. The Campus Life Coordinator
  - vi. Two (2) Councillors
- c) Meetings:
  - i. The committee will meet three times per year.
- d) Process:
  - i. The Vice-President Internal shall chair a planning and goal setting session during the summer and again during the fall retreat to coordinate the efforts of VUSAC.
  - ii. Each Commission is to submit a brief report on its activities and progress towards its respective goals. The President will submit a report on behalf of VUSAC as a whole (i.e. the VUSAC goals).
  - iii. Once the reports are submitted the committee will conduct its review and produce a report with recommendations.
- e) Student Participation:



- i. Any student who wishes to provide feedback may do so via email or written statement to be submitted to the Vice-President Internal with their knowledge before an IRC meeting.
- ii. It is also recommended that these meeting dates be published and publicized beforehand.

Section 6: The Vice-President Student Organizations

- a) Shall serve as a voting member of the Budget Steering Committee and shall be responsible for appointing a club representative and a levy representative to the Budget Steering Committee.
- b) Shall be a non-voting member of the Student Projects Committee.
- c) Shall be a member of all hiring committees for Levy Heads.
- d) Shall be responsible for the execution of the VUSAC's policy regarding clubs.
- e) Shall be responsible for all research to ensure all applicant clubs fulfill clubs policy requirements before recognition, and follow the clubs policy throughout the academic year.
- f) Shall be responsible for the preparation of two detailed inventory reports, in September and April, listing all VUSAC-owned clubs equipment, including where it is stored, who has possession of it, and an evaluation of the condition of said equipment.
- g) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.

## **Chapter Eight: Policies on Commissions and Commissioners**

### **Section 1: The Academic & Professional Development Commissioner**

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

### **Section 2: The Arts & Culture Commissioner**

- a) Shall be the Producer of the Bob Revue.
- b) Shall be responsible for presenting the Bob Revue's budget proposal to the VUSAC.
- c) Shall ensure that applications for the Bob Director are open for the two weeks preceding the spring elections and close on the final day of elections. Selection must be completed before the last Council meeting.
- d) Shall be responsible for facilitating a Victoria College entry in the Hart House Drama Festival in the case that the VCDS chooses not to do so.
- e) Shall represent the Council on the Senate Bader Theatre Use Committee, chaired by the Dean of Students.
- f) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of the incoming council members, at the joint meeting of old and new councils.

### **Section 3: The Commuter Commissioner**

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

### **Section 4: The Victoria Off-Campus Association (Commuter Commission)**

- a) The Function and purpose of the Victoria Off-Campus Association (VOCA) shall be to promote commuter participation at Victoria College, to aid the Commuter Commissioner in their plans to improve commuter life, and to hold regular events in order to achieve these objectives.
- b) The operation and budget of VOCA shall fall under the jurisdiction of the Commuter Commission.
- c) A VOCA Executive Team shall be selected through an application process by the Commuter Commissioner no later than June 1st, with the exception of two (2) first-year students. The first-year students shall be selected through the same process by October 15th.
- d) Structure of the VOCA:
  - i. The VOCA Co-Chair
  - ii. The Commuter Commissioner, who shall act as the other Co-Chair
  - iii. One or more second-year commuter(s)
  - iv. One or more third-year commuter(s)
  - v. One or more fourth year or above commuter(s)
  - vi. The Commuter Councillor(s)
  - vii. General members, who may be selected at the discretion of the Commuter Commissioner to assist the VOCA Executive Team
- e) Roles of the VOCA Co-Chair:
  - i. Shall, with the Commuter Commissioner, be responsible for encouraging the maximum participation of commuter students in the extra-curricular life of Victoria University and shall ensure that the VUSAC is aware of the particular concerns of commuter students.
  - ii. Shall serve as a Co-Chair of the Victoria Off-Campus Association (VOCA) with the Commuter Commissioner, and shall be responsible for planning, organizing, and executing VOCA events in conjunction with the Commuter Commissioner.
  - iii. Shall be responsible for hiring the VOCA executives with the Commuter Commissioner.
  - iv. May be appointed as a substitute for the Commuter Commissioner on some committees upon their joint discretion.
  - v. Shall be a commuter student for the entire term of office.
- f) Roles of the Executives:
  - i. Shall coordinate events with the co-chairs.
  - ii. Shall work together on leading events.
  - iii. Shall retrieve feedback for the Commuter Commissioner from the Victoria College commuter population pertaining to commuter life, including but not limited to issues, needs, and suggestions.
  - iv. Shall coordinate General Members for events.
- g) Roles of General Members:
  - i. Shall volunteer at four (4) or more VOCA events throughout the year.
  - ii. Shall help with promotion, set up, execution, and cleanup of events.
  - iii. Shall retrieve feedback for the Commuter Commissioner from the Victoria College commuter population pertaining to commuter life, including but not limited to issues, needs, and suggestions.

- iv. May, after showing a certain amount of dedication to VOCA, be considered for promotion to an Executive by the co-chairs.
- h) Until the VOCA is formed, VOCA events and promotion shall be the responsibility of the Commuter Commissioner.

#### Section 5: The Equity Commissioner

- a) Shall be responsible for promoting social justice concerns and events on campus.
- b) Shall promote equitable behaviours and practices within the VUSAC and the Victoria College community.
- c) Shall recommend improvements to the Victoria College community related to equity and accessibility to facilities, programs, and services at Victoria University.
- d) Shall be responsible for coordinating with the International Student Life Coordinator to represent International students.
- e) Shall collaborate with other student clubs and organizations on- and off-campus to promote student involvement and social awareness.
- f) Shall conduct equity training for the Council by the end of October
- g) Shall be a voting member of the Internal Review Committee.
- h) Shall be responsible for the recruitment and supervision of general Equity Committee members.
- i) Shall be responsible for the preparation and presentation of a detailed year-end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.

#### Section 6: The Equity Commission

- a) The Equity Commission envisions:
  - i. A college community that strives to ensure a sense of belonging amongst its members regardless of but not limited to their age, ethnicity, gender, sexual orientation, economic background, physical and intellectual ability, citizenship, nationality, ancestry, and personal, political, or religious beliefs.
  - ii. A college community that is able to seek, listen, and respond to the many voices of its members in a meaningful and useful manner.
  - iii. A college community which is open to and aware of social justice issues in our community and in other communities.
- b) Structure of the Equity Committee:
  - i. The Equity Commissioner, who shall chair the Equity Committee
  - ii. The Equity Co-Chair, who shall assist the Equity Commissioner with the management of the Committee
  - iii. The upper year students of the Committee shall be selected by the end of May.
  - iv. The remainder of the Committee shall be selected by September 30th. The Committee shall consist of at least two (2) first-year students.
- c) Roles of the Equity Co-Chair:
  - i. Shall, with the Equity Commissioner, represent Victoria College students' concerns and social justice issues regarding, but not limited to age, ethnicity, gender, sexual orientation, socioeconomic background, ability, citizenship, nationality, ancestry, and personal, political or religious beliefs. This includes

- listening, responding to, and interacting with the voices of the Victoria College community.
- ii. Shall serve as a co-chair of the Equity Committee alongside the Equity Commissioner, and shall be responsible for planning, organizing, and executing Equity Commission events in conjunction with the Equity Commissioner.
- iii. Shall be responsible for hiring the Equity Committee members with the Equity Commissioner.
- iv. May be appointed as a substitute for the Equity Commissioner on some committees upon their joint discretion.
- d) The first formal meeting of the complete Committee is to be conducted by the first week of October.
- e) The Equity Committee shall meet regularly. It is recommended that the Committee meets twice a month.

#### Section 7: The Scarlet & Gold Commissioner

- a) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- b) Shall select the date of the Highball prior to the Master Calendar meeting, to be ratified by the VUSAC.
- c) Shall assist the Arts & Culture Commissioner in the planning of the Gardiner Gala.
- d) Shall be responsible for the preparation and presentation of a detailed year end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.

#### Section 8: The Highball Committee

- a) The Victoria Highball Committee shall consist of:
  - i. The Scarlet and Gold Commissioner who shall act as Chair.
  - ii. The Campus Life Coordinator;
  - iii. One residence government representative from each of the four residences;
  - iv. One residence Don;
  - v. The Commuter Commissioner;
  - vi. Two Councillors;
  - vii. One VOCA coordinator;
- b) The committee shall meet at least once prior to the last day of classes in the first semester.
- c) The Highball Committee shall be responsible for:
  - i. Selecting the venue for the event;
  - ii. Advertising effectively for the event;
  - iii. Establishing ticket prices;
  - iv. Selling tickets within a reasonable period of time prior to the event;
  - v. Making any other preparation necessary for the event.
- d) In addition to funds generated from ticket sales, the Highball Committee will receive funding from the VUSAC. The following subsections also apply to the budgeting process for the Highball Committee.
  - i. The Highball Committee must present a detailed budget to the VUSAC no less than four week prior to the event.

- ii. This budget must receive majority approval from the VUSAC. If the budget is rejected, it shall be sent back to the Highball Committee for revision. It will then be the responsibility of the Highball Committee to present a new budget at the next VUSAC meeting.
- iii. The Highball Committee shall make a concerted effort to survey the student body for its general preferences with regard to the format and venue for Highball

#### Section 9: The Sustainability Commissioner

- a) Shall promote new sustainability initiatives at Victoria University.
- b) Shall review Victoria University's progress with regard to sustainability.
- c) Shall represent Victoria College at the Environmental Working Group hosted by UTERN.
- d) Shall be responsible for the planning, maintenance, and upkeep of the Goldring Student Centre's green roof.
- e) Shall be responsible for purchasing a sufficient quantity of Greenshift supplies so as to fulfill the necessary requirements of all major clubs, commissions, and levies as outlined in the details of the Greenshift order form.
- f) Shall be responsible for replenishing Greenshift supplies on a regular basis to ensure that the stock is consistent.
- g) Shall assist the don of the Environmental Floor with the planning of Environmental Week.
- h) Shall be responsible for the preparation and presentation of a detailed year end report, containing information vital to the interests of the incoming council members, at the joint meeting of the old and new councils.

#### Section 10: The Sustainability Commission

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

- g) The Sustainability Committee shall meet regularly. It is recommended that the Committee meetings twice a month.

## **Chapter Nine: Policies on Councillors**

### Section 1: Committees

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



## **Chapter Ten: Policies on Staff Members**

### Section 1: Appointments

- a) Staff members shall be appointed to the Council based on the recommendations of the VUSAC Hiring Committee.
- b) Staff members shall be ratified at the annual Joint Council Meeting.

### Section 2: The Chair

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

### Section 3: The Finance Chair

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

### Section 4: The Secretary

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

### Section 5: The Communications Coordinator:

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

- c) Shall be responsible for updating the VUSAC Sidney Smith display case at least twice a month.

Section 6: The Chief Returning Officer (CRO)

- a) Shall be hired by the Elections Hiring Committee for one academic year, but must undergo a review at the end of each election period, as determined by the Elections Hiring Committee.
- b) Shall be notified by the VUSAC President about any upcoming referenda in the upcoming elections period.
- c) Shall present all election dates, nomination procedures, and election and campaigning rules to the Elections and Appeals Committee at least seven days before the proposed release of nominations.
- d) Shall be responsible for keeping an election and referenda file of all decisions made, including, but not limited to, elections and referenda rules and violations of said rules, and present such a report to the VUSAC once the election and referenda period is closed (all candidates for the election are elected).
- e) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the transition of the new CRO, which must be submitted no later than the last Friday in April.

## Chapter Eleven: Policies on Assessor Members

### Section 1: Assessor Members

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

## Chapter Twelve: Policies on Levy Receivers

### Section 1: Levy Heads

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

### Section 2: Levy Constitutions

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

### Section 3: Levy Referenda

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

### Section 4: Levy Finances

- a) Cheques issued by a levy receiver must be signed by two heads; or by one head and a designated financial officer; or, at the discretion of the VUSAC, by one head and either the VUSAC President or the VUSAC Finance Chair.
- b) The budget of a levy receiver must be submitted by the head(s) for approval by the Budget Steering Committee and ratification by the VUSAC.
- c) If no budget is submitted to the Budget Steering Committee, or if the proposed budget is not ratified by the VUSAC:
  - i. The VUSAC may vote to withhold levy funds from and/or to claim authority over the bank account of the levy receiver.
  - ii. The VUSAC must either prepare and ratify a new budget in consultation with the head(s); or approve a motion to impeach the head(s); or approve a motion for a referendum to dissolve the organization.
  - iii. If funding and/or account control is withheld from the head(s) for more than two months, the head(s) shall be considered impeached.
  - iv. Following ratification of a new budget, the VUSAC must immediately disburse all funds from that academic year and return account authority to the head(s).
- d) Funds withheld from any previous academic year(s) may be reallocated by the VUSAC.
- e) If the VUSAC suspects that a levy receiver's funds are being mishandled or misspent, it may vote to withhold funding or to claim authority as per ssc, i) above. Such a vote shall be considered binding for no more than one month, in the absence of further action by the VUSAC to correct the error, impeach the head(s), or dissolve the organization.

### Section 5: Responsibilities of Levy Receivers

- a) Levy receivers must meet the following minimum requirements in order to receive levy payments:
  - i. Actively and effectively recruit members from within the Victoria Community.
  - ii. Submit an updated constitution as per Section 2 of this Policy.
  - iii. Ensure that at least 80% of its executive or board of directors be composed of members of the VCU.
  - iv. Ensure that at least 60% of its membership be composed of members of the VCU.

- v. Provide the Vice-President Student Organizations with at least one contact person for the organization (the Head), including name and e-mail address (to be made public).
- vi. Submit a full list of the organization's executive officers for the current year to the VUSAC Executive.
- vii. Send a representative to the VUSAC Clubs Brunch during Orientation Week. The VUSAC Vice-President Internal shall be responsible for informing all Constituent Organization Heads of the time and place of the VUSAC Clubs Brunch within a reasonable period of time.
- viii. Submit any materials related to transitions or Orientation Week (e.g. description of group for the annual Orientation handbook) requested by the Vice-President Student Organizations in a timely manner.
- ix. Check the organization's VUSAC mailbox on a weekly basis.

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

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

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

- a) The Cat's Eye Advisory Board shall consist of:
  - i. The Vice-President Student Organizations, who shall act as chair;
  - ii. The Commuter Commissioner;
  - iii. One Councillor;
  - iv. A Food Services representative;
  - v. The Campus Life Coordinator;
  - vi. The Cat's Eye Manager(s);
  - vii. One Cat's Eye Subcommittee Member (to be appointed by management).
  - viii. One Residence Building President (to be appointed by the Residence Life Coordinator);
  - ix. A Physical Plant Services Representative;
  - x. The Dean of Students or a Dean's Office representative, who shall act as a non-voting assessor member.

- b) The Cat's Eye Advisory Board will be responsible for:
  - i. The recruitment, selection and appointment of the Cat's Eye Management, to be approved by the VUSAC.
  - ii. Duties as defined in the Cat's Eye Operating Policies and Procedures as interpreted by the VUSAC.
  - iii. Amending the Cat's Eye Operating Policies and Procedures, subject to the approval of the VUSAC.
- c) The VUSAC will be responsible for:
  - i. Approving the Cat's Eye budget.
  - ii. Duties as defined in the Cat's Eye Operating Policies and Procedures as interpreted by the VUSAC.
  - iii. Referring items to the Cat's Eye Advisory Board on an as needed basis.
- d) VUSAC formally recognizes The Cat's Eye as:
  - i. A lounge space intended to promote social interaction between members of the VCU.
  - ii. Any policy which may obstruct social interaction in The Cat's Eye must emanate from recommendations of the Cat's Eye Advisory Board.

#### Section 8: Student Projects Levy Committee Operating Policy

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

## Chapter Thirteen: Policies on Clubs

### Section 1: Clubs Recognition

- a) Club recognition by the VUSAC is required for all Victoria clubs in order to take advantage of certain privileges- such as access to room booking on the Vic campus, opportunity to apply to VUSAC for funding and inclusion in student handbooks and/or web sites produced by VUSAC or other Victoria offices.
- b) Recognition must be renewed annually. Recognition granted at any point in the year will expire on the following September 30<sup>th</sup>.
- c) To be recognized by the VUSAC, a club must meet the following minimum requirements. The club must:
  - i. Actively and effectively recruit members from within the Victoria College community.
  - ii. Submit a fully completed Victoria Club Recognition application form and submit it to the VUSAC office. The application will be considered at the VUSAC meeting following the receipt of the application assuming all minimum requirements for recognition have been met. All information on the form must be accurate and current.
  - iii. Have an executive at least 80% of which is composed of members of the VCU.
  - iv. Have a membership at least 60% of which is composed of members of the VCU.
  - v. Provide the Vice-President Student Organizations with at least one contact person for the club, including name and email address (to be made public) as well as a phone number. The contact person must be a member of the VCU and must provide the information to the Vice-President Student Organizations.
  - vi. Submit a full list of the club executive officers for the current year.
  - vii. Send a representative to the VUSAC Clubs Brunch during Orientation Week, and to the VUSAC Clubs Fair during the week of Winterfest. The Vice-President Student Organizations shall be responsible for informing all club contact persons of the time and place of both events within a reasonable period of time.
  - viii. Check the individual VUSAC mailbox designated to the club as well as the email address provided by the club to the Vice-President Student Organizations on a weekly basis.
  - ix. Send at least one exec to the mandatory clubs meeting each term. Meetings are to be scheduled by the Vice-President Student Organizations, a minimum of two weeks in advance.
  - x. Submit any materials related to transitions or Orientation Week (e.g. description of group for the annual Orientation handbook) requested by the Vice-President Student Organizations in a timely manner.
  - xi. Club heads must submit a 100-150 word report by the third Friday of May, detailing their club's function and the contact information of the incoming club executive for use in the Victoria University Handbook.



- d) In order to allow for the formation of clubs by first year students, and to allow the formation of clubs after the budget request deadline, clubs may request recognized status from the VUSAC at any time.

#### Section 2: Clubs Funding

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

#### Section 3: Club Equipment

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

#### Section 4: Club Membership

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

#### Section 5: Club Functioning

- a) Constitutions:

- i. A club constitution must outline the club's name, purpose, executive members, elections protocol, and proposed meetings for the year.
  - ii. Clubs may make amendments to their constitution after they have been ratified. They are encouraged to use the template for club constitution amendments which may be provided directly by the Vice-President Student Organizations and be otherwise found on the VUSAC website.
  - iii. Amendments must be voted in favor of by at least 2/3 of the club's executive and then emailed to the Vice-President Student Organizations for approval. Once approved, they will come in to effect.
- b) Advertising
- i. Clubs must actively encourage participation and attendance at their events.
  - ii. Clubs must submit a schedule of events (including meetings) to the Vice-President Student Organizations for inclusion in various communications vehicles.
  - iii. Place posters around the campus announcing the first few meetings (with date, time and location) for the club at the start of the fall semester and at the start of the winter semester so new members can get involved.

#### Section 6: Miscellaneous

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

## **Chapter Fourteen: Policies on the VCC, VUS, and BoR**

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

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

### **Section 2: Student Representatives on the VCC, VUS, and BoR**

- a) All student representatives on the BoR, VCC, and VUS:
  - i. Shall attend an informational meeting called by the respective Student Coordinator in April and October.
  - ii. Shall communicate relevant issues from meetings to the student body.
  - iii. Shall research and represent the student perspective and relay student opinions to the respective councils.
  - iv. Shall attend all caucus meetings throughout the year, unless other arrangements are made with the Vice-President External.
  - v. After each BoR, VCC, or VUS meeting, one student representative from that council must make a report to the VUSAC at the next regular VUSAC meeting.
  - vi. Shall submit to the VUSAC a year-end report detailing their activities as student representatives on one of these councils. The report should contain information vital to the interests of incoming student representatives.
- b) Student coordinators of the BoR and VCC must attend at least two (2) VUSAC meetings per term (four per academic year).
- c) Student Coordinators of the VCC, VUS, and BoR:
  - i. The Vice-President External shall oversee the selection and performance of each Student Coordinator.
  - ii. The outgoing Executive and outgoing Student Coordinator shall select a Coordinator for each body from the pool of elected representatives following the spring elections to be ratified at the annual Joint Council Meeting.
  - iii. The Student Coordinator shall arrange an orientation session in April and October for all newly-elected student representatives serving to outline duties and allocate subcommittee assignments.
  - iv. The Student Coordinator shall monitor and maintain a schedule of members to deliver a report at each regular VUSAC meeting.
  - v. The Student Coordinator shall submit detailed mid-year (January) and year-end (April) progress reports to the Vice-President External.

- vi. The Student Coordinator shall compile, maintain, and distribute all necessary biographical and contact information.
- d) VCC Appointees:
  - i. The Executive shall fill any vacant seats on the VCC by appointment, to be ratified by the Council. The appointed students must be VCU members.
  - ii. Appointments shall occur following the fall elections and prior to either the first meeting of the VCC or the last week of September, whichever comes first.
  - iii. Students shall have an opportunity to submit names of members of the VCU for consideration.
  - iv. At least two appointees must be first-year students.

## Chapter Fifteen: Policies on Orientation Week

### Section 1: Orientation Co-Chair Selection Procedure

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

### Section 2: Orientation Executive Selection Procedure

- a) Applications for Orientation Executive Committee shall remain open for at least three weeks. The Orientation Executive Committee must be chosen by the last Friday in February.
  - i. Only members of the VCU may apply to be members of the Orientation Executive Committee.
- b) The Orientation Executive Committee Selection Committee shall consist of:
  - i. The VUSAC Vice-President Internal, who shall be the chair;
  - ii. The current Orientation Student Co-Chairs;
  - iii. The Campus Life Coordinator;
  - iv. The President of the VUSAC;

- v. One residence student of Victoria College, who shall never have been an Orientation Executive Member but who must have previously been involved as an Orientation Leader;
- vi. One commuter student of Victoria College who shall never have been an Orientation Executive Member but who must have previously been involved as an Orientation Leader.
- c) The number of the Orientation Executive Committee members chosen shall be determined by the Orientation Co-Chair.
- d) Unless otherwise requested, unsuccessful Orientation Executive Committee candidates shall be considered Orientation Leader candidates.
- e) In the event of conflict of interest between Chairs or Executive applicants and the Selection Committee, the Committee's members shall:
  - i. Ensure the member in conflict withdraws himself or herself from the Committee when such a conflict is apparent.
  - ii. Grant each applicant one request for the withdrawal of a committee member.
- f) Committee members who withdraw shall be replaced by the same body and procedure that chose the original member. Replacements for the VUSAC members shall be made by the VUSAC.
- g) A copy of this Policy shall be handed out with each application to an Orientation position.

### Section 3: Orientation Leader Selection

- a) Applications for Orientation Leaders shall remain open for at least two weeks. All Orientation Leaders must be chosen by the last Friday in March.
- b) The Orientation Leaders shall be selected in a manner that is fair and accessible to all students. Only members of the VCU may apply to be Orientation Leaders.
  - i. If the applicant is unable to attend the workshop, an interview, to be conducted by the Orientation Executive Committee, shall be granted.
  - ii. The number of Orientation Leaders selected shall be determined by the Orientation Co-Chairs.
  - iii. Applications must include a sheet explaining the appeal process, and the deadline for appeals.
- c) Each applicant has the right to an appeal.
  - i. If the candidate had not been selected as an Orientation Leader, the Chair shall produce their application along with the reasons for exclusion for the candidate's inspection, upon the candidate's request.
  - ii. If the candidate is unsatisfied, then they may approach the VUSAC Executive before the deadline specified by the Orientation Chair on the published list; the Executive shall render the final decision on a candidate's suitability.
  - iii. If the VUSAC Executive finds in favour of the candidate, then they shall be appointed as an alternate (or back-up) Orientation Leader.
  - iv. All appeals made by Chair applicants and Executive Member applicants shall be made to the Executive.
- d) A copy of this Policy shall be handed out with each application to an Orientation position.

#### Section 4: Responsibilities of the Orientation Executive

- a) The Orientation Chairs and the Orientation Executive will be responsible for conducting the Orientation Leader selection.
- b) The Orientation Co-Chairs and the Orientation Executive shall be responsible for the development of the Orientation Budget with recommendations from the Orientation Steering Committee.
- c) All events of the Orientation program, with the exception of Commuter Orientation, shall be held in the month of September, unless special permission is given by the Orientation Steering Committee.
- d) The Orientation Co-Chairs shall submit a full written report on the activities and finances of Orientation to the first meeting of Council in November. The Orientation Executive Committee shall be dissolved by Council upon receipt of the report. Failure to submit this report will constitute a violation of Co-Chair responsibilities, and is grounds for withholding the Co-Chair honoraria until the report is received.
- e) The Orientation Co-Chairs and Orientation Executive are responsible to the VUSAC and the Orientation Steering Committee. In the internal functioning of Orientation, the VUSAC President's role shall be interpreted to be primarily that of an Orientation Executive and not primarily as a representative of the VUSAC.
- f) Anything not covered here will revert back to the Orientation Steering Committee for a decision.

#### Section 5: Responsibilities of the Orientation Steering Committee

- a) The purpose of the Orientation Steering Committee is to act as an advisory board to the Orientation Executive Committee. The Orientation Steering Committee is ultimately responsible for ensuring that the interests of different groups on campus are addressed during the Orientation Week.
  - i. The Co-Chairs will retain veto power in the case of any disagreements within the Orientation Steering Committee.
- b) The Orientation Steering Committee shall consist of:
  - i. The Orientation Student Co-Chairs
  - ii. The Campus Life Coordinator
  - iii. The Dean of Students
  - iv. The Residence Life Coordinator
  - v. One Victoria College Don
  - vi. The VUSAC President
  - vii. One member of the VUSAC other than the President
  - viii. At least one representative from the Registrar's Office
  - ix. At least one Victoria University Alumni who has taken part in Victoria College's Orientation in the past in some capacity
  - x. One first year residence student who participated in Victoria College's previous Orientation Week as a residence student
  - xi. One first year commuter student who participated in Victoria College's previous Orientation Week as a commuter student
  - xii. One Victoria University faculty member
- c) The Orientation Steering Committee will meet at least four times in the second semester

- i. The first meeting shall take place the first week of January
  - ii. The Orientation Executive Committee will be required to attend at least one of the Orientation Steering Committee meetings.
- d) Any changes to this Policy must be negotiated with the Orientation Steering Committee.



## **Chapter Sixteen: Policies on Winterfest**

### **Section 1: Winterfest Chair(s) and Executive Selection**

- a) The Victoria Winterfest Chair(s) will be selected by the Victoria Winterfest Chair Selection Committee which will be chaired by the Scarlet and Gold Commissioner, and will also include one Councillor, one residence student, one commuter student, and at least one previous Victoria Winterfest Chair.
- b) The appointment of the Victoria Winterfest Executive shall be the responsibility of the Chair(s) and the Assistant Chair.

### **Section 2: The Victoria Winterfest Committee**

- a) The Victoria Winterfest Chair(s) selected by the Victoria Winterfest Chair Selection Committee.
- b) The Assistant Chair who shall be a VUSAC Councillor.
- c) A commuter student; this name shall be submitted by the Commuter Commissioner.
- d) Six to eight students, at least half of whom do not currently hold positions on the VUSAC; these Executive Members shall be selected by the Chair and the Assistant Chair from the candidates' applications as received by the Chair from the Scarlet and Gold Commissioner.

### **Section 3: UofT Winterfest Contract**

- a) The contract shall stipulate the spending ceilings for each college, the allocations of profits, and the division of losses to be accepted by each college.
- b) The contract shall be signed and agreed to by the Victoria Winterfest Chair and Assistant Chair and by the Winterfest Chairs from each college involved in the Current Winterfest.
- c) The contract shall be proposed by the Victoria Winterfest Chair at a VUSAC meeting for ratification.
- d) The Victoria Winterfest spending ceiling shall not exceed the budget for Winterfest as determined at the VUSAC Budget Meeting.
- e) The Victoria Winterfest Committee shall not spend any money on behalf of Winterfest until the Winterfest Contract has been ratified by the VUSAC.
- f) Failure of the VUSAC to ratify the Winterfest Contract shall override the budget allocated to Winterfest at the VUSAC Budget Meeting and there shall be no budget for Winterfest until such time that a contract is ratified by the VUSAC.

## Chapter Seventeen: Policies on Graduation Banquet

### Section 1: Graduation Banquet Chair(s)

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

### Section 2: Graduation Banquet Committee

- a) The Graduation Banquet Committee shall be co-chaired by the appointed student Chair(s) and by the Campus Life Coordinator from the Office of the Dean of Students.
- b) The remainder of the Graduation Banquet Committee shall consist of:
  - i. The Scarlet & Gold Commissioner;
  - ii. The Campus Life Coordinator;
  - iii. A member of the Commuter Commission;
  - iv. One graduating residence student;
  - v. One graduating commuter student;
  - vi. The Academic & Professional Development Commissioner;
  - vii. A representative from the Office of Alumni Affairs and University Advancement.
- c) The Graduation Banquet Committee shall be responsible for:
  - i. Selecting the venue for the banquet;
  - ii. Advertising effectively for the event;
  - iii. Establishing ticket prices;
  - iv. Selling tickets within a reasonable period of time prior to the event;
  - v. Providing banquet updates at every VUSAC meeting before the banquet.
- d) The Graduation Banquet Committee shall consider the financial interests of the graduating class throughout the event planning process.
- e) The Graduation Banquet Committee shall make a concerted effort to survey the graduating class for its general preferences with regard to the format and venue for the Graduation Banquet.
- f) In addition to funds generated from ticket sales, it is the responsibility of the Graduation Banquet Committee to solicit funding from the various administrative departments within the university. The following subsections also apply to the budgeting process for the Graduation Banquet.
  - i. The Graduation Banquet Committee must present a detailed budget to the VUSAC before the end of February.
  - ii. This budget should contain best and worse case scenarios, as well as a comparison to the previous year's budget. Any and all sponsorships, grants or other financial assistance shall be documented and included as a record for the Finance Chair. Because all these sources of revenue may not be

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

## Chapter Eighteen: Policies on Committees

### Section 1: The VUSAC Hiring Committee

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

### Section 2: The Elections Hiring Committee

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

### Section 3: The Elections and Appeals Committee (EAC)

- a) The EAC shall make decisions regarding elections that are final and binding to the VUSAC.
- b) The EAC shall consist of the following voting members:
  - i. The CRO, as hired by the Elections Hiring Committee.
  - ii. One (1) member of the VCU, who shall be a residence student.
  - iii. Two (2) members of the VCU, who shall be commuter students.
  - iv. One (1) alum, as recommended by the Office of Alumni Affairs.
  - v. Two (2) members of the teaching staff at Victoria College.
  - vi. Two (2) members from the Office of the Dean of Students.
- c) The VUSAC President shall be a non-voting member of the EAC.
- d) No voting member of the EAC shall be a Levy Head, a candidate in the elections in question, a voting member of the VUSAC, or the VUSAC Chair.

- e) The EAC shall be reviewed after the fall elections, with the option for extension until the spring elections by the Elections Hiring Committee.
- f) The membership of the EAC can be annulled at any time by the Elections Hiring Committee if a conflict-of-interest is deemed valid.
- g) Roles of the EAC:
  - i. Shall be responsible for reviewing all election issues and appeals that may arise before, during, and after the voting period.
  - ii. Shall approve all election dates, nomination procedures, and election and campaigning rules at least one (1) week before an elections period, as presented by the CRO.
  - iii. Shall be responsible for reviewing all CRO decisions presented to them, including but not limited to election and campaigning rules.
  - iv. Shall accept and process election appeals until 48 hours after polls close.
  - v. Shall meet at least twice during an elections period: once at least one (1) week before the proposed date of nomination release, and once immediately after cessation of the 48 hour appeal period.
  - vi. Further meetings can be convened by the CRO at their discretion.

#### Section 4: The Bob Director Selection Committee

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

#### Section 5: The World University Service of Canada (WUSC) Chair & Assistant Chair Selection Committee

- a) The WUSC Chair and Assistant-Chair shall be chosen by a committee consisting of the following
  - i. The current WUSC Chair, who shall be chair of the selection committee
  - ii. The Vice-President Student Organizations
  - iii. The Dean of Students
  - iv. The Campus Life Coordinator
  - v. It is suggested that a previous WUSC-sponsored student take part

#### Section 6: The Goldring Student Centre Committee

- a) The function of the Goldring Student Centre shall be:
  - i. To discuss matters pertaining to the Goldring Student Centre.
  - ii. To determine policies and regulations pertaining to the Goldring Student Centre.

- iii. To advise the VUSAC, the Office of the Dean of Students, and the Board of Regents Campus Life Committee as to policy and regulation decisions.
  - iv. To advise the VUSAC, the Office of the Dean of Students, and the Board of Regents Campus Life Committee as to the disbursement of Goldring Student Centre funds.
- b) Structure of the Goldring Student Centre Committee:
- i. The VUSAC President, who shall act as a non-voting chair;
  - ii. A VUSAC Councillor who, acting as secretary, shall be a non-voting assessor member;
  - iii. The Dean of Students;
  - iv. The Campus Life Coordinator;
  - v. The Bursar of Victoria University;
  - vi. One representative of the Office of Alumni Affairs;
  - vii. One representative of Food Services;
  - viii. One representative of Conference Services;
  - ix. One Editor of the Strand;
  - x. One representative from each levy;
  - xi. Two student representatives appointed by the VUSAC Vice-President Internal;
  - xii. The VUSAC Vice-President Internal;
  - xiii. The VUSAC Finance Chair;
  - xiv. The VUSAC Commuter Commissioner;
- c) The Operation of the Goldring Student Centre Committee:
- i. Meetings will be held no less than two times yearly, with the first meeting being held no later than October 15.
  - ii. Quorum shall consist of ten (10) voting members out of seventeen (17).

#### Section 7: Standing Committee on Development & Student Space

- a) The committee is to gather information relating to all aspects of development at Victoria University, attend all meetings relating to the issue of development at the university, city and community levels, report back to the VUSAC on a regular basis and formulate a position on the issue of development to be ratified by the VUSAC. The committee shall cooperate with and work in conjunction with administrative officers of the Property Committee on the Board of Regents and the Property Advisory Committee of the Victoria College Council.
- b) Membership:
- i. The VUSAC Vice-President Internal who shall be the Chair
  - ii. The VUSAC President
  - iii. One Cat's Eye Manager
  - iv. The Board of Regents Student Representative on the Property Committee
  - v. One Caffiends Co-Manager