



BOARD OF DIRECTORS' MEETING PACKAGE
Association of Part-time Undergraduate Students of the University of Toronto
(APUS)

August 1, 2017
Meeting #3
APUS North Borden Office

Board of Directors' Meeting #4

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **August 1, 2017 at 6 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda
- II. Minutes Package
- III. Preliminary Budget 2017-2018
- IV. Proposed Operational Policy on Health and Safety
- V. Proposed Operational Policy on Workplace Harassment and Violence

Please feel free to forward any question or concerns via email to me directly.

Sincerely,

Mala Kashyap
President
Association of Part-Time Undergraduate Students of the University of Toronto (APUS)
Local 97 of the Canadian Federation of Students
president@apus.ca

I. AGENDA

1. Call to Order

2. Approval of Agenda

Moved: Zhao Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #3 be adopted as presented.

3. Approval of Minutes

Moved: Ebifegha Seconded: Pyne

Be it resolved that the minutes' package be approved as presented.

- a. Board of Directors Meeting – June 23, 2017
- b. Executive Committee Meeting – July 5, 2017
- c. Executive Committee Meeting – July 13, 2017

4. Motion to Adopt Preliminary Budget 2017-2018

Moved: Froom Seconded: Pyne

Whereas Article 6.01(f) requires the Board to set the Budgets of the Corporation, on the advice of the Finance Committee; and

Whereas Article 13 requires the Board to cause a copy of the budget to be sent to the Assembly,

Be it resolved that the Board of Directors approve the tentative 2017-2018 Budget, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the tentative 2017-2018 Budget to be sent to the Assembly for confirmation.

5. Motion to Adopt Operational Policy on Health and Safety

Moved: Froom Seconded: Kashyap

Be it resolved that the Operational Policy on Health and Safety be adopted.

6. Motion to Adopt Operational Policy on Workplace Harassment and Violence

Moved: Froom Seconded: Kashyap

Be it resolved that the Operational Policy on Workplace Harassment and Violence be adopted.

7. Bylaw Amendments

Moved: Froom Seconded: Pyne

Be it resolved that the Bylaw Amendments be approved as presented by the Bylaw Review Committee.

- a) Bylaw Review Committee #1 – July 11, 2017

8. Executive Reports

Moved: Kashyap Seconded: Zhao

Be it resolved that the Executive Reports be approved as presented.

1. President
2. Vice-President Internal
3. Vice-President Equity
4. Vice-President Events & Outreach
5. Vice-President External

9. Adjournment

II. MINUTES

a) Board of Directors Meeting - June 23, 2017

In attendance: Richie Pyne, Susan Froom, Margaret Ebifegha, Jennifer Coggon, Mala Kashyap, George Gawronski (on the phone), Jackie Zhao (on the phone)

Staff: Danielle Sandhu

Speaker: Caitlin Campisi

1. Call to Order

The meeting was called to order at 5:27 pm.

2. Approval of Agenda

Moved: Kashyap Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #2 be adopted as presented.

DISCUSSION

Coggon asks if we have achieved quorum.

Kashyap states yes.

3. Appointment of Speaker

Moved: Froom Seconded: Ebifegha

Be it resolved that Caitlin Campisi be appointed the Speaker for this meeting.

DISCUSSION

Vote carries.

4. Approval of Minutes

Moved: Froom Seconded: Kashyap

Be it resolved that the minutes' package be approved as amended.

- a. Board of Directors Meeting - April 21, 2017
- b. Executive Committee Meeting - April 25, 2017
- c. Executive Committee Meeting - May 10, 2017
- d. Executive Committee Meeting - May 16, 2017
- e. Executive Committee Meeting - May 23, 2017

DISCUSSION

Froom states we need to amend page 16 to include Mohana Sarmiento.

5. Motion to Adopt Operational Policy

Moved: Kashyap Seconded: Froom

Be it resolved that the Operational Policy on Executive Committee Responsibilities and Remuneration be adopted as amended.

DISCUSSION

Kashyap states that every year once the Board and the Executive are elected, a discussion around honorarium takes place. She states that the Executive met multiple times to come up with the policy. She states that the Policy outlines Executive responsibilities and how much remuneration will be provided. She states that last year Executives were given \$500/month and this year's proposal is \$600/month.

Froom states the remuneration would be retroactive to May 1, 2017.

Coggon asks what does "up to" mean and are time sheets required.

Froom states that the Board would be authorizing remuneration up to a cap of \$600 a month and that the Board has the discretion to withhold, deduct or adjust the remuneration based on fulfillment of responsibilities.

Coggon asks how this oversight by Board would function and/or if evaluation would be done on an ongoing basis.

Kashyap states that the oversight takes place at Board meetings by Board members who can ask questions or raise concerns. She states that Executives are not staff so there is not a similar assessment done for Executives. She states that the accountability comes in through Board reports and fulfillment of responsibilities. She states that there is a recognition of the work being done but that this adds a mechanism to allow for Board members and Executives to check in on this work. She states that folks have heard the Executive priorities and this will allow Board members to ask questions regarding those priorities.

Coggon asks for clarity about the time sheets.

Kashyap states that these would be included in Executive reports, which are in the Board packages.

Froom states that the time sheet process would be effective once the Policy is adopted.

Coggon asks about the transparency model being suggested and how this model would apply to per diems and the scope of implementation in regards to Board Members, Assembly members and general members.

Froom states that the Per Diems are for all Board members and does not apply solely to Executive Committee members. She states if any Board member attended a CFS Meeting for example, they would be eligible for a per diem. She states that Board members can also be reimbursed for expenses related to APUS work. She states that the cell phone allowance for Executives is to account for additional expenses that would be incurred by Executives in the performance of their duties. She states that this is about accountability.

Sandhu states that in terms of the difference, the per diems come from an entry point of accessibility, whereas the Executive remuneration relates more to the differential responsibilities undertaken and a mechanism of accountability and oversight by the Board.

Coggon asks how the Board would carry out this assessment.

Sandhu states that this assessment is within the purview of Board members, based on the proposed policy in front of the Board for approval.

Motion to recess

Moved: Kashyap Seconded: Froom

Vote carries.

The meeting went into recess at 6:04 pm.

The meeting resumed at 6:32 pm.

Motion to amend

Moved: Froom Seconded: Coggon

Be it resolved that the second and third paragraphs be amended to read:

“Executive Committee members are normally expected to fulfil an average commitment of eight to ten hours a week. Executives must attend meetings of the Executive Committee, the Board of Directors, the Assembly, general membership meetings, and other meetings that fall under their portfolio. Executive Committee meetings shall usually be convened at a minimum of every two weeks to carry out the business of the Union.

Each Executive member is required to write and present a regular Executive Report to be submitted for approval to the Board of Directors. In addition, Executives shall maintain active communication with each other and make portfolio-based reports including updates on the fulfillment of their hours and responsibilities at Executive Committee meetings. Presentations shall also be made to Assembly and the Annual General Meeting in an effort to communicate with the general membership.”

DISCUSSION

Coggon states that she applauds the Executive for introducing criteria for their ongoing evaluation. She states that she is in favour of an increased honorarium combined with an ongoing evaluation process in proportion to the amount of work and/or number of hours being performed. She states that the ability of the Board to evaluate members means that there are more methods of recourse than simply removing an Executive and/or withholding honorarium. She states that she has concerns about sharing private information related to Executives but also thinks that this is a strong way to inform members about Executive responsibilities. She states that this can be an outreach tool. She states that the innovations being made today should be highlighted on the APUS website or in the newsletter so that these important and progressive changes are communicated to the membership. She states this will demonstrate to the membership that the Exec and Board is working to be open and accountable to the membership.

Vote carries.

Main motion

Vote carries.

Gawronski exits the meeting at 6:35 pm.

6. Motion to strike Bylaw Review Committee

Moved: Froom Seconded: Pyne

Be it resolved that a Bylaw Review Committee be struck to review and make recommendations to amend the Union's bylaws by December 2017; and

Be it further resolved that the Vice-President Internal chair the Committee; and

Be it further resolved that Richie Pyne be the Executive Committee Member appointee to the Committee; and Be it further resolved that Jennifer Coggon be appointed to the Committee.

DISCUSSION

Froom states that the Executive Committee has discussed taking another look at the Union bylaws for review. She states that this is a special committee of the Board and therefore its term would conclude in the term of the Board. She states that the President is an ex-officio member of the Committee. She states that the Executive Committee is recommending that the Executive Committee appointment be Richie Pyne. She states that there is space for up to three additional members of the Board. She states that it is her intention as Chair to move forward in the summer and she will consult members for availability.

Coggon states that she is interested in participating and wonders about the time commitment.

Froom states that previously the Chair of the Committee had solicited suggestions for the review process, and then these suggestions were addressed in committee session. She states that this allowed the Committee to better understand the work ahead of them and priority was given to more important amendments. She states that her expectation is that we would have two or three meetings. She states that this is contingent on the members' consent and availability.

Coggon states that she would like to see collaboration and use of non-meeting tools to further access and participation.

Froom states that she echoes this and supports this.

Vote carries.

Motion to recess

Moved: Froom Seconded: Ebifegha

Vote carries

The meeting went into recess at 6:51 pm.

The meeting resumed at 6:53 pm.

7. Motion to Adopt Executive Priorities

Moved: Kashyap Seconded: Froom

Be it resolved that the Executive Priorities for 2017-2018 be adopted as presented.

DISCUSSION

The Chair notes that these were presented and discussed during the Board Retreat portion of the day.

Vote carries.

8. Adjournment

Moved: Kashyap Seconded: Pyne

Vote carries.

Meeting adjourned at 6:57 pm

b) Executive Committee Meeting – July 5, 2017

In attendance: Mala Kashyap, Susan Froom, Richie Pyne, Jackie Zhao
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 4:30 pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the meeting agenda be approved as presented.

Vote carries.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the minutes' package be approved as presented.

- a. June 20, 2017

Vote carries.

4. Business Arising from the Minutes

Sandhu states that she has drafted a volunteer posting for the position of APUS Speaker and circulated it to the team for feedback.

Froom suggests feedback be provided by Friday and then it can be posted for two weeks.

5. Items of Business

- a. President

- i. Meeting with UTMSU – July 14, 2017

Kashyap states that at our Executive Retreat we discussed having a meeting with UTMSU. She states the date of July 14 was suggested for this meeting. She states she wants to confirm that this date works for our Executive before following up with UTMSU.

Zhao enters the meeting at 4:37 pm.

- ii. Report back

Kashyap states Froom will update regarding hiring. She states that she would like to do some summer cleaning in the office. She states that she would like to have a cleaner come in and do a deep clean. She states that she would like to ask everyone to clean out their offices so we can prepare an office to welcome in the new year. She states that she also wants to figure out a workspace plan for all of the staff and executives. She states that if anyone has a preference to

let her or Sandhu know so this can be factored into optimizing the space for staff and executives. She asks for folks to tidy up by Monday so that the cleaners can come in.

b. Vice-President Internal

i. Assembly Meeting – July 11, 2017

Froom states that we have our first Assembly meeting of the year. She states that the agenda includes a general introduction to APUS and approval of minutes from the last meeting. She asks Pyne if he can update attendees on events and to recruit volunteers. She states Kashyap will chair the meeting unless someone else is chosen to chair.

Ebifegha enters at 4:44 pm.

Pyne, Zhao, Ebifegha can attend in person. Kashyap states she cannot attend. Pyne states he can chair the meeting.

ii. Update on Hiring

Froom states that we have received a number of applications. She states that we have shortlisted candidates for interview for the round 1 interview on Thursday and Monday. She states that we are looking at dates for the round 2 interview with the whole executive. She states that we would want to interview the top two candidates as a group and would need availability from 5-8 pm on either June 12 or 13 in the evening.

Everyone provided their availability for the interviews and it was determined that June 12 from 5-8 would be first pick, and the back-up date is June 13.

Froom further states that she would like to solicit feedback from Executives regarding interview questions. She suggests that folks send suggestions to members of the Hiring Committee.

Motion to go in camera

Moved: Ebifegha Seconded: Froom

Vote carries.

The meeting went into camera at 5:11 pm.

Motion to go out of camera

Moved: Froom Seconded: Kashyap

Vote carries.

The meeting went out of camera at 5:24 pm.

iii. Date for Staff-Executive Luncheon

Froom states she will circulate suggestions for a date and time for this luncheon or supper.

iv. Date for CUPE Employer Training

Froom states that she will circulate suggestions for a date and time for the CUPE Employer training.

v. Report back

Froom states that she is still working on an agreement with CUPE 1281 regarding student positions in the Union. She states that she is looking to schedule a Bylaw Review Committee meeting for July 11, 2017. She states that she will be encouraging an approach whereby there are Tier I, II and III changes brought forward based on priority. She states that she has been chatting with Governors to support international students. She states that there is also interest in supporting TRC recommendations. She states that Alsarraj has been researching policies around academic accommodation, particularly around exam deferral policies and fees.

Sandhu suggests that the Executives help inform the asks and suggests putting together a report/lobby document that can be used to help secure those asks.

c. Vice-President External

i. Registration and Motions for CFSO Meeting – August 17-20, 2017

Sandhu states that the registration and motions deadline is July 6, 2017. She states that folks should consider their availability and interest as well as think of others from equity seeking groups to attend and participate. She states that folks should confirm their attendance and inform Zhao and herself.

Zhao provides a report back from the President's Circle Garden Party, stating it was a good opportunity to network with donors and Governors. He states that he also met with Han Dong to discuss the issues of tuition and healthcare for international students, as well as \$15/hour wages.

Pyne states that he can attend the OGM and he would like to invite SBA representatives to attend.

Froom states that she can attend and would like to reserve a spot for the new ED and invite Board members.

d. Vice-President Equity

i. General Donation Requests

Ebifegha states that we have had some conversations around how we process donation and solidarity requests. She states that she would like to put together some guidelines for donation requests. She states that she wants to look at financial support but also engagement and non-financial supports.

Motion to go in camera

Moved: Ebifegha Seconded: Kashyap

Vote carries.

The meeting went in camera at 5:33 pm.

Motion to go out of camera

Moved: Kashyap Seconded: Ebifegha

Vote carries.

The meeting went out of camera at 6:27 pm.

ii. Indigenous Solidarity Funding Request

MOTION Moved: Kashyap Seconded: Zhao

Be it resolved that APUS contribute \$200.00 to the Indigenous Solidarity Bus that was organized from Toronto to Ottawa for the Anti150 Action on Parliament Hill.

Vote carries.

- e. Vice-President Events & Outreach
 - i. Outreach Hours

Pyne states that he has asked everyone for their outreach hours and is waiting to hear from Zhao and Ebifegha. He states that folks can offer specific days or times or give a general availability. He states that once he received this info he will tailor the schedule.

ii. Caribana Planning

He states that he has been working on Caribana and has heard back from a few groups that are interested in collaborating. He states that he wants Caribana to be more political. He states that he wants to look at Caribbean history including histories of the diaspora in addition to having food and socializing. He states that the event can include healing and/or discussion spaces. He states that if anyone wants to make suggestions to send them.

iii. Report back

He states he has received an email from the SGDO with regards to Lead With Pride inviting representatives of APUS to be a part of the conference. He states he will circulate to the team and if folks are interested in attending there are two spots for APUS.

Kashyap and Zhao state their interest.

Froom states she can attend if needed.

Ebifegha states she has a scheduling conflict.

6. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Zhao

Vote carries.

The meeting adjourned at 6:41 pm.

c) Executive Committee Meeting – July 13, 2017

In attendance: Mala Kashyap, Susan Froom, Margaret Ebifegha, Richie Pyne, Jackie Zhao
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 5:40 pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Zhao

Be it resolved that the meeting agenda be approved as presented.

DISCUSSION

There was none.

Vote carries.

3. Items of Business

a. Update from Hiring Committee and ED transition

MOTION Moved: Froom Seconded: Pyne

Be it resolved that Caitlin Campisi be hired for the contract position of Interim Executive Director.

DISCUSSION

Kashyap states that as the team is aware, there were four candidates for interview. She states that these interviews were conducted last week. She states that following the interviews, she and Froom met to deliberate and review the interview results. She states that following this, they are now bringing forward a recommendation to the Executive Committee.

Motion to go in camera

Moved: Pyne Seconded: Zhao

Vote carries.

The meeting went in camera at 5:45 pm.

Motion to go out of camera

Moved: Zhao Seconded: Pyne

Vote carries.

The meeting went out of camera at 6:36 pm.

Main motion

Vote carries.

b. Office Cleaning

Kashyap states that Sandhu has solicited quotes for cleaning the office. Kashyap asks if everyone is ready for cleaners to be scheduled. Kashyap asks folks to share any special requests with Sandhu offline.

c. CUPE 1281 Employer Training

Froom states that under our Collective Agreement, we are required to schedule Employer training with the Executive. She states that we are looking to set aside three hours and bring in some food for a time in August. She asks for folks to update the calendar and to share any notice of absences for the month with her.

Pyne asks if we can schedule the training for as soon as possible.

Ebifegha suggests a Thursday evening.

Zhao states he will be away August 20-27, 2017.

Sandhu states she will confirm with CUPE 1281.

d. Next Board Meeting

MOTION Moved: Froom Seconded: Zhao

Be it resolved that the next Board meeting be held August 1, 2017 at 6:00 pm.

DISCUSSION

Froom states that we have an Assembly Meeting scheduled for August 1 at 5 pm. She states that she is therefore suggesting that we host a Board Meeting for August 1 at 6 pm. She states in terms of items there are bylaw amendments and a proposed Health and Safety policy that would be adopted.

Vote carries.

e. Date of Staff-Exec Supper

Froom states that there is a desire to hold a staff-executive gathering over a meal on July 26, 2017 from 5-7 pm. She states we will order food to the North Borden office and invite all staff to socialize with the Executives.

4. Adjournment

MOTION TO ADJOURN Moved: Pyne Seconded: Kashyap

Vote carries.

The meeting adjourned at 6:51 pm.

III. DRAFT OPERATIONAL POLICY ON HEALTH AND SAFETY

Association of Part-time Undergraduate Students of the University of Toronto Operational Policy: Health and Safety July 2017

Preamble

The Association of Part-time Undergraduate Students of the University of Toronto (“APUS”) recognizes and values the priority of safety and hereby enacts this Health and Safety Policy (“the Policy”).

APUS is committed to the health, safety, and well-being of all employees, members and public visitors within the APUS space, in accordance with the Occupational Health and Safety Act R.S.O. 1990 as amended (OHSA) and the APUS’s letters patent and bylaws. APUS will ensure that business is conducted in a manner that is consistent with all reasonable standards of health and safety, and that aims to prevent accidents, injuries and illnesses.

Principles

In ensuring workplace health and safety, APUS is guided by the following principles:

- All staff members have the right to work in healthy and safe work environments
- All staff members have the responsibility to maintain such environments
- Cooperation between APUS management and staff is needed to create a safe workplace

Responsibilities

The successful application and enforcement of this Policy will be achieved by all parties exercising their responsibilities for health and safety as follows:

Acting through the Executive Director, APUS management is responsible for:

- The health and safety of all workers in accordance with the OHSA
- Informing workers of the existence of potential or actual workplace hazards, and taking precautions to ensure the protection of workers
- Ensuring adherence to this Policy
- Ensuring the creation of strategies and safety programs to manage emergencies and occupational health and safety concerns; including allocation of funds and resources, creation of safety protocols and requesting repairs and maintenance from the University of Toronto as needed
- Coordinating health and safety inspections and reviews of internal policies and protocols
- Provision of health and safety training for staff as required by law and for the safe performance of their specific work tasks

All Employees are responsible for:

- Performing their duties and responsibilities in a manner conducive to a safe workplace for themselves and others
- Compliance with the OHSA, organizational policies and safety programs, and this Policy
- Reporting to the Executive Director any unsafe or potentially hazardous conditions so that they may be dealt with promptly
- Reporting to the Executive Director any acts of violence or harassment in the workplace
- Reporting to the Executive Director any incident, injury, or accident in the workplace
- Completion of required occupational health and safety training

- Familiarizing themselves with safety programs and protocols pertaining to emergencies
- APUS members, contractors and public visitors are responsible for:
- Compliance with health and safety legislation and APUS policies and procedures
 - Conducting themselves in a manner that is safe for themselves and others

Individuals who fail to meet their obligations concerning health and safety may, depending on the circumstances, face appropriate disciplinary action.

It is in the best interest of all parties to consider health and safety in every activity, to protect their own safety by working in compliance with the law and safe practices and procedures established by APUS.

The Executive Director will provide regular reports on health and safety and compliance with this Policy to APUS management.



Danielle Sandhu
Executive Director
August 1, 2017

IV. DRAFT OPERATIONAL POLICY ON WORKPLACE HARASSMENT AND VIOLENCE

Association of Part-time Undergraduate Students of the University of Toronto Operational Policy: Workplace Harassment and Violence Policy

Preamble

The Association of Part-time Undergraduate Students of the University of Toronto (APUS) is committed to creating a workplace that is free of workplace harassment and violence. APUS does not condone and will not tolerate any act of violence or harassment.

Scope

This Policy applies to all employees of APUS. This Policy applies to activities that occur in the APUS office(s) and work-related activities that occur outside of the APUS office(s).

Definitions

Workplace harassment is defined in the Occupational Health and Safety Act (OHSA) as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment

Workplace sexual harassment is defined as:

- (a) engaging in a course of vexatious comment or conduct against a worker in workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Workplace violence is defined in the OHSA as:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Workplace violence also includes domestic violence and personal harassment.

Program

APUS shall develop and maintain program(s) to implement this Policy as appropriate.

APUS will conduct risk assessments of the work environment to identify any issues related to potential violence and harassment that may affect employee safety.

APUS will communicate information relating to employee safety. This information includes information relating to person(s) with a history of violence where workers may reasonably be expected to come into contact with the person in the performance of their job duties and there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. The disclosure of personal information shall be limited to information that is deemed reasonably necessary to protect the worker from harm.

APUS will provide appropriate assistance to any employee who experiences violence or harassment.

Reporting Violence or Harassment

If staff are directly affected by, or witness any act(s) of violence or harassment in the workplace, it is imperative for the safety of all APUS employees that the incident be reported without delay.

1. Reports of Harassment

If staff personally experience harassment, they may:

- A. inform the harasser that their behaviour is unwelcome and request that it stop; or
- B. discuss the situation with the Executive Director and seek assistance; or
- C. Make a written complaint to the Executive Director

In cases where the harassment concern(s) relates to the Executive Director, reports should be made to the APUS President and Vice-President Internal.

2. Reports of Violence

If staff personally experience, or are witness to a violent incident(s) towards another APUS employee, they should as soon as safely possible, contact:

- A. 911 or UofT Campus Police
- B. Executive Director (or Management Representative)
- C. Shop Steward (or CUPE 1281 representative)

This includes situations where a visitor to APUS is seen with a weapon or makes verbal threat of assault towards an employee or another individual.

Investigating Reports of Violence

APUS shall investigate all reported act(s) and incident(s) of violence and harassment, and consult other parties (including Employees and the Employee Union) as necessary to ensure employee safety and implement appropriate program(s) for the workplace. APUS shall take all reasonable measures to eliminate or mitigate risks identified by any incident(s) and communicate potential concerns about violence and harassment to employees.

Penalty

An employee who subjects another employee to workplace harassment and/or violence may be subject to disciplinary action up to and including the termination of their employment.

Others who subject any employee to workplace harassment and/or violence will be subject to penalties that are appropriate in view of their relationship to APUS.

Confidentiality

APUS will protect the privacy of individuals involved in cases of violence or harassment so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

It is in the best interest of all parties to consider safety with respect to violence and harassment, to protect their own safety by working in compliance with the law and the protocols established by APUS.

The Executive Director will provide regular reports on workplace violence and harassment and compliance with this Policy to APUS management.

A handwritten signature in black ink, appearing to read 'Danielle Sandhu', with a large loop at the end of the signature.

Danielle Sandhu
Executive Director
August 1, 2017

IV. BYLAW AMENDMENTS

a) Minutes - Bylaw Review Committee Meeting – July 11, 2017

In attendance: Susan Froom, Jennifer Coggon, Richie Pyne

Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 6:22 pm.

2. Scope of Committee

Froom states that the Bylaw Review Committee is a Special Committee of the Board. She states that this Committee is for the year ahead only. She states that the Committee has been tasked to review the bylaws and bring forward recommendations to the Board by December. She states the first priority is to ensure internal consistency with practice and clarity overall. Froom states that she circulated draft amendments. She states that the amendments included amendments for typos and re-numbering and she would like consent of the Committee to adopt these typographical changes.

Froom and Pyne state yes.

Froom states that previously there was a discussion regarding gender neutral language. She states that she recommends a motion to amend all gendered language to be replaced with gender neutral language.

3. Amendments for Consideration – General

a. Gender Neutral Language

MOTION Moved: Froom Seconded: Coggon

Be it resolved that all gendered language be replaced with gender-neutral language in the APUS Bylaws. Be it further resolved that the Vice-President Internal be tasked with updating the Bylaws with gender-neutral language.

DISCUSSION

Coggon suggests use of titles or roles to reduce repetition of pronouns where appropriate.

Vote carries.

4. Amendments for Consideration - Bylaw Amendment Package A - served by S. Froom

a. Amendment #1

MOTION Moved: Froom Seconded: Coggon

Be it resolved that Article 1.01 be amended to add the following definitions for “members” and “representatives”:

*“Members” shall refer to members of the Corporation as defined in Article 3.01 herein.
“Representatives” shall refer to members elected to the Assembly in accordance with Article 5.03 herein.*

Be it further resolved that the definition of “Session” in 1.01 be amended to read:

“Session” means either the fall-winter session or the summer session of the University as defined in the relevant University calendar;

Be it further resolved that the sub-clauses in 1.01 be subsequently re-numbered.

DISCUSSION

Froom states that this amendment seeks to add two definitions to the first article, including a definition of members and a definition of representatives.

Coggon states this is logical.

Froom states that we need to clarify the definition of session needs to be clarified in this case to be the fall-winter session and summer session.

Coggon states she agrees with this change.

Vote carries.

Coggon recommends introducing a definition for auditor given the references to auditors in the bylaws. She states she would like to know more about the reference to Continuing Education Students. She states that she would like to know if section 1.01 (l)(ii) includes professional programs like pharmacy. She asks if subsection (q) includes OISE as OISE is a part of the University of Toronto. She asks if the Voice refers to the online newsletter in (g). She states that she would like to learn more about (o) the definition of Special students.

b. Amendment #2

MOTION Moved: Froom Seconded: Coggon

Be it resolved that Article 3.03 clause (d) be amended to read:

“In addition to the amount authorized in the foregoing provisions of Section 3.03, the membership fee in the Fall-Winter Session in 2017-2018 shall be \$119.32 for the APUS health plan and \$99.56 for the APUS dental Insurance Plan.”

DISCUSSION

Froom states that the current bylaws state an outdated amount for the APUS health and dental plans and the fee does not address each portion of the fee (health portion and dental portion).

Pyne states he wants to be clear that this is the fee currently and wants to make clear that this fee can be adjusted with inflation.

Vote carries.

Coggon asks about the APUS membership fee.

Froom states this needs to be adjusted.

Coggon asks about the OPIRG fee and if it is still 1.00 per session.

Froom states yes.

c. Amendment #3

MOTION Moved: Coggon Seconded: Pyne

Be it resolved that Article 4.02 be amended to read:

“Notices of the date, time and place of the annual meeting of members of the Corporation shall be given to members by publication in the two consecutive issues of the designated newspaper next preceding the meeting. If the designated newspaper is not then published, notice shall be given by posting of notices in public places on each of the University campuses, at locations designated by the Board. In no case shall notice of the Annual Meeting be less than fourteen (14) days.”

DISCUSSION

Froom states the clause includes notification for date, time and place. She states that this adds clear notice requirements at a minimum. She states this notice is enshrined for the auditors and so to should be applied to the members.

Vote carries.

Coggon states that it would be good to update the definition of designated newspaper. She states that she recommends amending the language in 4.02 be amended to replace “thereat”.

d. Amendment #4

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 4.05 be amended to read:

“A quorum for the transaction of business at an annual meeting of members of the Corporation (pursuant to Section 4.01 hereof) shall be 50 members of the Corporation of whom at least 25 shall be present in person. If a quorum is not present within half an hour after the time appointed for the annual meeting, then the meeting shall be adjourned to a date being not less than three weeks nor more than five weeks from the date of the initial meeting and to such time and place as may be appointed by the Speaker.”

DISCUSSION

Froom states that currently the bylaws suggest the AGM that does not reach quorum be rescheduled for a period of between 3-6 weeks later and that six weeks is a bit too late. She states that the amendment will change six weeks to five weeks.

Vote carries.

Coggon recommends adding a definition or clarity around adjourned meeting, which refers to a meeting that has adjourned as well as the make-up meeting.

e. Amendment #5

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 4.08 be amended to read:

“Every member entitled to vote at a meeting of members may by means of a proxy appoint another member, as his nominee to attend and act at such meeting in a manner, to the extent and with the power conferred by the proxy. The proxy shall be in writing executed by the member or his attorney authorized in writing and shall conform with the requirements of the Act. The proxy shall cease to be valid after the expiration of one month from the date thereof. The proxy shall be deposited with the Secretary of the meeting before any vote is cast under its authority, or before such earlier time, not exceeding 48 hours (excluding non-business days) preceding the meeting as the Board may fix by resolution. No member may carry more than one (1) proxy.”

DISCUSSION

Froom states that this change would clarify the number of proxies that each member can carry.

Coggon asks why this is necessary.

Froom states that there should be a reasonable cap on the number of proxies, because one member could conceivably carry 100 proxies.

Coggon states that she would like to increase the number of proxies to further participation in APUS because the adjournment of meetings lessens interest. She states that the model where the meeting is adjourned and rescheduled means that someone who can attend the first meeting but not the second meeting needs to be able to proxy and participate via that proxy.

Pyne states that it is important to put a reasonable cap on the number of proxies for the annual member of meetings. He states that he would support a cap of two (2) proxies per member. He states quorum for Assembly meetings should be distinctly considered to support participation at that body and perhaps a proxy system for Assembly meetings can be considered.

Sandhu states that this amendment was brought forward to maintain consistency with 4.05, which suggests that one member can carry one proxy. She states that it would be good to close the gap in clarity around proxies and suggests that a higher level discussion with regards to proxies, quorum, the adjournment of meetings, and participation and that a more thorough recommendation come forward at a later time based on that higher level discussion.

Coggon states that she would support this recommendation but would want to take measures to ensure that this higher level discussion occurs.

Sandhu states that she supports ensuring that discussion occurs and suggests that a discussion with other Board members may be appropriate and solicit a wider pan of views.

Vote carries.

f. Amendment #6

MOTION Moved: From Seconded: Coggon

Be it resolved that Article 5.03 be amended such that clause (b) is split into two and the clauses in 5.03 are subsequently re-ordered to read:

- “ (a) The members of the Corporation in each Class shall be entitled to elect from amongst themselves one Representative for each 50 or less members in such Class to a maximum of 3 Representatives in any such Class;*
(b) Nominations shall be by and among the members of the Corporation in each Class with election by plurality of votes. Each member in each such Class shall be entitled to one vote;
(c) Representatives must be elected within such time periods as may be specified by the Board from time to time and shall hold office until midnight on the first day of the session next following the session during which they were elected;
(d) Notwithstanding any defects in the election of a Representative, persons elected in accordance with the election guidelines established by the Board shall be deemed to properly hold office unless otherwise determined pursuant to paragraph (e) hereof;
(e) Any member of the Corporation shall be entitled within 30 days of any election of a Representative to refer the issue of the validity of such election to the Grievance Officer in accordance with the provisions of Article XIV hereof. If no such referral is made within such 30 day period then the results of such election shall be deemed final and binding upon all concerned;
(f) The instructor of a Class shall be requested to conduct and be responsible for the election of the Representatives in accordance with election guidelines as established by the Board from time to time.
(g) The Board shall establish and publish the rules relating to the conduct of elections of Representatives provided that the same are not in conflict with the letters patent or the by-laws of the Corporation.”

DISCUSSION

From states that as the Bylaws are written, APUS requests the instructor to make an announcement and to host the election for Class Representatives. She states by splitting clause (b), we make clear that nominations are done by and among the members. She states there is a difference between “requests” and what “shall” be done.

Coggon highlights her experience in becoming a class representative, stating that this was done through an email process with her class confirming her election.

Sandhu states the goal is to split two principles or ideas that have been bound together, including the method by which class representatives may become aware of the opportunity and the principle that enshrines that only members can elect Class Representatives.

Coggon suggests that the clause be downgraded in numbering to reduce its primacy.

Pyne states that we want to reduce the barrier to students for participating in the Assembly.

Coggon states that she would like to strike the reference to the instructors altogether but is not sure if we have the authority to do that now.

Sandhu states that the Committee can strike the language, or split the clauses and re-order them, or not amend at all.

Coggon states she supports the split and reordering of clauses.

Vote carries.

g. Amendment #7

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 5.06 be amended such that “not less than three weeks nor more than six weeks” now reads “not less than three weeks nor more than five weeks”.

DISCUSSION

Coggon states this is logical.

Vote carries.

Coggon states that she would like to get an idea of attendance for previous Assembly meetings from the past three years for review at a later time.

h. Amendment #8

MOTION Moved: Froom Seconded: Coggon

Be it resolved that Article 6 be named “Board of Directors” and not “Directors”.

Be it further resolved that article 6.02(a) be amended to read:

“Each Director and Officer shall be a Part-Time Undergraduate Student and a member of the Assembly of Representatives during the session in which their election is held.

DISCUSSION

Froom states we are adding capital letters for Undergraduate Student to ensure this ties in the definitions in article 1.01.

Vote carries.

i. Amendment #9

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 6.06 be amended to read:

“A quorum for meetings of the Directors shall be 50 per cent of the elected Directors then holding office (excluding ex-officio members) or five elected Directors whichever is the greater. If a quorum is not present within half an hour after the time appointed for the meeting, then the meeting shall be adjourned to such time and place as may be appointed by the Speaker. Notice shall be given to all Directors of such adjourned meeting, such notice shall specify the purpose for which the meeting was originally called. At such adjourned meeting, the Directors present

may transact the business for which the meeting was originally called and there shall be no quorum requirement for the purposes of properly constituting such adjourned meeting as an meeting of the Board.”

DISCUSSION

Froom states that Board meetings that do not reach quorum do not need to be scheduled for a time between 3-5 weeks later like Assembly meetings. She states the Board can reconvene with the same amount of notice for other Board meetings given that it is a small group.

Vote carries.

j. Amendment #10

MOTION Moved: Froom Seconded: Coggon

Be it resolved that Article 6.08 be amended to read:

“Any elected Director may also be removed from his or her position by resolution approved by at least 2/3 of the members of the Assembly of Representatives present and voting to the effect that such Director has failed to properly perform all or any part of the duties allotted to him or her as a Director. Notice of a resolution to remove a Director must be signed by 25% of the members of the Assembly and be given fifteen days (excluding non-business days) prior to the Assembly meeting where such resolution will be considered”.

DISCUSSION

Froom states we are replacing the word ‘put’ with ‘considered’.

Vote carries.

k. Amendment #11

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 6.11 be amended to read:

“A meeting of the Board of Directors shall be called no later than forty-five days after the election of the Directors by the Assembly, and in no case later than April 30. At such Board meeting, both incoming and outgoing directors shall be entitled to be present; outgoing directors shall be entitled to exercise votes on all matters excepting the election of officers; and incoming Directors shall be entitled to exercise their votes only in connection with the election of officers.”

DISCUSSION

Froom states we want to put a limit on when the joint meeting can be held and ensure it is held prior to April 30 each year.

Vote carries.

l. Amendment #12

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 6.14 be amended to read:

“6.14 Open to Membership

All meetings of the Board shall be open to all members of the Corporation unless otherwise decided by a majority of the voting Directors present. If a meeting is closed to the membership the reason therefor shall be announced at the next meeting of the Board.”

DISCUSSION

Coggon states that it should read membership in the second line, not public.

Vote carries.

m. Amendment #13

MOTION Moved: Froom Seconded: Coggon

Be it resolved that the following text be struck from article 6.15:

“Notwithstanding the above, after five years from the end of the academic year in which a resolution on a substantive matter or policy was approved by the Board, such resolution or policy shall cease to be in force and effect, unless specifically renewed by a simple majority vote of the Board”.

DISCUSSION

Coggon asks why this was even in the bylaws.

Sandhu states sunset clauses were popular at a particular time of policy development. She states that previous APUS policies have come to expire due to this clause.

Vote carries.

n. Amendment #14

MOTION Moved: Froom Seconded: Coggon

Be it resolved that references to “force majeure” in article 6 of the bylaws be capitalized in accordance with definitions in 1.01.

Vote carries.

o. Amendment #15

MOTION Moved: Pyne Seconded: Coggon

Be it resolved that the following text be struck from Articles 8.05, 8.06, and 8.07.

“be a signing officer for the corporation”.

DISCUSSION

Froom states this change reflects current practice of President, Vice-President Internal, and Executive Director having signing authority.

Vote carries.

p. Amendment #16

MOTION Moved: Pyne Seconded: Coggon

Be it resolved that article 11.04 be amended from “for the purposes of amending Section 3.03 Hereof” to “for the purposes of amending Section 3.03 hereof or of removing an officer under Section 8.07(b) (ii) hereof.

DISCUSSION

Froom states as per APUS bylaws, there are two times when a referendum is held. She states one is for amending fees and the other is to remove officers.

Coggon states this clarifies the two reasons in the introductory clauses.

Vote carries.

q. Amendment #17

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 12.01 be amended to include:

“(g) Sent to their email address as shown in the records of the Corporation”

DISCUSSION

Coggon asks if we want email or electronic communication.

Froom states that it would be good to be clear about email communications, which is more specific than broadly electronic communication.

Sandhu states that electronic communication could be misinterpreted too broadly such as including social media.

Vote carries.

r. Amendment #18

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 13.04 be amended to read:

“13.04 Preliminary Budget

The Finance Committee shall present a proposed Preliminary Budget for the fiscal year to the Directors for their consideration no later than August 1 in each year.”

Be it further resolved that article 13.05 be amended to read:

“13.05 Operating Budget

The Finance Committee shall present a proposed Operating Budget to the Directors for their consideration no later than December 1 of each year. The Operating Budget shall provide revised estimates of income and expenditures to reflect the financial position of the Corporation for the current fiscal year.”

Be it further resolved that the following new clause be added immediately after 13.05:

“Revised Operating Budget

The Finance Committee shall present a proposed Revised Operating Budget to the Directors for their consideration no later than April 30 each year. The Revised Operating Budget shall provide revised estimates of income and expenditures to reflect the financial position of the Corporation for the current fiscal year.”

Be it further resolved that article 13.06 be amended to read:

“13.06 Approval of Budgets

The Preliminary, Operating and Revised Operating Budgets shall be approved by a majority of vote of the members of the Board present and voting at a meeting of the Board. Notwithstanding this provision, the Board may revise any budget at any time. To the extent that such decision revises or amends the expenditures or provides for new expenditures, shall be approved by a two-thirds vote of the Board present and voting at a meeting of the Board.

The Board shall cause a copy of the Preliminary, Operating, and Revised Operating Budgets to be sent to the Assembly.”

Be it further resolved that the clauses of article 13 be re-numbered accordingly.

DISCUSSION

Coggon clarifies the timelines for the budgets and definitions of each type of budget.

Vote carries.

s. **Amendment #19**

MOTION Moved: From Seconded: Coggon

Be it resolved that *“Instruments requiring the signature of the Corporation shall be signed by any two of the following persons: the President, the Vice-President, the Treasurer, the Secretary, or the Executive Director of the Corporation”* be amended to read *“Instruments requiring the signature of the Corporation shall be signed by any two of the following persons: the President, the Vice-President Internal, or the Executive Director of the Corporation”* in article 13.10.

DISCUSSION

From states that the roles of Treasurer and Secretary are outdated. She states that in accordance with what was approved earlier, the signing authorities are the President, Vice-President Internal and Executive Director.

Coggon asks who fulfils the functions of Treasurer and Secretary currently.

Froom states that it is the Vice-President Internal.

Vote carries.

t. **Amendment #20**

MOTION Moved: Froom Seconded: Coggon

Be it resolved that article 15.01 be amended to read:

“15.01 Continuity of Assembly, Executive Committee and Officers

The Class Representatives, and Officers and members of the Executive Committee of the Association of Part-time Undergraduate Students elected or appointed pursuant to the Constitution and the By-Laws of the Association of Part-Time Undergraduate Students in effect at the date of the enactment of this By-Law shall be deemed to be the members of the Assembly of Representatives, the officers and the members of the Board of Directors, respectively, of the Corporation until their successors are elected or appointed pursuant to the provisions of this By-Law.”

DISCUSSION

Froom states the clause was repetitive in naming each officer and then members of the Executive Committee but also had an outdated listing of the executive positions which no longer exist under the bylaws.

Vote carries.

5. Adjournment

MOTION Moved: Froom Seconded: Coggon

Vote carries.

The meeting adjourned at 8:29 pm.

IV. PRELIMINARY BUDGET

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

Local 97, Canadian Federation of Students

DRAFT PRELIMINARY BUDGET 2017-2018

Fiscal year ending April 30, 2018

REVISED REVENUE

	Revised Budget	Preliminary Budget	Operating Budget
	Apr./17	Aug./17	jan./18
MEMBERSHIP FEES			
Summer Term (May-Aug 2017)	178,754.85	177,000.00	
OPIRG ⁽¹⁾	12,953.25	12,800.00	
CFS ⁽¹⁾	47,797.50	47,300.00	
Fall and Winter Terms (Sep-Dec 2017 Jan-Apr 2018)	173,735.99	168,000.00	
OPIRG ⁽¹⁾	6,272.06	6,100.00	
CFS ⁽¹⁾	46,287.78	44,700.00	
Sub-total	465,801.43	455,900.00	
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	
Student Printing Service	6,681.00	7,000.00	
Sub-total	106,681.00	107,000.00	
OTHER			
Interest Income	95.34	100.00	
Miscellaneous Income ⁽³⁾	1,031.12	500.00	
Sub-total	1,126.46	600.00	
TOTAL OPERATING REVENUES	573,608.89	563,500.00	

Notes:

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Exact figure cannot be determined until the end of the policy year.
 Also note that plan fees (collected from members) for premiums are not included.

3 Includes event ticket sales.

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

Local 97, Canadian Federation of Students

DRAFT PRELIMINARY BUDGET 2017-2018

Fiscal year ending April 30, 2018

REVISED EXPENSES

		Revised Budget apr./17	Preliminary Budget Aug./17	Operating Budget jan./18
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	12953.25	12,800.00	
	Transfer to CFS ⁽¹⁾	47797.50	47,300.00	
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,272.06	6,100.00	
	Transfer to CFS ⁽¹⁾	46,287.78	44,700.00	
		113,310.59	110,900.00	
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,500.00	11,500.00	
Accessibility Subsidy		0.00	500.00	
Daycare Subsidy		0.00	500.00	
Health and Dental Plan Administration		100,000.00	100,000.00	
Student Printing Service		7,577.03	8,000.00	
Income Tax Clinics		0.00	200.00	
Sub-total		119,077.03	120,700.00	
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		4,373.96	3,000.00	
Events and Outreach		24,531.81	20,500.00	
Coalition and Solidarity		3,000.00	2,000.00	
Sub-total		31,905.77	25,500.00	
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	
Bank Charges		1,299.94	1,000.00	
Computer Supplies and Maintenance		10,009.75	2,000.00	
Copier Services and Supplies		2,000.00	2,000.00	
Insurance ⁽³⁾		5,067.36	5,100.00	

Legal	8,996.50	8,000.00
Telephone	3,310.93	3,300.00
Repairs and Maintenance	4,230.31	4,000.00
General Office	6,476.48	7,000.00
Transportation	201.70	500.00
Sub-total	49502.97	40810.00

MEETINGS, CONFERENCES

Accessibility	0.00	250.00
Annual General Meeting	1,996.13	2,000.00
Board of Directors	1,015.26	1,000.00
Class Assembly	745.85	1,000.00
Executive Meetings	1,799.58	2,000.00
Staff Meetings	299.55	400.00
Other Meetings and Conferences	0.00	200.00
CFS Meetings	11,335.73	11,000.00
Sub-total	17192.10	17850.00

ELECTIONS AND REFERENDA

Notices	0.00	500.00
Meeting of Assembly	100.00	500.00
Sub-total	100.00	1000.00

HUMAN RESOURCES

Salaries and Benefits ⁽⁴⁾		
Executive Honoraria ⁽⁵⁾	34,457.88	42,000.00
Salaries and Wages ⁽⁶⁾	180,000.00	180,000.00
Employer Contributions		
CPP	6,024.54	7,800.00
EI	3,178.86	4,500.00
RRSP	1,873.32	2,500.00
Payroll Service	1,725.53	1,800.00
Health Insurance	7,886.19	8,000.00
Other	0.00	0.00
Sub-total	235146.32	246600.00

MISCELLANEOUS	102.02	0.00
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TOTAL OPERATING EXPENSES	566,336.80	563,360.00
SURPLUS (DEFICIT)	7,272.09	140.00

Notes:

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Scholarships & bursaries are awarded by Enrolment Services.
- 3 Insurance includes Director and Office Liabilities
- 4 Obligations under the Collective Agreement
- 5 Approved by 2017 Board of Directors, Executives earn \$600.00/month honorarium, \$25/month cellphone allowance. Executives may be eligible for per diems as per APUS Board of Directors' policy.
- 6
Represents salaries and wages for (1) Executive Director, (1) Events & Outreach Coordinator, (1) Campaigns & Advocacy Coordinator, (1) Member Services Coordinator (1) Financial Coordinator, (4) Information Clerks