

# **Operations Policy**

**Canadian Federation of Students-Ontario**  
**As amended at the 2018 Annual General Meeting**



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# **CAMPAIGNS AND MATERIALS**

## **Principle**

Federation campaigns will be designed with the intention for use in multiple academic years and for flexibility of use within the ever-shifting landscape of our sector.

Campaigns shall attempt to best represent the ideals of the membership and shall be primarily fostered through the Campaigns Committee of Plenary at a General Meeting of the Federation or through the work of the constituencies, caucuses and locals of the Federation.

Whenever able and when conducive to the goals of the Federation, said campaigns will be designed in cooperation with coalition partners.

## **Distribution**

All Federation campaign materials shall be distributed, in amounts agreed upon where possible by the Campaigns Committee of Plenary, to all member locals.

All printed campaigns materials must be provided to locals in digital formats upon request within four (4) weeks.

Upon request of one of the following groups, Federation materials may be distributed to said groups free of cost, at an amount determined by the Executive Committee:

- Coalition partners;
- High school student groups or councils; and
- Potential members

Upon request of government or government agencies, Federation materials may be distributed at a cost equal to three-hundred (300) per cent of the cost of production of the materials requested.

Upon request of any other groups, Federation materials may be distributed to said bodies at a cost and volume to be determined by the Executive Committee.

## **Regulations for Materials**

All publications, communications or any other form of written information from the Federation must be printed back-to-back on paper and shall use binding systems that can be removed easily for recycling.

Only non-bleached, de-inked, high-grade recycled paper, where available, will be used for campaign materials.

Only 'copyleft' licensing, such as Creative Commons or similar, shall be used when creating and producing campaign materials of the Federation, including but not limited to posters, factsheets and all related material. Any such licensing shall maintain the principles of attribution, solely non-commercial use and to share using equivalent licensing if creating derivative works.

The Federation opposes the use of language that supports or maintains oppression or discrimination on Federation campaign/lobbying materials.

All Federation campaign materials shall use gender-neutral language and an affirmative action language policy with respect to gender specific pronouns.

The Federation will ensure that all campaign materials produced by the Federation and its subsidiaries shall be available in a bilingual format.

The Federation shall not use acronyms in any of its written campaign documents except where previously spelt out in the documents.

**ADOPTED: SAGM 1990**

**AMENDED: AGM 1991, AGM 1992, AGM 1993, SAGM 1994, AGM 2013**



# **CAUCUSES**

## **General Description**

A Caucus shall be comprised of Federation member local associations with a common interest or concern.

Caucuses, as such, are not members of the Federation.

## **Establishment of Caucuses**

A Caucus may be established in the manner prescribed in Bylaw IV-Policy and Resolutions.

A Caucus must, as a stated goal, support the statement of purpose of the Federation.

## **Designated Caucuses**

The designated caucuses of the Federation are:

- Ontario Graduate Caucus
- Northern Region Caucus
- Francophone and Bilingual Caucus
- Part Time and Continuing Education Caucus

## **Caucus Rights**

### **a. Establishment of Committees**

A caucus may establish steering committees or other standing committees

### **b. Policy**

A caucus may establish policy in its own name provided the policy does not contradict policy of the Federation.

### **c. Executive Committee Representation**

A caucus shall be allowed one (1) non-voting seat on the Ontario Executive Committee, through its respective Chairperson or Commissioner.

### **d. Funding**

A caucus shall have the right to automatically receive a minimum level of funding established by Operating Resolution.

## **Voting in Caucus Meetings**

### **a. Voting**

Each member local association belonging to a caucus shall be allowed one (1) vote at a meeting of the caucus.

### **b. Proxy Voting**

Voting members may issue a proxy vote to be cast on their behalf at a meeting of the caucus, subject to the following restrictions:

For a proxy vote to be recognized, one of the following conditions must be met:

- In the case of a member local association belonging to a caucus but not attending a meeting of a caucus, the member must pass a duly recorded motion in its board, council, executive or equivalent representative body, stating that the association gives its proxy to another, specifically named, voting association for the duration of the caucus meeting; or
- In the case of a voting delegate attending a caucus meeting being unable to remain until

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the end of the meeting, the delegate will issue a letter of proxy, the letter having been signed by the delegate; or

- For all meetings of the caucus that are held concurrent with or during General Meetings of the Federation, proxies issued for the General Meeting will be applied to meetings of the Caucus.

The total number of votes exercised by one (1) member local association belonging to the caucus may, under no circumstances, exceed the number of five (5).

Proxies must be received by the caucus Chairperson or Commissioner before the commencement of the caucus meeting.

### **Notice**

At least two (2) weeks notice of general meetings of a Federation caucus shall be given to each member local association belonging to the caucus.

**ADOPTED: AGM 2000**

**AMENDED: SAGM 2014**



## **CHAIRPERSON-ELECT**

The Chairperson-elect of the Federation shall, from the time of their election, have the following duties and responsibilities:

- Attend all meetings of the Executive Committee;
- Attend all Federation conferences, workshops and meetings;
- Attend the meeting of the National Executive held immediately prior to the National Annual General Meeting; and
- Work to ensure adequate transition with the Chairperson in assuming the responsibilities of the Chairperson.

For all expenses of the Chairperson-elect in the performance of their duties, the Chairperson-elect shall be remunerated in the same manner as the Chairperson.

The Chairperson-elect shall be provided with an honorarium for the transition period that will be determined by the Budget Committee at the Semi-Annual General Meeting.

### **Second Language Proficiency**

In the event that the Chairperson-Elect is not proficient in the second language as defined in Bylaw XI.15 at the time of election, the Federation will provide for second language resources and training for second language proficiency. Any courses, programs or other resources used to gain second language proficiency shall be concluded no later than 8 weeks after the start of the Chairperson's term.

Second language proficiency will be considered the ability to:

- Comprehend the second language; and
- Communicate with member locals in the second language.

**ADOPTED: AGM 1993**

**AMENDED: SAGM 1996, AGM 1998, SAGM 2015**



## **COALITION WORK**

The Federation shall work in coalition with organizations that pursue an agenda that is committed to social justice and is congruent with the principles of the Federation.

**ADOPTED: AGM 1998**  
**AMENDED: SAGM 2001**



# **CONSTITUENCY GROUPS**

## **General Description**

A Constituency Group shall be comprised of individual delegates attending Federation general meetings who share a common characteristic as recognized by the Federation.

Constituency groups, as such, are not members of the Federation.

## **Establishment of Constituency Group**

A Constituency Group may be established in the manner prescribed in Bylaw IV-Policy and Resolutions.

A Constituency Group must, as a stated goal, support the statement of purpose of the Federation.

## **Current Constituency Groups**

The current Constituency Groups are:

- Women's Constituency Group
- Queer and Trans Constituency Group
- Students with Disabilities Constituency Group
- Ontario Circle of First Nations, Métis and Inuit Students Constituency
- International Students Constituency Group
- Racialized Students Constituency Group
- Mature Students Constituency Group
- Council of Constituency Representatives

## **Constituency Group Rights**

### **a. Funding**

A constituency group shall have the right to automatically receive a minimum level of funding established by Operating Resolution.

### **b. Establishment of Committees**

A constituency group may establish steering committees or other standing committees.

### **c. Policy**

A constituency group may establish policy in its own name provided the policy does not contradict policy of the Federation.

## **Meetings of Constituency Group**

Meetings of the constituency group shall be held during Federation general meetings.

## **Voting in Constituency Group Meetings**

Each delegate belonging to a Federation constituency group shall have one vote in meetings of the constituency group.

## **Quorum**

Constituency groups require a minimum of two (2) members present, from at least two (2) member associations, to constitute quorum.

**Terms of Reference**

**a. Women’s Constituency Group**

**i. Name**

The organization shall be known as the Women’s Constituency Group.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To provide a setting for women and trans people at General Meetings to communicate, exchange information and share experience and ideas regarding issues facing women and trans people;
- To provide a place for women and trans people to develop organizational and political skills;
- To provide a setting for women and trans students to organize as women and trans people and to provide a forum where women and trans people can develop a sense of unity and cooperation; and
- To do all other things as are incidental or conducive to the attainment of such objectives.

**iii. Membership**

Members of the Constituency Group are all women and individuals who identify as trans people present at a general meeting of the Federation and who choose to be members.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

**v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

**vi. Women’s Constituency Group Commissioner**

The Women’s Constituency Group Commissioner shall be elected by and from the membership of the Women’s Constituency Group at the Federation’s Annual General Meeting.

The term of office of the Women’s Constituency Group Commissioner shall commence at the close of the Federation’s Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

**vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the Women’s Constituency Group on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group;
- To communicate with the Constituency Group Commissioners, participants at general meetings and member associations on issues of the Constituency Group; and
- To represent the Women’s Constituency Group on the Executive Committee.

**b. Queer and Trans Constituency Group**

**i. Name**

The organization shall be known as the Queer and Trans Constituency Group. The Group:

- Recognizes that the identities that are suggested in the name do not adequately represent the diversity of the community;
- Acknowledges the fluidity of sexuality and gender and rejects the constructed categorisations of both sex and gender which have been imposed by a heterosexual and biologically determinist culture; and
- Acknowledges the different ways heterosexism and biological determinism are experienced by people in a society that systemically perpetuates oppression based on race, class, gender, ability and religion.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To promote communication and cooperation between queer and trans student groups in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by queer and trans individuals who are present at a General Meeting of the Federation;
- To provide a place for queer and trans people to freely communicate, exchange information, and share experiences and ideas regarding issues facing them;
- To provide a place for queer and trans persons to develop organizational and political skills and experience; and
- To do all other things as are incidental or conducive to the attainment of such objectives.

**iii. Membership**

Members of the Constituency Group includes, but is not limited to all queer and trans individuals present at a general meeting of the Federation and who choose to be members.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise; and

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- To close any meeting of the constituency as deemed necessary by the Constituency Group.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

### **v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

### **vi. Queer and Trans Constituency Group Commissioner**

The Queer and Trans Constituency Group Commissioner shall be elected by and from the membership of the Queer and Trans Constituency Group at the Ontario Component Annual General Meeting.

The term of office of the Queer and Trans Constituency Group Commissioner shall commence at the close of the Ontario Component Annual General Meeting at which they are elected and shall expire at the close of the subsequent Ontario Component Annual General Meeting.

### **vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the Queer and Trans Constituency Group;
- To implement campaigns as determined by the Constituency Group; and
- To communicate with the Provincial office of the Federation, the Executive Committee, the Constituency Group Commissioners, participants at general meetings and member associations on issues of the Constituency Group.

## **c. The Students with Disabilities Constituency Group**

### **i. Name**

The organization shall be known as the Students with Disabilities Constituency Group.

### **ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To promote communication and cooperation between students with ability issues and student groups in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by individuals with disabilities who are present at a General Meeting of the Federation;
- To provide a setting for students' ability issues;
- To represent students with ability issues' interests and concerns within the Federation; and
- To do all other things as are incidental or conducive to the attainment of such objectives



**iii. Membership**

Members of the Constituency Group are all individuals concerned with ability issues present at a general meeting of the Federation and who choose to be members.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

**v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

**vi. Students with Disabilities Constituency Group Commissioner**

The Students with Disabilities Constituency Group Commissioner shall be elected by and from the membership of the Students with Disabilities Constituency Group at the Annual General Meeting.

The term of office of the Students with Disabilities Constituency Group Commissioner shall commence at the close of the Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

**vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the Students with Disabilities Constituency Group on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group; and
- To communicate with the Federation's Ontario office, the Executive Committee, the constituency group commissioners, participants at general meetings and member associations on issues of the Constituency Group.

**d. The Ontario Circle of First Nations, Métis and Inuit Students Constituency**

**i. Name**

The organization shall be known as the Ontario Circle of First Nations, Métis and Inuit Students Constituency.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To promote communication and cooperation between Indigenous Student groups in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by First Nations, Métis and Inuit individuals who are present at a General Meeting of the Federation;

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- To provide a forum for First Nations, Métis and Inuit students to discuss issues concerning First Nations, Métis and Inuit students;
- To represent First Nations, Métis and Inuit students' interests and concerns within the Federation;
- To facilitate communication between Indigenous Student groups and other student groups; and
- To do all other things as are incidental or conducive to the attainment of such objectives.

### **iii. Membership**

Members of the Constituency Group are self-identified including but not limited to Métis, Status, Non-Status, Inuit, Treaty and Non-Treaty.

### **iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- to attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

### **v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

### **vi. The Ontario Circle of First Nations, Métis and Inuit Students Constituency Commissioner**

The Ontario Circle of First Nations, Métis and Inuit Students Constituency Commissioner shall be elected by and from the membership of the Ontario Circle of First Nations, Métis and Inuit Students Constituency at the Annual General Meeting.

The term of office of the Ontario Circle of First Nations, Métis and Inuit Students Constituency Commissioner shall commence at the close of the Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

### **vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the Ontario Circle of First Nations, Métis and Inuit Students Constituency on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group;
- To communicate with the Federation's Ontario office, the Executive Committee, the constituency group commissioners, participants at general meetings and member associations on issues of the Constituency Group;
- To act as the primary liaison between the Circle of First Nations, Métis and Inuit Students of the Federation and its aboriginal members in Ontario; and

- To act as the official representative of Ontario First Nations, Métis and Inuit students on the executive of the Circle of First Nations, Métis and Inuit Students.

**e. The International Students Constituency Group**

**i. Name**

The organization shall be known as the International Students Constituency Group.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To promote communication and cooperation between international student groups in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by international students who are present at a General Meeting of the Federation;
- To provide a forum for international students to discuss issues concerning international students;
- To represent international students interests and concerns within the Federation;
- To facilitate communication between international student groups and other student groups;
- To do all other things as are incidental or conducive to the attainment of such objectives; and
- To gain representation in all aspects of the Federation.

**iii. Membership**

Members of the Constituency Group are all international students present at a general meeting of the Federation and who choose to be members.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

**v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

**vi. International Students Constituency Group Commissioner**

The International Students Constituency Group Commissioner shall be elected by and from the membership of the International Students Constituency Group at the Annual General Meeting.

The term of office of the International Students Constituency Group Commissioner shall commence at the close of the Annual General Meeting at which they are elected and shall

expire at the close of the subsequent Annual General Meeting.

**vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the International Students Constituency Group on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group; and
- To communicate with the Federation's Ontario office, the Executive Committee, the Constituency Group Commissioners, participants at general meetings and member associations on issues of the Constituency Group.

**f. Racialized Students Constituency Group**

**i. Name**

The organization shall be known as the Racialized Students Constituency Group.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principles and purposes of the Federation;
- To promote communication and cooperation between racialized students' organizations in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by racialized students who are present at a General Meeting of the Federation;
- To provide a forum for racialized students to discuss issues concerning them;
- To represent interests and concerns of racialized students within the Federation;
- To facilitate communication between organizations of racialized students and other student groups;
- To do all other things as are incidental or conducive to the attainment of such objectives; and
- To gain representation in all aspects of the Federation.

The Racialized Students Constituency Group shall not be solely responsible for dealing with the issue of racism at the Federation General Meetings.

**iii. Membership**

Members of the Constituency Group are all racialized students present at a general meeting of the Federation and who choose to be members.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including, but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

**v. Meetings**

Meetings of the Constituency Group may take place at any General Meeting of the Federation at which members of the Constituency Group are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

**vi. Racialized Students Constituency Group Commissioner**

The Racialized Students Constituency Group Commissioner shall be elected by and from the membership of the Racialized Students Constituency Group at the Annual General Meeting.

The term of office of the Racialized Students Constituency Group Commissioner shall commence at the close of the Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

**vii. Duties of the Commissioner**

The duties of the Commissioner shall be:

- To act as the spokesperson of the Racialized Students Constituency Group on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group; and
- To communicate with the Federation's Ontario office, the Executive Committee, the constituency group commissioners, participants at general meetings and member associations on issues of the Constituency Group.

**g. The Mature Students Constituency Group**

**i. Name**

The organization shall be known as the Mature Students Constituency Group.

**ii. Objectives**

The objectives of the Constituency Group shall be:

- To accept the principals and purposes of the Federation;
- To promote communication and co-operation between mature student groups in post-secondary education institutions across Ontario;
- To promote communication and co-operation between student groups in post-secondary education institutions across Ontario;
- To act as an agent of social change as defined by mature students who are present at a General Meeting of the Federation;
- To provide a forum for mature student issues and concerns;
- To represent mature student issues and concerns within the Federation;
- To facilitate communication between mature students, and other student groups; and
- To play a role in the recruitment of eventual mature student membership.

**iii. Membership**

Membership of the constituency group shall include all students that define themselves as mature students including, but not limited to, those students who have been out of school for three or more years, students with dependants and/or students over the age of twenty-three (23) who are delegates at general meetings of the Federation. This membership

shall participate and vote at all meetings of the Federation. This membership shall participate and vote at all meetings of the Constituency Group. Subject to ratification by the Constituency Group, this Constituency Group may also include students who are non-delegate representatives of member or non-member associations.

**iv. Rights and Privileges of Members**

Members of the Constituency Group have the following rights and privileges:

- To attend any meeting of this Constituency Group and to speak to any matter or motion that may arise.

The remaining rights and privileges of members, including but not limited to the right to elect a Commissioner and the right to vote at a Constituency Group meeting shall be determined by the Constituency Group.

**v. Meetings**

Meetings of the constituency group may take place at any general meeting of the Federation at which members of the Constituency are present. Meetings of the Constituency Group shall be announced by word of mouth and/or by print.

**vi. Mature Students Constituency Group Commissioner**

The Mature Students Constituency Group Commissioner shall be elected by and from the membership of the Mature Students Constituency Group at the Annual General Meeting.

The term of office of the Mature Students Constituency Group Commissioner shall commence at the close of the Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

**vii. Duties of the Commissioner**

The duties of the commissioner shall be:

- To act as the spokesperson of the Mature Students Constituency Group on issues of concern to the Constituency Group;
- To implement campaigns as determined by the Constituency Group; and
- To communicate with the Federation's Ontario office, the Executive Committee, the constituency group commissioners, participants at General Meetings, and member associations on issues of the Constituency Group.

**h. Council of Constituency Representatives (CCR)**

**i. The Council**

The Ontario Council of Constituency Representatives shall be known as the Council.

**ii. Composition**

The Council shall be comprised of representative from each constituency group of the Federation. Each constituency group will have one (1) representative per constituency:

- Ontario Circle of First Nations, Métis and Inuit Commissioner
- Ontario Disability Students Constituency Commissioner
- Ontario International Students Constituency Commissioner
- Ontario Mature Students Constituency Commissioner

- Ontario Queer and Trans Students Constituency Commissioner
- Ontario Racialized Constituency Commissioner
- Ontario Women’s Constituency Commissioner
- Ontario Constituency Coordinator

The Council shall also be comprised of the following non-voting members:

- Ontario Chairperson
- Ontario National Executive Representative
- Ontario Treasurer

**iii. Number of votes**

Each council representative shall have one (1) vote.

**iv. Terms of Office of the Council**

The term of the office for the positions on the Council shall commence at the close of the Annual General Meeting at which they are elected and shall expire at the close of the subsequent Annual General Meeting.

**v. Meeting of the Council**

**a. Frequency of Meetings**

- i. The Council shall meet at least twice (2) times between regularly scheduled general meetings of the Federation.

**b. Quorum**

- i. At least fifty-one per cent (51%), but never less than 5 of the voting positions on the Council that are currently filled shall constitute quorum for the transaction of business. Non-voting positions on the Executive Committee shall not count towards quorum.

**c. Notice of Meeting**

- i. Formal notice of all Council meetings shall be communicated to each member of the Council no less than ten (10) days before the meeting is to take place. Meetings of the Council shall be held without notice, if all the Council representatives are present, or if those who are absent waive notice, or signify their consent in writing to the meeting being held in their absence.

**d. Calling a Meeting**

The Council meeting shall be formally scheduled by:

- a. The Council of Constituency Representatives;
- b. The Ontario Constituency Coordinator, at the discretion in writing of three (3) voting members of the Council.

**vi. Election of the Constituency Council Representatives**

The election of each member of the Council shall happen at the Annual General Meeting of the Federation and those positions will start upon the ratification of the results.

**vii. Filling a vacancy of a Council Representative**

In the event that a Council Representative resigns or is removed from office the position will be deemed vacant. A by-election may happen at the Semi- Annual meeting if this vacancy happened before that meeting.

**viii. Eligibility**

- a. A nominee for a position as a Council Representative must be a member of the Federation.
- b. A nominee for the position must be a delegate at the Ontario Component General Meeting at which the position is being filled.
- c. A nominee for the position must be nominated by at least two delegates from which constituency group they are running to get elected from.

**ix. Voting Procedure**

- a. Election for each council representative position shall be conducted within each constituency group.
- b. If no candidate receives a clear majority on the first ballot. There shall be successive ballots and the candidate(s) with the lowest number of votes shall be eliminated from the next ballot until one (1) candidate has a clear majority. Clear majority is fifty percent plus one.

**x. Remuneration of Council Representatives**

Upon completion of office each Council Representative shall receive a remuneration of \$500 on condition that they have demonstrated their participation in a majority of in person meetings, conference calls and other council events. This remuneration does not replace any remuneration a representative receives from sitting on the Ontario Executive.

**xi. Code of Ethics**

Council representatives shall be required to sign the declaration of commitment to the Federation's Code of Ethics in order to be voting members of the Council.

**ADOPTED: AGM 1983**

**AMENDED: SAGM 1995, AGM 1995, AGM 1996, SAGM 1997, AGM 1997, AGM 1998, SAGM 1999, AGM 1999, AGM 2009, SAGM 2017**



## **DESIGNATED FUNDS**

### **Accessibility Fund**

The Federation shall allocate up to \$5,000 annually to an Accessibility Fund. This fund shall not exceed \$30,000.

The purpose of the fund shall be to provide financial resources to ensure that General Meetings, Executive Committee Meetings and other Federation events are accessible to all participants.

The Ontario Executive Committee shall be responsible for administering and maintaining the Accessibility Fund.

### **Capital Fund**

The Federation shall allocate a target of five percent of revenues annually to a Capital Fund.

The purpose of this fund shall be to accumulate a base capital fund to be used towards the purchase of real property to be used as office and meeting space for the Federation.

### **Childcare Fund**

The Federation shall allocate up to \$5,000 annually to a Childcare Fund. This fund shall not exceed \$30,000.

The purpose of the fund shall be to provide financial resources to subsidize childcare expenses exclusively for parents attending General Meetings, Executive Committee Meetings and other Federation events deemed appropriate by the Ontario Executive Committee.

The Ontario Executive Committee shall receive and decide on all applications for childcare funding.

### **Childcare**

The Federation shall provide reimbursements for the childcare expenses of parents registered as delegates to general meetings of the Federation based on the following guidelines:

- The Federation, upon receipt of a statement of expenses from a delegate to a provincial general meeting shall reimburse the delegate (parent or guardian of the child) or the member local association up to a maximum of \$80.00 per child, per day for eight to ten (8-10) hour child care services, and \$120.00 per child, per day for twenty-four (24) hour child care services;
- The member or member local association shall only be reimbursed for the days of the meeting and the days traveling to and from the meeting for which application has been made;
- The Federation will not be responsible for supplying or arranging on-site childcare while the member is attending meetings should the member choose to bring the child(ren) to the meeting site;
- The Federation shall not be responsible for supplying or arranging site-accessible child care for delegates registered to attend general meetings, but that information on local child care facilities will be made available to interested delegates upon request;
- The Executive Committee shall have the authority to increase the per day reimbursement where exceptional circumstances are deemed to exist; and
- Delegates who wish to draw from the pool must express their intention upon registration.

**ADOPTED: SAGM 2012**

## **EXECUTIVE COMMITTEE**

At opening plenary of all General Meetings the Executive Committee shall review the directives passed at the previous General Meeting and shall report on the action taken to date regarding these directives.

## **Operations Policy – Executive Committee**

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The Executive Committee shall send a list of the Members of Provincial Parliament to all member local executives at the beginning of June each year. This list shall contain the name, riding position, address, phone number, fax number and electronic address of each Member of Provincial Parliament. The Executive Committee shall also include a list containing the same information for the staff of the Ministry of Training, Colleges and Universities.

Executive Committee Meetings shall be held every six (6) to eight (8) weeks.

A representative of the Executive Committee shall be strongly encouraged to visit and speak to the council of every member local at least once. Member locals shall be encouraged to submit schedules and dates of upcoming council meetings to the Federation Office.

The Executive Committee shall send a package to all incoming member local students' union executives, including but not limited to a congratulatory letter, calendar of upcoming events and general information about the Federation.

Member locals shall be encouraged to submit their bylaws, constitutions and budgets to the Federation office no later than the Ontario Annual General Meeting.

### **Remuneration of Executive Committee**

The Ontario Chairperson and the Ontario National Executive Representative shall:

- Receive a salary of \$2,750.00 per month, prorated for partial months, to be adjusted by the rate of change in the Consumer Price Index, in the same manner as the Ontario Component full membership fee; and
- Have access to the extended health and dental plan available to the Federation's employees.

### **Executive Committee Code of Ethics**

It is the Federation's desire that Executive Committee members reflect honesty and integrity that is beyond doubt and that is done in a manner that:

- Avoids conflict of interest;
- Protects confidential information, in accordance with the Freedom of Information and Protection of Privacy Act;
- Complies with all applicable governmental laws, regulations and rules; and
- Adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.

### **Conflicts of Interest**

Conflicts of interest can occur when an Executive Committee member jeopardizes his or her position of trust by having a private interest in the outcome of a decision. The Federation can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Federation evolve.

To avoid involvement in a conflict of interest, Executive Committee members shall not:

1. Engage in any business or transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties, including:
  - Having a material interest in any business organization that has dealings with the Federation; and
  - Having immediate relatives who have a material interest in a business organization that has dealings with the Federation.

## **Operations Policy – Constituency Groups**

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2. Demand, accept or offer, or agree to accept from a person or company having dealings with the Federation, a commission, reward, advantage or benefit of any kind, directly or indirectly.
3. Engage in any business undertaking that interferes with the performance of their duties as Executive Committee members.

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

### **Confidentiality**

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, Executive Committee members shall:

1. Not disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Federation.
2. Not use any confidential information acquired by virtue of their position at the Federation for their personal and private financial benefit or for that of their friends or relatives.
3. Not permit any unauthorized person to inspect or have access to any confidential documents or other information.

### **Compliance with Laws**

Executive Committee members, in the course of their position with the Federation, shall comply with all applicable government laws, rules and regulations, including without limitation:

- Federation Bylaws and Operational Policy;
- Ontario Corporations Act;
- Freedom of Information and Protection of Privacy Act;
- Ontario Human Rights Code;
- Ontario Occupational Health and Safety Act; and
- Collective Agreements and all employment related laws and policies.

### **Orientation to the Code of Ethics**

Executive Committee members shall be provided with an orientation to the Code of Ethics upon the commencement of their position.

**ADOPTED: AGM 1994**

**AMENDED: AGM 1995, AGM 1998, AGM 1999, SAGM 2000, SAGM 2002, SAGM 2010**

## **EQUITY**

In every activity of the Federation, non-gender specific and non-discriminatory language shall be used.

**ADOPTED: AGM 1990**

**AMENDED: AGM 1999, SAGM 2001**



## **FINANCES**

The membership fee agreement between the Federation and its members will include the stipulation that members may not include the fees that they collect on behalf of the Federation anywhere on their budgets as a negotiable line item.

All information with regards to the Federation's financial audit (including the audit itself) shall be provided in written form and distributed to all member locals. A summary shall be provided in a user-friendly form, with a letter written from the Treasurer.

### **Constituency Commission**

- A lump sum shall be allocated to constituency groups through the Constituency Commission. This amount shall not fall below \$7000.
- Of the total amount, a minimum base funding shall be set at \$250 for each constituency.
- One third of the Constituency Commission budget shall be allocated to the Women's Constituency Group.
- In the event that a constituency group does not make quorum at a general meeting, the base funding for that group shall be held in trust for a maximum of three years.
- If a constituency group does not meet quorum requirements after three years, entrusted funds will be recycled into the general budget of the Constituency Commission.
- Budgeting of the remaining constituency allocation shall take place at a meeting of the Constituency Commission, which shall be chaired by the Constituency Coordinator. Constituency groups shall make requests for additional funding through the Budget Committee, and divide the uncommitted allocated funds among the quorate constituency groups to carry out their work. Between general meetings, constituency group commissioners may access funds via the Constituency Coordinator, who shall handle all financial arrangements between the constituency groups and the Financial Coordinator.

A minimum level of funding of \$10,000.00 per year will be guaranteed to all caucuses of the Federation.

Any expenses incurred by the Constituency Coordinator while doing the work of the constituency groups, other than attending Executive Committee meetings, shall be covered by the constituency group budget and not from the Executive Committee expenses line item.

The Federation shall not budget deficits within a three (3) year cycle.

Any substantial revisions to the budget between general meetings shall be immediately distributed, with explanations, to all members and all revisions shall be displayed side by side on the same page for budget committee.

The Executive Committee shall receive honouraria, contingent upon completion of duties and guidelines. Executive Committee honouraria shall not be released until Plenary has accepted the report of the Executive Committee.

A target of five percent of revenues shall be designated as a contingency reserve, to be accumulated on an annual basis.

**ADOPTED: SAGM 1981**

**AMENDED: AGM 1981, SAGM 1994, SAGM 1995, AGM 1995, SAGM 1996, SAGM 1997, AGM 1998, SAGM 2001, AGM 2009**





# FRANCOPHONE AND BILINGUAL CAUCUS

## Title

The caucus shall be known as the Francophone and Bilingual Caucus (FBC), or the Caucus des syndicats étudiants francophones et bilingues (CSÉFB), hereinafter called the Caucus.

## Aims

The aims and purposes of the Caucus shall be to:

- Support the statement of purpose of the Federation;
- Promote the interests of francophone and bilingual member students' unions to the provincial government and all other external authorities whose jurisdiction affects francophone and bilingual post-secondary education; and
- Act as a forum for the exchange of information and ideas between Ontario francophone and bilingual member students' unions and associations.

## Membership

### a. Member Unions and Associations

Membership shall be available to francophone and bilingual students' unions and associations of universities and colleges within the province of Ontario. Each member union or association can have no more than one vote at Caucus meetings. Where more than one organization on any campus desires to be a member of the Caucus, the bylaws of the Canadian Federation of Students–Ontario shall be followed.

#### i. Full Members

All francophone and bilingual students' unions and associations who pay full annual fees, as determined by the Canadian Federation of Students–Ontario, are subsequently full members of the Caucus.

#### ii. Associate Members

All francophone and bilingual students' unions or associations who are prospective members of the Canadian Federation of Students–Ontario.

### b. Student Members

Any person who is a fee-paying student of a Caucus member union or association shall be deemed a student member of the Caucus.

## Rights and Privileges

Member unions and associations shall be entitled to attend any meetings of the Caucus and move, second and vote on any motions (through selected representatives).

## General Meetings

### a. Annual General Meetings (AGM)

The AGM shall:

- i. Be held in conjunction with the Federation's Ontario Annual General Meeting and may begin prior to the opening plenary to allow for additional meeting time.
- ii. Have as quorum at least fifty-one per cent (51%) of the full members of the Caucus.
- iii. Have the authority to amend the Articles of the Constitution and By-laws.
- iv. Be the meeting whereby the Chief Returning Officer and Caucus Executive are elected.

**b. Semi-Annual General Meetings (SAGM)**

The SAGM shall:

- i. be held in conjunction with the Federation's Ontario Semi-Annual General Meeting.
- ii. have as quorum at least fifty-one per cent (51%) of the full members of the Caucus.
- iii. have the authority to amend the Articles of the Constitution and By-laws.

**c. Notice**

The Executive shall provide two (2) weeks notice of the AGM and SAGM. The AGM and SAGM agenda shall include written Executive reports. Each member union or association shall be entitled to one vote at the AGM and SAGM. In the event of a tie, the Chair shall cast the deciding vote. The Executive will otherwise not have a vote.

**Executive**

The Executive of the Caucus shall be comprised of the following:

- Chairperson
- Deputy Chairperson

The honoraria allocated to these positions shall be determined as part of budgetary discussions and motions at the AGM or SAGM and may vary at the discretion of the membership. The members of the Executive shall be deemed not to represent any member association.

**Duties and Responsibilities of the Executive**

**a. Chairperson**

The duties of the Chairperson shall include:

- i. Coordinating and chairing Caucus meetings;
- ii. Liaising with relevant persons within the Federation such as the Executive Committee of the Canadian Federation of Students-Ontario and Federation staff;
- iii. Lobbying and public relations on behalf of the Caucus;
- iv. Facilitating Caucus campaigns;
- v. Maintaining good communications with members of the caucus; and
- vi. Other duties as requested from time to time by the Caucus.

**b. Deputy-Chairperson**

The duties of the Deputy-Chairperson shall include:

- i. Coordinating and chairing Caucus meetings;
- ii. Assisting the Chairperson as needed with campaigns and communication;
- iii. Replacing the Chairperson in the event of resignation or impeachment;
- iv. Being responsible for the minutes of all Caucus meetings; and
- v. Liaising with staff in order to provide Caucus budget updates at least twice annually.

**Elections**

- a. The Executive shall be elected at the AGM and shall take office at the close of the AGM.
- b. Each member union or association is entitled to one vote.

- c. The Chief Returning Officer shall be elected prior to the Executive elections at the AGM.
- d. In the event that the Chairperson resigns his/her duties, the Deputy-Chairperson shall temporarily assume the Chairperson position. At the meeting following the Chairperson's resignation, the Caucus shall elect a new Chairperson. There shall be two (2) weeks' written notice of a vacancy in the Chairperson's position, and of intention to elect a new Chairperson.
- e. In the event that the Deputy-Chairperson resigns during his/her term, the Caucus shall elect a new Deputy-Chairperson. Two (2) weeks' written notice shall be given of a vacancy in the position and of intention to elect a new executive member.

**Removal from Office**

Any member of the Executive may be subject to impeachment proceedings only on receipt of a petition signed by two-thirds (2/3) of the full members of the Caucus. An impeachment hearing shall be held at the first meeting of the Caucus following receipt of the petition. Any member of the Executive shall be impeached by a two thirds (2/3) majority vote of all voting members of the Caucus following the impeachment hearing.

**By-Laws**

The Caucus may enact Bylaws to expand on, but not to contradict, the letter and spirit of the Constitution.

- a. Bylaws (and subsequent bylaw amendments) must be served with seven (7) days' notice and approved by simple majority vote of Caucus members present.
- b. Such bylaws enacted by the Caucus must be ratified at the next AGM or SAGM by a simple majority vote of the members present to remain in force.

**Constitutional Amendments**

- a. Only the AGM and SAGM shall have the authority to amend the Articles of the Constitution. Such amendments require a two-thirds (2/3) majority vote of the members present.
- b. Amendments shall be presented in writing by the mover to the Deputy-Chairperson two (2) weeks prior to the AGM or SAGM for inclusion in the agenda to be distributed to the membership.

**ADOPTED: AGM 2009**



## **FREELANCE LABOUR**

The Federation will strive to hire unionized freelance labour through the Canadian Freelance Union. Where the Federation needs to or chooses to hire a freelance worker who is not part of the Canadian Freelance Union and wishes to be, the Federation will purchase a membership for that worker or other similar union.

**ADOPTED: SAGM 2018**

## **GENERAL MEETINGS**

### **Agenda**

Should closing plenary at a general meeting meet later than 2:00 p.m., accommodation must be provided for that night.

### **Bilingualism**

The linguistic needs of francophone delegates shall be accommodated in all sessions of General Meetings.

The Federation supports the involvement of francophone students in the Federation and encourages members to bring francophone delegates to general meetings.

### **Recognition of and Respect for Unceded Traditional Territories of Indigenous People**

Respect for and recognition of the rights and land of the First Nations, Métis and Inuit peoples shall be demonstrated at all general meetings and Federation events. This will be done by acknowledging event spaces as being the traditional land of Indigenous communities and the need to respect, honour and maintain that land for future generations.

Organizers must understand the experiences and ill-effects of the colonial past on original people through research and knowledge seeking, well in advance of the formal gatherings. Organizers will seek to create spaces and processes which will educate and prepare delegates and members attending meetings to be in solidarity and to display respect in honouring the traditional territories. These processes shall align with principles of sustainability mandates to protect Mother Earth.

### **Caucuses**

The agenda of general meetings of the Federation will include a time for a meeting of caucuses to allow for reports from committees and the discussion of caucus specific issues.

All caucuses of the Federation shall receive a minimum of three (3) hours of meeting time in the agenda at all General Meetings.

### **Ceremonial Space and Ceremonial Space Coordinator**

The Executive Committee will provide a list of Elders, ceremonial helpers and Indigenous Knowledge Holders from local Indigenous communities and organizations with due notice prior to the General Meeting for the Ontario Circle of First Nations, Métis and Inuit Students Constituency to approve and appoint.

The Executive Committee will empower the Ontario Circle of First Nations, Métis and Inuit Students Constituency and Commissioner to appoint a Ceremonial Space Coordinator, who is a ceremonial helper. The appointment will be decided one (1) month prior to the General Meeting to provide time for the Ceremonial Space Coordinator to fulfill their responsibilities. The Ceremonial Space Coordinator will provide support for any Elders and Indigenous Knowledge Holders who conduct ceremony, will be responsible for communicating logistical needs for the ceremonial space to the Federation, and will respond, according to the Indigenous protocols of the territory on which the meeting takes place and with consideration of other spiritual practices, to the needs of self-identified First Nations, Métis and Inuit delegates or staff, or any other delegates and staff who request access to the Ceremonial Space for their spiritual or mental health well-being.

The Executive Committee will consult with the Ontario Circle of First Nations, Métis and Inuit Students Constituency Group and the Ontario Circle of First Nations, Métis and Inuit Students Commissioner in developing appointment criteria, which can include Issues Policy. In developing criteria, the Executive Committee's seeks only role is to resource the Ontario Circle of First Nations, Métis and Inuit Students Constituency and the Ontario Circle of First Nations, Métis and Inuit Students Commissioner, as well as to ensure that the appointed Coordinator is in line with the Federation's Anti-Oppression and Anti-Harassment standards, and welcoming to the diverse members that comprise the Federation.

The Ceremonial Space Coordinator will not be a delegate representing a member local.

The Executive Committee, under the guidance of the Ontario Circle of First Nations, Métis and Inuit Students Constituency and Commissioner, will provide sufficient remuneration to the Ceremonial Space Coordinator, Elders, and Indigenous Knowledge Holders who attend the meeting, especially where the costs of transportation, food and accommodations are concerned.

The Ceremonial Space will be available for delegates for the duration of the Meeting and will extend beyond that time. In the spirit of beginning and ending with Ceremony and holding space for delegates and staff who need it for their well-being, the Federation will close the Ceremonial Space after all other meeting spaces conclude.

**Commissions**

There shall be, at minimum, two times in the agenda for a meeting of all constituency groups at General Meetings. These meetings shall be called the Constituency Commission. These meetings shall be arranged so as to allow the Commission both input and response to the work of the committees. The Commission shall allocate resources among constituency groups.

**Constituency Groups**

The Executive Committee shall assure that a space will be provided at General Meetings for Lesbian, Gay, Bisexual, Intersexed and Trans resource material. The Executive Committee will include information on this space with notices of the meeting.

No Federation policy relating to a designated constituency group shall be developed without consultation with, and recommendation from, the constituency group. Therefore, when no constituency group representative is present at a committee where issues specific to that constituency group are being considered, no decision will be entertained without consultation with a coalition partner.

**Delegate Fees**

Member associations shall be encouraged to provide funding to enable attendance by women and constituency group members from their councils and campus women’s organizations.

Reduced delegate fees shall be charged to member local associations with annual fee revenue of less than \$150,000 using the following formula:

$$\frac{(\text{students' union budget x delegate fee})}{225,000} + \frac{(\text{delegate fee})}{3}$$

The small budget member subsidy shall be based on the students’ association’s gross revenue, which includes association membership fees, and net revenue from subsidiary organizations such as pubs, cafeterias, administration grants, and which does not include membership fees collected on behalf of autonomous organizations.

\$100.00 will be subtracted from the delegate fees of a member school whose delegation achieves at least fifty percent (50%) representation by women.

Delegate fees will not exceed \$400 including meals, accommodation, the childcare fund and the accessibility fund.

In the absence of extenuating circumstances, delegate fees for general meetings are non-refundable forty-eight (48) hours prior to the commencement of each general meeting.

The Federation will assume the registration fees for one delegate from each member local union for

## **Operations Policy – General Meetings**

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each Annual and Semi-annual General Meeting, as described in Bylaw III.

### **Elections**

All positions to be elected at a general meeting shall be distributed to member associations at least two (2) months prior to the general meeting by the Executive Committee. These postings shall contain information that would include but not be limited to the remuneration, duties and responsibilities, travel obligations and/or necessary relocation.

### **Logistics**

Each general meeting of the Federation shall be held in the Greater Toronto Area. In extenuating circumstances, the Executive Committee may select an alternative meeting location.

General meeting sites shall be fully accessible.

A complete list of services both on campus and community based, that deal with sexual/gender harassment, racism and issues for lesbian, gay, bisexual, and trans people shall be included in delegates' kits.

Wherever possible full recycling services shall be provided and non-disposable dishes shall be used.

The Executive Committee shall, whenever possible, avoid scheduling general meetings on dates that conflict with major social and/or cultural events.

### **Media**

The Federation shall allow one English and one French representative from the Ontario Bureau of the Canadian University Press to attend and observe General Meetings upon agreement to the following conditions:

- Media shall be allowed to observe plenary sessions and workshops, but shall not have speaking rights during such sessions; and
- Media shall be allowed to interview willing delegates in a way that does not distract from delegate participation.

The rights and conditions will be made explicit in resultant agreements between the Federation and the Ontario Bureau of the Canadian University Press.

None of the rights of the media supersede the Rules of Order utilized by the Federation or any other policy of the Federation.

### **Miscellaneous**

The Federation prohibits all smoking at workshops and plenary sessions of the Federation.

Non-alcoholic beverages will be made available wherever alcoholic beverages are provided.

The Federation shall not permit solicitation by commercial enterprise during general meetings.

Wherever possible, public water, and not private, bottled water, shall be provided to delegates, guests and presenters at general meetings of the Federation.

The opening plenary of each general meeting shall include thirty (30) minutes in which members may ask questions of the at-large members of the Executive Committee.

### **Observers**

The Federation shall allow observers from non-member student associations to attend general meetings, upon written agreement to the following conditions:



- Observers shall pay a fee to be determined by the Executive Committee on a case by case basis;
- Observers shall not have all of the rights and privileges of member delegates, but shall be limited to: the right to ask and answer any questions pertaining to the operations, logistics, and structure of the Federation;
- Observers perceived to be obstructing or detaining the business of the Federation may be warned to limit their participation to allow member delegates to participate more fully;
- Observers may be asked to leave if problems persist during a meeting of the Federation;
- Any institution sending an observer must show a serious intention to take out prospective membership in the Federation; and
- Upon completion of the General Meeting the observing organisation shall arrange for members of the Federation to conduct a presentation to the organization's council within one month following the conclusion of the General Meeting.

Written agreement shall be signed by representatives of both the non-member student association and the Federation, and shall include the following preamble:

- The purpose of granting observer status within the Federation is to give non-members the opportunity to examine how the Federation works during general meetings. While we welcome observers, it must be noted that general meetings are designed specifically to serve our members and to facilitate the direction and business of the Federation for the upcoming year. The limitations on time make it necessary for the Federation to be diligent in completing all of the items on its agenda in order to give the Executive Committee, staff, and member associations a clear plan for action. Observers are welcome to participate; however, speaking priority must be given to Federation members, elected representatives, and staff at all times. The sole purpose of observing should be to familiarize your organisation with the procedures of the Federation in order to determine if your council will give the students at your institution the opportunity to vote upon membership in the Federation.

Other requests to observe General Meetings shall be considered by the Executive Committee on a case-by-case basis.

### **Speakers List**

Affirmative action speaking rights shall be employed at general meetings.

The rules of procedure at general meetings shall be as described in the most recent edition of Robert's Rules of Order, supplemented or modified by rules or procedures that may from time to time be included in the Operational Policy or Bylaws.

### **Standing Committees**

#### **1. Standing Committees**

At each annual and semi-annual general meeting the following committees shall be struck:

- Budget Committee;
- Campaigns and Government Relations Committee;
- Organizational and Services Development Committee; and
- Policy Review and Development Committee

#### **2. Committee Composition**

Each delegate to the general meeting shall have the right to attend one standing committee and each local represented may exercise one vote at the committee.

**3. Committee Terms of Reference**

The terms of reference for general meeting standing committees shall be as follows:

**a. Budget Committee**

The Budget Committee shall:

- i. Develop a draft budget for the upcoming fiscal year for submission to the closing plenary of the annual general meeting;
- ii. Review and recommend budget adjustments for the remainder of the fiscal year to the closing plenary of the semi-annual general meeting;
- iii. Assess the availability of funds for proposed projects and/or purchases, including donations; and
- iv. Undertake long-term financial planning for the Federation.

**b. Campaigns and Government Relations Committee**

The Campaigns and Government Relations Committee shall:

- i. Assess the recent and ongoing campaigns of the Federation;
- ii. At the Annual General Meeting, adopt a campaigns and government relations plan for the year ahead, for presentation to the closing plenary, that includes but is not limited to goals of the campaigns;
- iii. At the Semi-Annual General Meeting, review the campaigns and government relations plan and recommend to the closing plenary possible changes to the plan for the remainder of the academic year; and
- iv. Make general recommendations concerning the implementation of the campaigns and government relations plan, including:
  - Government relations strategy;
  - Research and information compilation;
  - Communications strategy;
  - Media strategy;
  - Membership mobilization; and
  - Coalition work.

**c. Organizational and Services Development Committee**

The Organizational and Services Development Committee shall:

- i. Review and make recommendations to closing plenary on the structure of the Federation, including:
  - The Ontario Executive Committee;
  - The Ontario office; and
  - All other structures of the Federation.
- ii. Review and make recommendations to closing plenary on the services of the Federation;
- iii. Review the development of the profile of the Federation within member local

associations;

- iv. Review and make recommendations to the closing plenary on the communication tools of the Federation;
- v. Review and make recommendations to the closing plenary on the development of new members; and
- vi. Review and make recommendations to the closing plenary on proposed amendments to the Federation's Bylaws and Operational Policy.

**d. Policy Review and Development Committee**

The Policy Review and Development Committee shall review and make recommendations to closing plenary on proposed amendments to the Issues Policy of the Federation.

**4. Submission of Reports**

Each general meeting standing committee will prepare and submit a report containing its recommendations to the closing plenary for consideration.

**5. Distribution and Presentation of Outstanding Reports**

All standing committee reports not presented in full at a given general meeting shall be:

- a. Distributed to the member local associations not less than four(4) weeks prior to the next regularly scheduled Ontario general meeting; and
- b. Presented in the opening plenary of the next regularly scheduled Ontario general meeting prior to any new business.

**Travel Pool**

The cost of travel to a general meeting for delegates from member locals will be equalized by a system of pooling travel costs. Each member association having representation in a general meeting will participate in the general meeting travel pool.

Small budget member subsidies for general meetings shall also apply to travel pool costs.

Member associations contributing to the travel pool will be reimbursed for travel costs to general meetings based on the most affordable mode of transportation available.

**Workshops/Speakers**

General meeting agendas shall include the following, where possible:

- One current students issues-based workshop;
- One workshop dealing with issues of social justice; and
- One anti-oppression workshop.

**ADOPTED: SAGM 1981**

**AMENDED: FALL 1984, SAGM 1986, AGM 1987, AGM 1990, SAGM 1991, AGM 1991, SAGM 1992, SAGM 1993, AGM 1993, SAGM 1994, AGM 1994, AGM 1995, AGM 1996, SAGM 1997, AGM 1997, SAGM 1998, AGM 1998, SAGM 2000, SAGM 2001, AGM 2001, SAGM 2002, SAGM 2003, SAGM 2007, SAGM 2008, SAGM 2009, AGM 2009, SAGM 2011, SAGM 2012, AGM 2012, SAGM 2014, SAGM 2017**



## **MEDIA**

When visiting member associations, the Chairperson, in consultation with the member local, shall attempt to meet with editors of campus newspapers in order to create a diplomatic liaison with campus media.

The Chairperson shall write “open letters to editor” to campus newspapers detailing the work of the Federation, and these letters shall be sent wherever possible.

The Federation shall place advertisements in alternative and/or off campus media outlets including, but not limited to, community based print media, websites and radio stations that are deemed appropriate at the discretion of the Executive Committee.

**ADOPTED: SAGM 1993**

**AMENDED: SAGM 1994, AGM 1998, AGM 1999, SAGM 2001**



# **NORTHERN REGION CAUCUS**

## **Title**

The caucus shall be known as the Northern Region Caucus (NRC), or the Commission De La Région Du Nord (CRN), hereinafter called the NRC or Caucus.

## **Aims**

The aims and purposes of the Caucus shall be:

- To promote the interests of its member northern constituencies to the provincial government and all other external authorities whose jurisdiction affects northern student affairs; and
- To act as a forum for the exchange of information and ideas between Northern Ontario member associations.

## **Membership**

### **a. Member Associations**

Membership shall be available to northern student associations of universities and colleges within the province of Ontario. Each college or university can have no more than one vote at NRC meetings.

### **b. Full Members**

All northern associations who pay full annual fees, as determined by the Ontario Component of the Canadian Federation of Students (CFS), and are subsequently full members of the NRC.

### **c. Associate Members**

All prospective northern members of the Ontario Component.

### **d. Student Members**

Any person who is a fee paying student of an NRC member association shall be deemed a student member of the NRC.

## **Northern Region Commissioner**

The Northern Region Caucus Commissioner shall:

- Represent the NRC as a non-voting member of the Ontario Executive Committee;
- Communicate at least three (3) times between general meetings with all member locals in the Northern Region of the Federation;
- Perform such duties as may be assigned from time to time to the Commissioner by the Northern Region Caucus, the Bylaws and the Executive Committee;
- Present a brief report at each Executive Committee meeting on activities of the Caucus since the previous meeting;
- Attend every meeting of the Executive Committee; two (2) or more absences in a row may lead to an automatic dismissal;
- Be responsible for upholding and working to further the interests of the Federation between and at all meetings of the Federation;
- Be responsible for facilitating the work of committees struck at general meetings of the Federation;
- Prepare and plan all conferences and meetings of the NRC in consultation with the host northern local;

## **Operations Policy – Northern Region Caucus**

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- Chair all meetings and conferences of the NRC or facilitate the selection process of a commission speaker;
- Be responsible for the minutes of the NRC at AGMs and SAGMs; and
- Assist with northern participation at all general meetings.

### **Elections**

- a. The Executive shall be elected at the AGM and shall take office at the close of the AGM.
- b. Voting shall be conducted by member associations, with each institution having one vote.
- c. Voting member of the NRC may issue a proxy vote to be cast on their behalf at the NRC general elections at the Federation's annual general meeting.
- d. In the event that the Commissioner resign his/her duties, the Northern Region Chairperson shall temporarily assume the Commissioner's office. At the next meeting after the Commissioner's resignation, the NRC shall elect a new Commissioner. There shall be two (2) weeks' written notice of a vacancy in the Commissioner's position, and of intention to elect a new Commissioner.

### **Removal from Office**

Any member of the Executive may be subject to impeachment proceedings only on receipt of a petition signed by two-thirds (2/3) of the full membership of the NRC or as prescribed by the Component By-laws. An impeachment hearing shall be held at the first meeting of the NRC following receipt of the petition. Any executive member shall be impeached on a two thirds (2/3) majority vote of all voting members of the NRC following the impeachment hearing.

### **Northern Region Conference**

The NRC shall strive to host at least one conference between the annual general meetings. These conferences shall be open to all NRC and Non-NRC members. The agenda of the Northern Region Conference shall include: two scheduled sessions of the NRC, and a variety of skills-based workshops and presentations applicable to the NRC and Non-NRC Associations. The NRC shall have full jurisdiction over the budget and co-ordination of the conference.

### **Constitutional Amendments**

- a. Only the AGM and SAGM NRC meetings shall have the authority to amend the Articles of the Constitution. Such amendments being enacted upon require a two-thirds (2/3) majority vote of those present and voting.
- b. Amendments shall be presented in writing by the mover to the Northern Commissioner two (2) weeks prior to the AGM or SAGM for inclusion in the Agenda to be distributed to the NRC membership.
- c. The NRC refers to the Federation's Bylaws for all other policy and procedure.

**ADOPTED: SAGM 1999**



## **OFFICE**

The Executive Committee shall maintain the Federation's offices in a presentable fashion.

The Federation offices will become involved in a recycling programme.

During lease renewals, the Executive Committee shall investigate finding a new location for the component office that is fully accessible, fully autonomous and meets Federation policy.

**ADOPTED: SAGM 1990**

**AMENDED: AGM 1992, SAGM 1994, AGM 1998**



## **Ontario Circle of First Nations, Métis and Inuit Students Gathering**

The Federation will host an annual Ontario Circle of First Nations, Métis and Inuit Student Gathering with the guidance of the Ontario Circle of First Nations, Métis and Inuit Students Commissioner and the Ontario Circle of First Nations, Métis and Inuit Students Constituency Group.

### **Purpose**

The annual Ontario Circle of First Nations, Métis and Inuit Students Gathering will include opportunities for healing through ceremony, which includes, but is not limited to, sweat lodge ceremonies, sacred fires, sunrise ceremonies, full moon ceremonies and pipe ceremonies. These healing opportunities will be organized under the guidance of the Commissioner and Constituency and, in a way that respects the local Indigenous community and their wish for certain ceremonies to be or not be hosted in their communities.

### **Time and Location**

The location of the annual Ontario Circle of First Nations, Métis and Inuit Students Gathering shall occur in and around different Indigenous communities near member locals with due notice and respectful protocol of the community and guidance of the Ontario Circle of First Nations, Métis and Inuit Students Constituency Group.

### **Time and Location**

The annual Ontario Circle of First Nations, Métis and Inuit Students Gathering shall be hosted each year in the month of June to correspond with National Aboriginal History Month within Ontario and National Aboriginal Day in Canada.

### **Guests**

The Federation shall seek Elders, ceremonial helpers, knowledge holders and youth representatives from the local Indigenous communities, who may not be in the surrounding geographical area, but need to be included in the annual Ontario Circle of First Nations, Métis and Inuit Students Gathering, in order to ensure that all perspectives are presented. In order to center their voices without creating undue emotional hardship, may this be done with due notice, active consultation, sufficient remuneration, and proper protocol in organizing the Gathering.

**ADOPTED: SAGM 2017**



## **ONTARIO GRADUATE CAUCUS**

### **Title**

The caucus shall be known as the Ontario Graduate Caucus (OGC), or the Caucus ontarien des 2<sup>e</sup> et 3<sup>e</sup> cycles (CODTC), hereinafter called the OGC or Caucus.

### **Aims**

The aims and purposes of the Caucus shall be:

- To promote the interests of its member graduate constituencies to the provincial government and all other external authorities whose jurisdiction affects graduate student affairs; and
- To act as a forum for the exchange of information and ideas between Ontario member associations.

### **Membership**

#### **a. Member Associations**

Membership shall be available to graduate student associations of universities within the province of Ontario. Each university can have no more than one vote at OGC meetings. Where more than one organization on any campus desires to be a member of OGC, the bylaws of the Canadian Federation of Students shall be followed.

##### **i. Full Members**

All graduate associations who pay annual fees, as determined by the Canadian Federation of Students, and are subsequently full or trial members of OGC.

##### **ii. Associate Members**

All non-autonomous graduate associations who pay an annual fee, as determined by the OGC in conjunction with the Canadian Federation of Students-Ontario, but which remain non-members of the Federation, shall be deemed associate members of OGC. (This might occur in instances where a graduate caucus that forms part of a larger university student organization wishes to become an OGC member even though its own local association is a non-member of Federation.)

#### **b. Student Members**

Any person who is a fee-paying student of an OGC member association shall be deemed a student member of OGC.

### **Rights and Privileges**

Member associations shall be entitled to attend any meetings of the OGC, move, second and vote on any motions (through selected representatives).

### **General Meetings**

#### **a. Annual General Meetings (AGM)**

The AGM shall:

- i. Be held in conjunction with the Federation's Ontario Annual General Meeting;
- ii. Have as quorum one third (1/3) of the full members of the OGC;
- iii. Have authority to amend the Articles of the Constitution and By-laws; and
- iv. Be the meeting whereby the Chief Returning Officer and OGC Executive are elected.

## **b. Semi-Annual General Meetings (SAGM)**

The SAGM shall:

- i. Be held in conjunction with the Federation's Ontario Semi-Annual General Meeting and may begin prior to the opening plenary to allow for additional meeting time;
- ii. Have as quorum one third (1/3) of the full members of the OGC; and
- iii. Have authority to amend the Articles of the Constitution and By-laws.

The AGM and SAGM agenda shall include written executive reports. The Executive shall provide two (2) weeks notice of the AGM and SAGM. Each member association shall be entitled to one vote at the AGM and SAGM. In the event of a tie, the Chair shall cast the deciding vote. The Executive will not have a vote. Caucus meetings may be held during the Federation's general meetings.

## **Executive**

The Executive shall be comprised of the following:

- Chairperson
- Vice-Chairperson

The honoraria allocated to these positions shall be determined as part of budgetary discussions and motions at the AGM or SAGM. It may, therefore, vary at the discretion of the membership. The members of the Executive shall be deemed not to represent any member association.

## **Duties and Responsibilities of the Executive**

### **a. Chairperson**

The duties of the Chairperson shall include:

- i. Coordinating and chairing OGC meetings;
- ii. Liaising with relevant persons within Federation such as the executive of the National Graduate Caucus (NGC) and Federation staff;
- iii. Lobbying and public relations on behalf of members;
- iv. Facilitating OGC campaigns;
- v. Membership development; maintaining good communications with members; and
- vi. Other duties shall be requested from time to time from members.

### **b. Vice-Chairperson**

The duties of the Vice-Chairperson shall include:

- i. Assisting the Chairperson as needed with campaigns and communication;
- ii. Replacing the Chairperson in the event of resignation or impeachment;
- iii. Being responsible for the minutes of all OGC meetings; and
- iv. Liaising with staff in order to provide OGC budget updates at least twice annually.

## **Elections**

- a. The Executive shall be elected at the AGM and shall take office at the close of the AGM.
- b. Voting shall be conducted by member associations, with each institution having one vote.
- c. The Chief Returning Officer shall be elected prior to the Executive elections at the AGM.

- d. In the event that the Chairperson resigns his/her duties, the Vice-Chairperson shall temporarily assume the Chairperson's office. At the next meeting after the Chairperson's resignation, the Caucus shall elect a new Chairperson. There shall be two (2) weeks' written notice of a vacancy in the Chair's position, and of intention to elect a new Chair.
- e. In the event that the Vice-Chairperson resigns during his/her term, the Caucus shall elect a new Executive member. Two (2) weeks' written notice shall be given of a vacancy in the position and of intention to elect a new executive member.

### **Removal from Office**

Any member of the Executive may be subject to impeachment proceedings only on receipt of a petition signed by two-thirds (2/3) of the full membership of the Caucus. An impeachment hearing shall be held at the first meeting of the Caucus following receipt of the petition. Any executive member shall be impeached on a two thirds (2/3) majority vote of all voting members of the Caucus following the impeachment hearing.

### **By-Laws**

The Caucus may enact Bylaws to amplify upon, but not to contradict, the letter and spirit of the Constitution.

### **Constitutional Amendments**

- a. Only the AGM and SAGM shall have the authority to amend the Articles of the Constitution. Such amendments being enacted upon require a two-thirds (2/3) majority vote of those present and voting.
- b. Amendments shall be presented in writing by the mover to the Vice-Chairperson two (2) weeks prior to the AGM or SAGM for inclusion in the Agenda to be distributed to the membership.

### **Policy on OGC Listserv Subscribers**

Subscriber requests to the Ontario Graduate Caucus listserv will be accepted subject to the following provisions:

- a. The requester is a graduate student at an Ontario Graduate Caucus member local; or
- b. The requester is a member of the Executive Committee of the Federation; or
- c. The requester is a staff member of the Federation; or
- d. The requester is a chairperson of the Canadian Federation of Students provincial component; or
- e. The requester has been approved by the Ontario Graduate Caucus Executive.

**ADOPTED: AGM 1977**

**AMENDED: AGM 1979, AGM 1980, AGM 1982, AGM 1983, AGM 1988, AGM 1991, AGM 1992, AGM 1998, AGM 2001**





## **RESEARCH**

Federation research shall be distributed free of charge to member associations, coalition partners and potential members at the discretion of the Executive Committee.

Federation research shall be distributed for a fee determined by the Executive Committee, on a case-by-case basis, to post-secondary faculty, staff and administration, and to government and government agencies.

Any other requests for Federation research shall be approved by due motion of the Executive Committee.

**ADOPTED: AGM 1998**



## **SKILLS DEVELOPMENT SYMPOSIUM**

The Federation shall host an annual Skills Development Symposium designed to develop practical skills among representatives of member local students' unions.

### **Timing and Location**

The Symposium shall be held on a weekend in the months of May, June or July and shall be held in the Greater Toronto Area.

### **Attendance**

The Symposium shall be open to representatives of member local students' unions who are approved by the member local and have been registered before the registration deadline for the Symposium.

### **Fee**

Participation in the Symposium shall be fully subsidized by the Federation including all meals, materials and reasonable travel and accommodation costs for a maximum of fifteen (15) participants from each member local students' union, subject to the following conditions:

- Each member local students' union is required to pay a deposit per delegate, at a rate to be determined by the Executive Committee. This deposit shall be refundable for those participants who attend at least 75 percent of workshops offered;
- The Federation reserves the right to invoice member local students' unions all expenses, including but not limited to meals, travel and accommodation costs, for participants that do not attend at least 75 per cent of workshops offered and for participants that cancel less than 72 hours prior to the start of the Symposium;
- All travel expenses must be pre-approved and only the most affordable mode of transportation will be reimbursed;
- The Federation's accessibility and childcare funds shall be available for the purpose of participation in the Symposium subject to the relevant Operational Policies; and
- Member local students' unions wishing to register more than fifteen (15) participants shall be permitted to do so at the discretion of the Executive Committee; however, there shall be no subsidy offered for the additional participants.

### **Guests**

Representatives from non-member students' unions may be invited to participate in the Symposium at the discretion of the Executive Committee.

**ADOPTED: SAGM 2008**

**AMENDED: AGM 2008, AGM 2014**



## **STUDENT STRIKES**

The Federation acknowledges that, in the event of a strike, that general assemblies and other governing bodies of authority at member locals shall set through assembly votes their acceptance or rejection of any government or university or college administration proposal.

**ADOPTED: AGM 2012**



## **STUDENTSAVER DISCOUNT PROGRAMME**

In the event that a member local association fails to hire discount solicitors one month prior the deadline for Studentsaver discount solicitation, one or more regional solicitors will be hired in consultation with the Executive Committee Local Representatives to ensure that quality discounts are available to members in all regions of Ontario.

**ADOPTED: SAGM 2010**





## **TRANSLATION**

All written and electronic documents produced by the Federation, including but not limited to research documents, campaign materials, press releases, membership advisories, official notices, or any letter or message addressed to the membership or to the general public, shall be produced in English and French.

**ADOPTED: AGM 1999**