



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

**October 20, 2017**  
**Meeting #4**  
**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 **October 20, 2017 at 6 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda
- II. Minutes Package
- III. Proposed Bylaw Amendments
- IV. Executive Reports
- V. U of T Draft Policy on University-Mandated Leave

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: Pyne      Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #4 be adopted as presented.

### **3. Approval of Minutes**

Moved: Zhao      Seconded: Froom

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

- a. Board of Directors Meeting – August 1, 2017
- b. Executive Committee Meeting – July 25, 2017
- c. Executive Committee Meeting – August 15, 2017

### **4. Appointment of APUS Speaker 2017-2018**

Moved: Froom      Seconded: Pyne

Be it resolved that \_\_\_\_\_ be appointed APUS Speaker for 2017-2018.

### **5. Motion to call for a Meeting of the Assembly**

Moved: Kashyap      Seconded: Zhao

Whereas Article 5.05 (a) states that a meeting of the Assembly shall be called by the Vice-President Internal of the Corporation acting upon the authority of a resolution of the Board; and

Whereas Article 5.04 requires a meeting of the Assembly to be called within two months of the commencement of a session,

Be it resolved that the Board of Directors call for an Assembly meeting on November 3, 2017.

### **6. Bylaw Amendments**

Moved: Froom      Seconded: Pyne

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

### **7. Discussion on Draft Policy on University-Mandated Leave of Absence**

### **8. Executive Reports**

Moved: Kashyap      Seconded: Ebifegha

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 – August 1, 2017

In attendance: Susan Froom, Richie Pyne, Jackie Zhao, Margaret Ebifegha, Jennifer Coggon, Christine Cullen, Jose Wilson

Staff: Danielle Sandhu, Caitlin Campisi

Speaker: Mala Kashyap

#### 1. Call to Order

The meeting was called to order at 6:30pm.

#### 2. Approval of Agenda

Moved: Zhao                      Seconded: Ebifegha

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

Moved: Froom                      Seconded: Zhao

Froom moves to add Other Business as item #9.

*Vote carries.*

#### 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

Coggon asks for clarification regarding motions being moved and seconded in advance of meeting. Sandhu explains requirement as per Bylaws in order to be considered by the Board.

*Vote carries.*

#### 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.

Froom states the Preliminary Budget 2017-2018 has been sent to Directors with Board package and briefly presents revenues and expenses. Froom clarifies that this is a preliminary budget that does include actuals. For example, in terms of revenue, the Fall/Winter membership fees are cautiously estimated based on actuals from the previous year. Other revenue are similar to the previous year, with a slight increase in revenue from our student printing service and interest income. Froom presents expenses and explains that many are similar to the previous year, such as scholarships and bursaries, accessibility and childcare funds, human resources and meetings. Small changes to printing expenses are reflected in revenue increase from printing service, and within flexible categories such as events and outreach until we have final membership fees revenue. She states we are projecting a surplus of \$142 and that the Operating Budget will come back to the Board in January with actuals.

Coggon asks questions regarding expenses for payroll services and director's insurance. Froom states that a private company provides our payroll services. She states that director's insurance is for Directors of the Corporation, or members of the Board of Directors, which legally protects them in their capacity as directors. Sandhu clarifies that this line also includes commercial insurance that protects APUS physical space.

*Vote carries.*

**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.

Froom states that this operational policy is in accordance with the Occupational Health and Safety Act and ensures we are operating in a manner that protects the health and safety of all those who work and use APUS space.

Coggon asks regarding previous APUS health and safety policies under the OHSA and any differences in this current policy.

Froom states that our Bylaws previously had a clause in which policies were no longer in effect after five years, hence the need to adopt a new policy. Sandhu further clarifies that we are legally required to have in place a health and safety policy that is robust and up to date with OHSA, and that it can be amended as required in the case of future legislation.

Coggon asks regarding the role of employees and other users of the APUS space, and regarding access to the OHSA for staff.

Sandhu explains categories of responsibility for employees and management. She states that the OHSA is publically posted in both APUS offices. She further clarifies that this policy takes into account our relationship to protocols of the University of Toronto as well as our own legal responsibilities as an Employer. Froom adds that we are a unionized workplace with other means to address issues within our Collective Agreement.

*Vote carries.*

**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. Froom presents the operational policy on workplace harassment and violence within the APUS workplace.

Coggon asks regarding the relationship to the University of Toronto in regards to communication of broader safety instructions and trespass orders.

Kashyap clarifies that this policy only applies to the APUS workplace and broader issues are dealt with by the University of Toronto.

Wilson asks regarding the distinction between this policy and University of Toronto sexual violence policies .

Sandhu clarifies that the University of Toronto has its own policies on workplace harassment and violence, as well as sexual violence policies for multiple actors within the university community. She further clarifies that the entry point for this policy is APUS as an employer and our employees in the APUS offices, and extends to any place APUS holds an event or function. Kashyap further states that APUS is an employer with responsibilities towards employees, and this policy also comes out of legislative changes regarding dealing with workplace harassment and violence.

*Vote carries.*

**7. Bylaw Amendments**

Moved: Froom                      Seconded: Pyne

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

**a) Minutes - Bylaw Review Committee #1 – 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: Froom            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

Froom 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.

From states that it is the Vice-President Internal.

*Vote carries.*

t. **Amendment #20**

MOTION          Moved: From                  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.

#### DISCUSSION OF BYLAW AMENDMENT MOTION

Froom states that the Board struck a Bylaw Review Committee to review the Bylaws and bring final recommendations to the Board by December. These are preliminary recommendations being brought to the Board for approval today. She provides a summary of the changes, including ensuring gender neutral language throughout Bylaws, typographical, formatting and naming changes for further clarity, aligning notice for members and auditors, time between adjourned meetings of the Assembly, clarifying proxies, updating Board of Directors joint meeting to reflect current practice, striking a clause that causes policies to no longer apply after five years, updating signing authorities to reflect current practice, aligning referendum procedures with other sections of bylaws, including email addresses as an official means of giving notice to Directors, and a new budget structure with preliminary, operating and revised budgets based on current practice.

Pyne speaks in favour of the Bylaw amendments presented by the Bylaw Review Committee and notes these amendments will make our Bylaws easier to understand and simplify processes. He notes ensuring policies can stay in place longer than five years is a good practice. He encourages others to join the Bylaw Review Committee.

Coggon, Froom and Cullen note that additional amendments will be discussed by the Bylaw Review Committee at future meetings and more recommendations will be brought forward between now and December, and that it makes sense to recommend amendments as the Committee work progresses.

Coggon and Froom note that the role of instructors in the election of class representatives to the Assembly was discussed at the Bylaw Review Committee. Froom notes that ultimately our Bylaws state that the process for the election of class representatives is within the purview of the Board.

*Vote carries.*

#### **8. Executive Reports**

Moved: Kashyap          Seconded: Zhao

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

1. President

Kashyap notes she has been involved in the hiring process for a new Interim Executive Director, which is now complete. She notes the Executive will be meeting with UTMSU.

2. Vice-President Internal

From notes she has also been involved with the now completed hiring process for a new Interim Executive Director while the current Executive Director is on a sabbatical leave. She notes the Sid Smith office will be closed for a couple weeks at the end of August. She notes we are working towards hiring two unionized student information clerks. She has also been working on the two operational policies on Health and Safety and Workplace Harassment and Violence, as well as the Preliminary Budget and Bylaw Amendments. She invites Board members to attend a CUPE Employer presentation along with the Executive on August 15.

3. Vice-President Equity

Ebifegha notes that we have been working with the Coalition Against White Supremacy and Islamophobia. She notes we are working with student and community groups towards implementing recommendations from the Truth and Reconciliation Committee within our organization and university-wide.

4. Vice-President Events & Outreach

Pyne notes that our Caribana Patio Lime event will take place on August 3 on the Sid Smith patio, which will include food, childcare and tabling. He is planning various Orientation events, including one with UTMSU for part-time and mature students at UTM. He welcomes all ideas and feedback, and volunteers for outreach activities.

5. Vice-President External

Zhao notes he met with MPP Han Dong to discuss \$15 and Fairness with other student and labour unions. He notes he is meeting with CFS representatives and members to discuss a preliminary plan for the provincial day of action.

**9. Other Business**

From welcomes Campisi as our Interim Executive Director for the coming year and notes her experience in governance at the University of Toronto.

From thanks Sandhu for the incredible work she has done for APUS over the past years. She notes she will miss Sandhu and wishes her a very well-earned sabbatical leave.

Pyne thanks Sandhu for all her support and notes words cannot quantify his appreciation.

Sandhu thanks everyone and wishes APUS the best in the year ahead. She notes the trust, mutual respect and integrity that make APUS an amazing organization.

**10. Adjournment**

Moved: Zhao      Seconded: Pyne  
*Vote carries.*

The meeting is adjourned at 7:49pm.

**b) Executive Committee Meeting – July 25, 2017**

In attendance: Mala Kashyap, Jackie (Pu Qi) Zhao, Richie Pyne, Margaret, Susan  
Staff: Danielle Sandhu, Caitlin Campisi  
Guests: Rachele Clemente-Gottardi

**1. Call to order**

The meeting was called to order at 6:05 pm.

**2. Approval of Agenda**

MOTION                                      Moved: Ebifegha                      Seconded: Froom

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

DISCUSSION

Zhao adds Day of Action planning.

Ebifegha adds CAWSI and Downtown Legal Services.

Froom states that we would like to move TRACX funding request to the top of the agenda. She further adds item Other Business as the final item.

*Vote carries.*

**3. Approval of Minutes**

MOTION                                      Moved: Froom                      Seconded: Ebifegha

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

- a. July 5, 2017
- b. July 13, 2017

*Vote carries.*

**4. Business Arising from the Minutes**

There was none.

**5. Items of Business**

- 1. TRACX funding request

*Clemente-Gottardi enters the meeting at 6:10 pm.*

Clemente-Gottardi states that TRACX is something that over time has become something that OPIRG Toronto has led and funded. She states that this year's collective is looking at addressing prevalence of fascism and resurgence. She states that folks are looking to bring a speaker on campus who can address white supremacist, nationalistic sentiments that are brewing and challenging Islamophobia and racism and ways of supporting racialized and Muslim members of our community. She states that we want to look at the the daily ways in which this oppression is enacted, and to make these topics relatable to students. She states that the TRACX operates out of a university but they are intent with connecting students with the research and critical analysis that has been historically contained in academia. She states that this is about providing students and community members with the resources, tools, and research that they need for their communities and the issues they face. She states that they have individual researchers who get to take on some of the work and that they are compensated for their work. She states that the TRACX Symposium is really the visible output of the research to the community. She states that there are a number of sponsors and partners for the event. They are hoping to have 300 attendees and to host this event at OISE. She states that TRACX is happy to include APUS as a sponsor and name APUS as a sponsor and includes APUS in the ways we want to be involved. She states another goal is to facilitate coalition-building and networking across different people doing similar work across the University and broader community.

Kashyap asks if there is a specific request around funding and support.

Clemente-Gottardi states that the request is for \$1000. She states at this time there is a theme that has been determined. She states that there is room for members of the APUS team to join the TRACX Collective and be more involved. She states that APUS can also be a sponsor for the symposium.

Kashyap asks how presenters are selected.

Clemente-Gottardi states that groups can submit proposals and the deadline is fast approaching.

Kashyap asks who makes the decisions.

Clemente-Gottardi states that the TRACX collective makes the decisions.

Froom asks for updates about funding sponsorship.

Clemente-Gottardi provides an update on the current need and current sponsors.

Froom makes some suggestions for other sponsors.

Clemente-Gottardi states that she will circulate a revised budget.

Ebifegha asks what the students who are involved do.

Clemente-Gottardi states that this is student-initiated research and they work to support the students with conducting research. She states that the aim is to support those who are marginalized and who may not otherwise have access to such opportunities and resources.

*Clemente-Gottardi exits at 6:30 pm.*

Pyne states he would like to see a decision being made as soon as possible. He states he will be sending an email to solicit a final number.

- a. President

i. Office Workspace Update

Kashyap states that she has been speaking with others about the team layout. She asks for Pyne and Sandhu to work together to implement the layout.

ii. Meeting request from Student Life

Kashyap states that David Newman has emailed her to chat about COSS. She states that she believes he wants to chat about the COSS Chair appointment.

iii. Meeting request from CESAR

Kashyap states she got an email from Sara Asalya from CESAR to set up a meeting with us. She wants to share ideas about how to do outreach.

Sandhu states that there is a request to interview individuals and also interest in a team meeting.

Kashyap states that she will follow up.

iv. Suggested meeting times for UTMSU meeting

Kashyap states that we still need to meet with UTMSU and wants to set up a time.

Froom suggests August 4, 2017 for the meeting and suggests it take place at UTM.

Ebifegha suggests August 11, 2017 at APUS.

Kashyap states she will follow up on this.

v. Report-back

Kashyap states that all of her time has been spent on the Interim Executive Director hire and transition. She states that she is at 40 hours for July and is busy with her school work.

b. Vice-President Internal

i. Management Update

Froom states that Caitlin Campisi has been formally hired as our Interim Executive Director. She states that Sandhu will be on a one-year sabbatical as of August 1, 2017.

ii. Board Meeting Items

1. Health and Safety Policy, Workplace Harassment and Violence Policy

Froom states that this policy is a requirement under the OHSA. She states that in this policy we are noting the responsibilities of the Employer, Employees and visitors to our space. She states that this also outlines how Employees can report issues.

Froom states this policy is also a requirement under the OHSA.

Pyne states that the policies look great.

Froom states that the policies will be formally recommended for adoption at the Board meeting.

## 2. Bylaw Review Committee Recommendations

Froom states that the Bylaw Review Committee met and is bringing forward recommendations for amendments that will bring the amendments in accordance with current practice. She states that the Committee may meet again and bring forward further recommendations.

## 3. Draft Preliminary Budget

MOTION            Moved: Froom            Seconded: Pyne

Be it resolved that the Executive Committee recommend the Draft Preliminary Budget for approval to the Board of Directors.

### DISCUSSION

Froom provides an overview of the draft preliminary budget, reviewing our expected revenues and expenses. She summarizes some of the key differences in the budget in comparison to the prior fiscal year.

*Ebifegha exits at 7:10 pm.*

Pyne thanks Froom for preparing the budget and suggests changes can be brought forward at the Board meeting.

Kashyap asks if the salary for the Campaigns and Advocacy Coordinator is accounted for.

Sandhu states yes.

*Ebifegha enters at 7:12 pm.*

*Vote carries.*

### iii. Report-back

Froom states she can report back to the Board.

#### c. Vice-President External

##### i. CFS Ontario Meeting – Registration and motions prep meeting

Zhao states that we have decided to reach out to SBA to join us for the CFS Ontario meeting. He states that Executives will be registered with accommodations as noted. He states that he has asked Coggon who is not available to attend. He asks if folks want to bring anyone else.

Kashyap suggests reaching out to LGBTQOUT.

Zhao states he can connect.

##### ii. Day of Action planning

Zhao states that he would like to seek ideas and input from Executives surrounding that the planning of the Day of Action and that the Executive Committee of CFS Ontario will be discussing a date for the DOA.

Kashyap states that she would like to give some thought to what Fight the Fees will look like this year as distinct from last year. She thinks that we may want to organize differently. She states that she would like to suggest a meeting to look at this.

Sandhu states that APUS served a motion calling for the Day of Action. She suggests having a planning meeting to discuss our goals and to bring about these ideas to the OGM.

Kashyap states that she would like to see APUS consult outside of our team to bring in ideas.

Sandhu states that we can do this and Executives and staff can do this consultation.

Froom states that she would like to see us approach all political parties. She states that she would like to see us participate in a GTA Fight the Fees coalition to organize this. She states we need to consider academic breaks. She states that she suggests a Wednesday.

Ebifegha states that as the local that brought forward this motion, we need to bring leadership on this. She states that it's a provincial election and we should do some research on dates so we can bring forward a recommendation. She states that many people do not believe that nations with less wealth than Canada have fully-funded education. She states we need to get this information out there.

Pyne states that he would like to be involved with the planning.

Kashyap states that we need to assess and keep on our radar that a lot of the DOA preparation was done by folks that will not be here this time around.

- d. Vice-President Equity
  - i. Meeting request from ARCDO

Ebifegha states that ARCDO has requested a meeting with us and that many members of the team are interested in working with them. She states that she is thinking we can do an all-exec meeting with the ARCDO team.

Pyne states that this good and he encourages everyone to indicate their interest.

Ebifegha states that once she receives interest, she will coordinate.

Pyne, Kashyap, Zhao, Froom and Campisi indicate their interest.

- ii. Endorsement request – Slutwalk

MOTION            Moved: Kashyap                            Seconded: Froom

Be it resolved that APUS contribute \$100.00 and in-kind resources to Slutwalk.

DISCUSSION



Ebifegha states that we received an endorsement request from the Slutwalk organizers to endorse and fund this year's SlutWalk march. She states that the funding request would go towards the march. She states that the march will take place on Saturday, August 12, 2017 from 2-6 pm at Allan Gardens.

Sandhu states that organizers are also seeking in-kind resources in the form of sound system, megaphone, paint, bristol boards and printing.

*Vote carries.*

iii. Coalition Against White Supremacy and Islamophobia (CAWSI)  
MOTION Moved: Ebifegha Seconded: Pyne  
Be it resolved that APUS endorse the Coalition Against White Supremacy and Islamophobia.

#### DISCUSSION

Ebifegha states that members of our team have been participating in the Coalition Against White Supremacy and Islamophobia and they are seeking an endorsement from APUS.

Pyne states that he would like to endorse the Coalition.

Ebifegha states that she would like to support the work that is being done.

*Vote carries.*

Kashyap abstains.

- iv. Report-back
  - 1. Outreach to Students

Ebifegha states that she has been talking to students and they have reported that DLS is not serving part-time students and the students felt it would be useful to have access for academic and immigration matters, and tenants' rights. She states that she would like to revisit the issue of access to DLS services for part-time students. She states students are also facing challenges with funding and report that it is challenging to navigate the differences between the APUS-UTSU health plans.

Ebifegha exits at 8:00 pm.

- e. Vice-President Events & Outreach
  - i. Caribana Update

Pyne states that our event is taking place from August 3 from 3-5 pm. He states that this is a patio lime event on the Sid Smith patio and will also include a space for discussion about Caribana, anti-blackness and identity.

- ii. Queer Orientation

He states that we have received a request to partner on Queer orientation from LGBTQOUT and will follow up on this.

- iii. Clubs presentations

Pyne states that we are slated to do presentations at UTM this week.

Sandhu states if folks have feedback on our Clubs presentation and/or can volunteer to help deliver the presentations to let Pyne know.

iv. Report-back

Pyne states that he is working to develop the outreach schedule. He states his work schedule is in flux. He states he is working on Caribana.

**6. Other Business**

Froom asks for the CFS Motions package to be distributed and for a prep meeting to be held soon.

Zhao states he will do this.

**7. Adjournment**

MOTION TO ADJOURN                      Moved:                      Pyne                      Seconded: Kashyap

*Vote carries.*

The meeting adjourned at 8:08 pm.

**c) Executive Committee Meeting – August 15, 2017**

In attendance: Mala Kashyap, Richie Pyne, Jackie Zhao, Margaret Ebifegha, Susan Froom  
Staff: Caitlin Campisi

**1. Call to order**

The meeting was called to order at 4:21pm.

**2. Approval of Agenda**

MOTION    Moved: Froom    Seconded: Zhao

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

DISCUSSION

Items TRACX funding and White Nationalist Rally are added to Other Business.

*Vote carries.*

**3. Approval of Minutes**

MOTION    Moved: Froom    Seconded: Zhao

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

- a. July 25, 2017

## DISCUSSION

Froom notes a typo in the VP Internal report and an amendment to reflect the timing of the TRACX funding item.

*Vote carries.*

### 4. Business Arising from the Minutes

There was none.

### 5. Items of Business

- a. President
  - i. Follow-up items from previous meeting

Kashyap notes that meetings with UTMSU and CESAR will be scheduled for the Fall semester.

- ii. Report-back

Kashyap met with David Newman regarding COSS. He wants to ensure smooth functioning of COSS for the upcoming year and is meeting with each student union to solicit feedback. Kashyap and Zhao are the APUS representatives to COSS. Kashyap will continue to connect with Newman as needed.

Froom states APUS will need to put forward a recommendation for COSS Speaker before October 2 UAB meeting. Kashyap asks if any Executive is interested in the position of COSS Speaker. Pyne states he is interested. The process for putting forth a recommendation for COSS Speaker is discussed. The approval process for COSS speaker at COSS and UAB is discussed. It is agreed that Pyne is qualified for the position of COSS speaker.

- b. Vice-President Internal
  - i. Management Update & Report-back

Froom reports that the Executive Director transition is on track. Froom is pleased to report that an MOU has been signed with CUPE 1281 regarding two unionized student info-clerk positions. APUS will be able to hire two part-time students to fill these contract positions for the Fall term. The student info-clerk positions will be posted shortly.

- c. Vice-President External
  - i. Provincial Day of Action Update

Zhao notes he has had several planning meetings regarding the upcoming Provincial Day of Action. The tentative date for the Provincial Day of Action is February 1. Planning meetings have included discussing last year's day of action and identifying what went well and what could be improved upon. Zhao puts forth a proposal for this year's Provincial Day of Action, including a march from each campus to Queen's Park, where there would be speeches and a festival space. The festival space would include booths, games and activities with the theme of access to free education. The goal is to educate students, community members and the general public in a fun environment. Heaters, hand warmers and food would be provided. Other possibilities include a

sit-in, and a social media/online presence leading up to and proceeding the event. Zhao will discuss the proposal with other locals at the CFS OGM and bring back feedback.

ii. Report-back

Zhao notes he attended a GTA UPASS Coalition Meeting.

d. Vice-President Equity

i. Follow-up items from previous meeting

Ebifegha notes that a meeting with ARCDO will be scheduled in the next few weeks. Interested Executives are asked to provide availability over email

ii. Hart House Mentorship Program & Report-back

Ebifegha notes that APUS has promoted the Hart House Mentorship in our newsletter, on social media, and to Board members. She notes that they are looking for mature student mentees. The time commitment for mentors and mentees is minimal.

e. Vice-President Events & Outreach

i. Follow-up items from previous meeting

Pyne states the follow-up for TRACX funding will be covered in Other Business.

ii. Orientation – Date & Format

MOTION:                      Moved: Pyne                      Seconded: Froom

Be it resolved that the Executive Committee approves a workshop-based APUS Orientation on Saturday, September 23 on the St George campus.

DISCUSSION

Pyne states that he is working on orientation events on all three campuses. He has been in conversation with UTMSU regarding a part time and mature student orientation at UTM. He is also planning to collaborate with SCSU on an orientation event at UTSC.

Pyne puts forth a proposal for the APUS Orientation on the St George campus to take place on Saturday, September 23 from 12-4pm. The Orientation would be workshop-based and lunch would be provided. Workshops would be on topics such as financial aid and time management.

*Vote carries.*

iii. Report-back

Pyne notes that APUS held a Caribana event on August 3 and that the event went well.

**6. Other Business**

i. TRACX Funding Request

MOTION:                      Moved: Froom                      Seconded: Ebifegha

Be it resolved that APUS donate \$300 for the TRACX event; and  
Be it further resolved that APUS offer in-kind support in the form of printing and space booking if feasible.

#### DISCUSSION

Ebifegha states that she has been working on a donations policy. Policy Committee could also provide feedback on this donations policy.

*Vote carries.*

#### ii. White Nationalist Rally

The Executive discusses a response to the Canadian Nationalist Party's planned Toronto Nationalist Rally. It is agreed that APUS should make a public statement on behalf of the APUS membership condemning the white nationalist rally. This statement should be posted on our website and social media. APUS should make it clear to the administration that the event should not take place at the University of Toronto and that we condemn the event as a whole. APUS as a workplace and staff safety is discussed.

#### 7. Adjournment

MOTION TO ADJOURN                      Moved: Pyne                      Froom    Seconded: Zhao

*Vote carries.*

The meeting adjourned at 5:20pm.

### III. BYLAW AMENDMENTS

#### Amendments for Consideration from the Bylaw Review Committee

##### a) Typos & Misnumbering

###### **Amendment #1:**

Be it resolved that Article 13.09 (b) be amended to read:

*"13.09 Borrowing*

*The Board of Directors may from time to time:*

*(b) charge, mortgage, hypothecate or pledge all or **any** of the real or personal property..."*

###### **Amendment #2:**

Be it resolved that references to "Section 3.04" be changed to "Section 3.03" in Articles 3.01, 3.02, 3.03 (c), 3.03 (d), 6.22, 11.01, and 11.03 such that the aforementioned Articles be amended to read:

*"3.01 Membership*

*The following shall be members of the Corporation upon payment of the membership fee prescribed by section 3.03: ...”*

*“3.02 Board of Directors*

*Persons elected to the Board shall be deemed to be members of the Corporation throughout their respective terms of office, provided that they pay the membership fee prescribed by Section 3.03.”*

*“3.03 Membership Fee*

*(c) In addition to the amount authorized in the foregoing provisions of this Section 3.03, the membership fee shall include one dollar per session designated for the support of the Ontario Public Interest Research Group-Toronto (“OPIRG”) for so long as the Corporation remains affiliated with OPIRG. The Board and the Assembly may, by resolution, direct that the Corporation shall cease to be affiliated with OPIRG, in which event such one additional dollar per session shall cease to form part of the membership fee and any amount collected and not previously remitted to OPIRG shall be applied for such purposes as the Board and Assembly may direct.*

*(d) 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. The Board and the Assembly may, by resolution, direct that the Corporation shall cease to operate the Plan, in which event such fee shall cease to form part of the membership fee. The Board and Assembly shall have the authority to decrease this fee, or to make increases to the fee described herein, provided that such increases shall be subject to a yearly maximum increase of no more than ten percent (10%).”*

*“6.22 Conflict of Interest and Interest of Directors in Contracts*

*No member of the board of directors or agent of any organization receiving membership fees collected under Section 3.03 may serve as a Director or Officer of the Corporation.”*

*“11.01 Procedure*

*The Board may by resolution passed at a meeting of the Board enact, amend or repeal any by-laws not contrary to law, the Act or Letters Patent that regulate the affairs of the Corporation. The Board shall submit any such amendment, repeal or enactment of any by-law of the Corporation, except for amendments to Section 3.03, to the Assembly at the next meeting of the Assembly. The members of the Assembly may, at such meeting, by resolution passed by two-thirds of the members of the Assembly present and voting at such meeting, confirm, reject or amend such by-law, amendment or repeal. Notice of a meeting of the Assembly called to consider such resolution shall, in addition to the other requirements imposed by the by-laws be given as follows:...”*

*“11.03 Members’ Approval*

*Any amendment, repeal or enactment of Section 3.03 of this by-law shall be referred to the members of the Corporation for confirmation by referendum in accordance with the provisions of Section 11.04 hereof.”*

**Amendment #3:**

Be it resolved that Article 6.08 be re-numbered such that it is amended to read:

“6.08 Removal of Directors

*(a) Any Director may be removed from their position on the Board by resolution approved by at least 2/3 of the remaining Directors to the effect that such Director has failed to attend three consecutive meetings of the Board and/or have missed more than 80% of the Board and Assembly meetings, without, in the opinion of the Board, reasonable cause for such absence and/or has in the opinion of the Board failed to properly perform all or any part of the duties allotted to him or her as a Director.*

*(b) Any elected Director may also be removed from their 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.*

*(c) Any such removed Director shall receive written notice of their removal.*

*(d) Any Director removed under Section 6.08 (a) shall be entitled to object to their removal by referring the issue to the Grievance Officer in accordance with the provisions of Article XV hereof within one week from the date of receipt of written notice of their removal.*

*(e) In the event that any such objection to the removal of a Director is not made within the time period allotted therefor or upon a final determination pursuant to the grievance procedure that such removal was authorized, then such removal shall be final and binding and the remaining Directors shall be authorized to fill the vacancy created by such removal in accordance with the provisions of 6.09.”*

**Amendment #4:**

Be it resolved that references to Article XV in Article 6.08 d) and Article 9.02 b) be changed to Article XIV such that it the aforementioned articles amended to read:

“6.08 Removal of Directors

*(d) Any Director removed under Section 6.08 (a) shall be entitled to object to their removal by referring the issue to the Grievance Officer in accordance with the provisions of **Article XIV** hereof within one week from the date of receipt of written notice of their removal.”*

“9.02 Powers and Duties

*(b) in a manner which permits such meetings to proceed fairly and efficiently. The Speaker shall rule on procedural matters arising at meetings of the Assembly of Representatives, the Board of Directors, and at the annual meeting of members of the Corporation. The Speaker shall also serve as Grievance Officer in accordance with the provisions of **Article XIV** hereof.”*

**Amendment #5:**

Be it resolved that XIV. TRANSITIONAL PROVISIONS be re-numbered such that it is amended to read:

“XV. TRANSITIONAL PROVISIONS”

**Amendment #6:**

Be it resolved that Articles 8.07, 8.07, 8.08 and 8.09 be re-numbered such that the aforementioned articles are amended to read:

“8.07 Vice-President Equity

**8.08** Term of Office and Removal of Officers

**8.09** Agents and Attorneys

**8.10** Variation of Duties”

**Amendment #7:**

Be it resolved that any further misnumbered Articles be re-numbered accordingly.

**b) Definitions and clarity:**

**Amendment #8:**

Be it resolved that all references to “newspaper” in the Bylaws be amended to reference “publication” in Articles 1.01 (g), 4.01, 4.02, 4.05, 11.01 (b), 11.04 (b), 12.01 (e); and

Be it further resolved that “and in the two consecutive issues of *the Varsity*, or *the newspaper*” be struck such that Article 11.04 be amended to read:

*“(b) Notice of the date, time, manner and place of the referendum shall be given to members by publication in the issue next preceding the referendum of the designated publication or in such other comparable publication (distributed on the University campuses and having comparable distribution) as the Board may by resolution designate next preceding the referendum, provided that in either case, notice of the referendum shall be first given twenty-one days prior to the date of the vote. If the designated publications are not then being published, notice shall be given by posting of notices at least two weeks prior to the scheduled date of the referendum in public places in each of the University campuses, at locations designated by the Board;”*

**Amendment #9:**

Be it resolved that all references to “downtown campus” and “suburban campuses” be amended to reference “St George campus” and “Scarborough and Mississauga campuses” in Articles 4.01, 5.09 and 6.13.

**Amendment #10:**

Be it resolved that Article 3.01 be amended such that it becomes Article 3.01 (a); and  
Be it further resolved that that Article 3.01 (b) be added such that Article 3.01 be amended to read:

“3.01 Membership

*(a) The following shall be members of the Corporation upon payment of the membership fee prescribed by section 3.03:*



1. *All Part-time Undergraduate Students, as defined in Section 1.01 hereof:*
2. *All Continuing Education students and Special students, as defined in Section 1.01 hereof*
3. *Any other individual who has taken, is taking, or will be taking at least one course at the University of Toronto during the academic sessions, subject to the following procedures:*
  - a. *A motion to admit a person (or groups of persons) shall be made at a Board of Directors meeting stating why they should be admitted;*
  - b. *At least one week's written notice must be given before the motion is to be voted upon;*

*The vote to admit shall be decided by a 2/3 vote of those Directors, who are present and voting.*

***(b) All Part-time Undergraduate Students who are 65 years of age or older and who are exempted from compulsory non-academic incidental fees shall be deemed to be members of the Corporation.***

**Amendment #11:**

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

*“3.03 Membership Fee*

- (a) *The membership fee shall be \$27.30 in the winter session and \$13.65 in the summer session until changed by by-law. The Corporation may enter into an agreement or arrangement with the University whereby the University shall collect the membership fee from members together with student tuition payments and remit the membership fee to the Corporation in a manner satisfactory to the Directors, in satisfaction of the membership fee obligations of the members;”*

**Amendment #12**

Be it resolved that Article 6.15 be amended to read:

*“6.15 Rescission of Resolutions*

*All resolutions passed by the Board shall remain in Force until rescinded. Resolutions of the Board may be rescinded by a two-thirds vote of the Directors present and voting. **Resolutions of the Board may also be rescinded** by majority vote of the Directors present and voting if notice of resolution to rescind has been given at least one meeting prior to the meeting at which the resolution is rescinded.”*

## IV. EXECUTIVE REPORTS

### 1. President

We've had an exciting start to this academic year, beginning with tabling at Clubs Fest and Street Fest and organizing an Orientation for Part-Time and Mature Undergraduate Students at Hart House and at UTM. I have been attending the following committees as an APUS representative: Student Initiative Fund (SIF), Anti-Racism and Cultural Diversity Office, Council of Athletics and Recreation. The APUS Executive has also met with the Office of Student Life, Accessibility Services and the Office of the Vice-Provost Students.

We have been in dialogue with Student Life to talk about how to improve student experiences. One particular matter that I would like to bring to our members' attention is a policy that was presented at the University Affairs Board, Academic Board and at the UTM and UTSC Campus Councils is the University-Mandated Leave of Absence Draft Policy. The draft of this policy can be found at the following

link: <http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2017/09/a1002-4i-2017-2018uab.pdf> . I would invite students who have feedback to let us know so we may present this feedback to the Vice Provost Students. For more information you can contact me directly at [president@apus.ca](mailto:president@apus.ca) or Caitlin Campisi, our Interim Executive Director.

### 2. Vice-President Internal

#### **Human Resources:**

**Hiring Student Info Clerks:** As noted in my previous report, APUS has signed a Memorandum of Understanding with CUPE 1281 allowing for the hiring of two unionized contract part-time info clerks which are to be part-time students. A hiring committee was struck and Sabrina Moreno and Jesse Takalo have been hired. Welcome Sabrina and Jesse!

**Hiring Members Services Coordinator:** Our Members Services Coordinator, Huda Alsarraj, will be leaving APUS this month. A hiring committee has been struck and the job posted. We hope to have this position filled by early November. We wish Huda all the best.

**Speaker:** We are conducting a search for an APUS Speaker, as instructed by the Executive Committee.

**Other Human Resources Matters:** Pursuant to our Collective Agreement, CUPE 1281 presented a Collective Agreement information session for the Executive on August 15.

**Bylaw Review Committee:** The Bylaw Review Committee has a number of proposed amendments for the Board's consideration. See III. Bylaw Amendments.

#### **Other Activities:**

The APUS North Borden Office received a thorough professional cleaning in August. I participated in the CFS Ontario Meeting from August 17-20. I represented APUS at the Sept. 4 Woodsworth College Orientation Fair. I attended the Sept. 23 APUS St. George Orientation Day.

I attended the Sept. 30 UofT ULead event on behalf of APUS. I am representing APUS on the Community Liaison Committee where I have taken a particular interest in student housing, as well as the the UofT Library Advisory Committee.

### **3. Vice-President Equity**

#### **Orientation Events - Woodsworth College, Street Festival & UTM Orientation**

I attended these events to meet and interact with part-time students and highlight our programs and services to current and new students. Students were very excited to learn of our services specially our \$5c printing service. Others were glad to know they can come in the office and have free tea, coffee and use the microwave.

#### **CFS Ontario General Meeting**

The Ontario General Meeting was held in August where students from other universities and colleges came together to share the events and challenges on their campus and also learn about victories achieved for their members. One thing that most students and schools are preparing for is the Provincial Day of Action. This is being proposed for February 2018.

#### **Racialized and Indigenous Students Summit**

I attended the CFS RISE Summit that was held on September 29 to October 1 at Ryerson University. This was an opportunity for Racialized and Indigenous students from across Canada to come together, learn from and discuss in a open and inclusive space, historical issues such as: racism, colonialism, ableism, disabilities, queer and trans issues in the community and devise means to address these issues on a personal and collective basis.

#### **Meeting with the Office of Student Life & Accessibility Services**

I attended the meeting with the Office of Student Life to share and discuss how programs and services for students could be improved. The Office of Student Life is also working to provide more opportunities for experiential learning for students so that upon graduation, they would have a well rounded experience and improve their employability.

#### **Meeting with ARCDO**

APUS sits on the ARCDO Advisory Committee ( Anti-Racism and Diversity Office). This office supports anti-racist efforts to advance the inclusion of groups to address various systemic issues facing students and faculty in this institution.

#### **Indigenous Language Signs**

APUS is working with the Centre for Indigenous Studies in response to the Truth and Reconciliation Commission to have more Anishinaabemowin signs. This will begin with the APUS space and expand to other spaces in the university. In this way we would be creating a more inclusive space for the Indigenous students and faculty and other students at the university.

#### **\$15 and Fairness Student Assembly and Bill 148**

The \$15 and Fairness Student Assembly was held at Hart House. Students, faculty, and community members in attendance were encouraged to lobby for the passing of Bill 148 Fair Workplaces, Better Jobs Act. All students and labour advocates and community members are encouraged to call their MPPs so that momentum can be maintained until this Bill is passed and workers gain access to a fair workplace with minimum wage.

#### **4. Vice-President Events & Outreach**

##### **Caribana Patio Lime**

APUS held a Caribana event on August 3 on the Sid Smith patio, with music, food and tabling. The event was well-attended and a great opportunity to meet APUS members and UofT community members.

##### **University of Toronto Students' Union's (UTSU) Clubs Carnival**

APUS tabled and outreached at the Clubs Carnival inside King's College Circle.

##### **UTSU Street Fest**

APUS tabled and outreached at UTSU's Street Fest on St. George Street in front of Sidney Smith Hall. We were able to meet part time students and members of the UofT community about our campaigns, and services. We were also able to provide APUS materials.

##### **APUS Orientation**

APUS held two Orientation events on both the Mississauga and St. George Campuses at UofT (*APUS Orientation – St. George Campus; UTMSU & APUS Part-time and Mature Student Orientation – Mississauga Campus*). We were able to provide workshops and presentations for members who attended. Presentations included those from the Career Centre, and Academic Advising, APUS, and UTMSU.

##### **First Nations House Orientation: APUS Presentation**

APUS was invited during Orientation at the First Nations House on September 22 to give a presentation about our advocacy and services. We were able to outreach and talk about our campaigns, events, and class representative structure.

##### **Scarborough Campus Students' Union's: "Your Campus Your Space Part 2"**

On behalf on APUS I attended the "Your Campus, Your Space" conversation at the Scarborough Campus, hosted by the Scarborough Campus Students' Union on September 27.

##### **Canadian Federation of Students Ontario General Meeting**

Along with other APUS representatives, I attended the CFS Ontario General Meeting on August 17-20.

##### **Racialized and Indigenous Student Experience Summit**

Along with other APUS representatives, I attended the CFS RISE Summit on September 29-October 1.

## **5. Vice-President External**

### **Fight The Fees Coalition at George Brown College (Oct 3rd, 2017)**

As one of the first steps towards the upcoming Provincial Day of Action on February 1, the CFS-O is hosting consistent coalition meetings to help educate and provide training relevant to the campaign. Numerous locals attended, including delegates from SCSU, UTMSU and APUS to discuss what the day will look like. Although in its initial stages, people seemed to have agreed on the fact that it should be draw attention from the public, and that community members in addition to students should be involved. In addition, there were extensive discussions on methods of outreach, tabling, class talks and spreading the word. The meeting also ended with an invitation to bring those interested, and encouraged outside participation so more people could learn the relevant skills within the student movement.

### **Meeting with the Office of Student Life (Sept 29th, 2017)**

A meeting was held with the Office of Student Life to discuss new opportunities in which APUS and the Office could work together moving forward. This was an introductory meeting, and APUS spoke regarding the services offered to students that leave out mature or part time students and challenging the myth of what a “typical” student looked like. The Office acknowledged that it should shape its programming to include a more “non-typical” type of student with regards to how they spend their days (working/studying/caring for family) and their budgetary needs. The topic of experiential learning and moving forward with lobbying efforts to the government was also discussed.

### **Orientation in Collaboration with UTMSU (Sept 22, 2017)**

On September 22, an orientation was held on the UTM campus in collaboration with UTMSU at the Blind Duck Pub. Food was served, along with APUS gift bags containing information on our services and campaigns. Several representatives from U of T gave information sessions on their services and supports. In general, students enjoyed their time and the event was successful, and APUS continues to share a strong relationship with the UTMSU.

### **CFS Ontario General Meeting (Aug 17-20)**

The CFS Ontario General Meeting was held on August 17-20 and many APUS representatives attended. APUS put forth a successful motion to create a Part-Time Student Caucus, and to re-structure the Mature Students Constituency in conversation with other part-time student unions.

### **GTA UPASS Coalition (Aug 8th, 2017)**

Under the leadership of CFS Ontario, a coalition consisting of many university and college locals across Ontario met on August 8 and August 22 to discuss affordable transit for students in the GTA. The goal was to unite the lobby efforts of students towards transit companies and the government in order to achieve a universal bus pass for students. This would be a step towards accessible education and is a shared goal of many members around the GTA.

## **V. DRAFT POLICY ON UNIVERSITY-MANDATED LEAVE OF ABSENCE**

Please see attached pdf for Draft Policy on University-Mandated Leave of Absence.