

The Architecture and Visual Studies Student Union (AVSSU) Policies and By-Laws

Revised: May 19, 2021

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Article 1: Governing Policy

1.1 Rationale of Policy

All forms of policy have less legislative authority than the Constitution and cannot be used to overrule it.

1.2 Standing Policy regards, in particular, such motions which would establish changes or precedent within lower levels of the Union's governing structure, the Union's day-to-day operations, or to make a political or social statement.

1.3 Levels of Policy

- i. Governing: These policies shall reflect and directly expand upon the Constitution without conflicting or superseding it.
- ii. Operational: These policies shall engage in regulating and determining the general day-to-day activities of the Union and its services.

Article 2: Passage of Policy

2.1 Governing policy such as the constitution may be amended at any Annual General Members Meeting (AGM) by a simple majority vote of those present at the meeting, assuming a quorum has been achieved.

2.2 Standing Policy may be amended or removed by the AVSSU General Council via a simple majority vote.

- i. All Standing Policy must be collected and recorded, in addition to the noting of their passing in meeting minutes, in a document called the AVSSU Policies and By-Laws.
- ii. AVSSU, through the Constitution Committee, must maintain the AVSSU Policies and By-Laws document.

2.3 Operations Policy of the Union may be set by a simple majority vote of the General Council and are binding to all future General Councils unless overturned or amended.

Article 3: Memoranda of Agreement and Understanding

3.1 All Memoranda of Agreement or Understanding or such similar documents, will be treated as standing Policy.

3.2 All such documents shall be set forth by a member of the Executive Council and require a two thirds (2/3) majority in General Council to be set.

3.3 Once a Memoranda of Agreement or Understanding is set, it can only be edited following procedures within said document. If no procedures have been specified it will require a two thirds (2/3) majority of General Council to approve any edits made to the Memoranda

3.4 All such documents shall be catalogued in the AVSSU Policy Document under a section entitled 'Agreements'.

Article 4: Election Policy

4.1 Election Procedure Election of the AVSSU Council

- i. An AVSSU election for the Executive Council shall occur simultaneously on the first Wednesday in March for two days on an annual basis.
- ii. Elections for Executive, Commissioner, and Representative positions not filled in the March elections can be filled via an election in September.
- iii. An election for all representatives and any vacancies shall be held on the last Wednesday in September for two days.
- iv. The March and September election shall be run by the VicePresident Internal and CRO.
- v. At least 10% of AVSSU members must vote in an election to achieve quorum.

Two weeks prior to the first election date:

- i. The election will be announced and a call for candidates will be sent out with a detailed description of the responsibilities of each position and requirements for campaign statements.
- ii. AVSSU members wishing to run for an executive board position should submit a statement of candidacy and a campaign statement to the Chief Returning Officer by the end of the second week.
- iii. The campaign period shall begin one week prior to the election period until the polls close.

iv. The election period shall be held online in accordance with University of Toronto online elections policy and be conducted through University of Toronto online voting system.

v. If there is a tie between both candidates they will co-hold the position.

4.2 Candidates

All returning undergraduate students currently enrolled and returning to the John H. Daniels Faculty of Architecture, Landscape, and Design for the term of office are eligible to run for office. No candidate shall be allowed to run for more than one (1) office in any election. Candidates for Stream Representatives must be enrolled in the corresponding stream.

4.3 Campaign Rules

Shall be followed according to the policies and bylaw document and election code document.

Article 5: Referenda

5.1 Calling a Referenda

Binding Referenda may only be called by one of the following ways:

i. No fewer than 5% of Members may direct the General Council to hold a referendum on a particular matter by submitting a petition including the names, student numbers, and signatures of Daniels Faculty Undergraduate students. Immediately upon receipt of such a petition, the President shall schedule the referendum.

ii. A two-thirds resolution of the General Council may put a question to AVSSU Members through a referendum.

5.2 Notice of Referenda

At least three weeks prior to the first day of voting on a referendum, notice of the question and voting days must be publicized to Members.

5.3 Requirements for Valid Referenda

All referenda require a simple majority of the votes cast in order to pass.

Article 6: AVSSU Executives, Commissioners, and Representatives Internal Organizations

6.1 General Council shall nominate Representatives and Executives to all internal organizations, councils, committees and other bodies where AVSSU is entitled to representation.

6.2 All minutes and related documents received by representatives and executives of the AVSSU on committees, councils and other bodies are to revert to the Union for filing as soon as the representative resigns (or is removed) from the committee, or when the academic year ends. These minutes and related documents shall be retained by AVSSU and made available to the new representative when elected or appointed.

6.3 The representative(s) and executive(s) shall be responsible for creating a short transition document at the end of the academic year and handing it to the Vice President Internal for filing. The purpose of these transition documents is to pass on information to future representatives in order to ensure continuity and knowledge transfer in the Union.

6.4 Any AVSSU representative or executive on committees, councils, and other bodies who miss two (2) consecutive meetings of that organization shall be replaced by a new representative appointed by General Council, unless that representative can show just cause.

6.5 Termination and Resignation

- i. The membership of an elected AVSSU Council member ends if the member gives written notice of resignation.
- ii. If the member is removed from their position in accordance with the Constitution and AVSSU Policies.
- iii. If the AVSSU Council is dissolved.
- iv. The membership of an appointed AVSSU Council member other than an elected Council member ends if the member gives written notice of resignation, or if the member is removed from his/her position.
- v. AVSSU Council positions are not transferable.
- vi. The General Council shall determine whether to hold an election or appoint a candidate.

6.6 Impeachment

- i. An executive shall receive a warning after their first failure to meet monthly hour targets. On the second violation and all future violations, a review with the Honoraria Committee will be held to discuss impeachment. If deemed necessary, the Honoraria Committee shall conduct a vote to decide if a proposal to impeach shall be passed onto

the Executive Committee. The motion will only be passed if at least 66% of the committee agree on the decision.

ii. The President shall have the right to partake in discussions as a consultant to the Chair and Vice-Chair of the Honoraria Committee if deemed necessary by the Executive Council. In the event the President is under review by the Honoraria Committee, the Vice President Internal shall have the right to partake in discussions as a consultant.

iii. If an executive is impeached, they shall no longer be eligible for their honorarium.

iv. As outlined in the AVSSU Constitution and By-Laws, the Executive Council shall have the right to impeach office holders with the AVSSU Council.

6.7 List of Representatives of the Union on Internal Organizations Internal Faculty Committees

Faculty Council - President

Executive Committee - President

Admissions Committee - VP Internal

Appeals Committee - VP Academic

Curriculum Committee - VP Academic, VP Internal Diversity and Equity Committee

Equity Commissioner Research Committee - VP External

6.8 AVSSU Internal Committees

Election Committee

a. Shall meet at least once during the Fall and Winter term.

b. The Committee shall consist of the:

CRO

President

(2) Two Representatives

Appeals Committee

a. Meetings are held as the AVSSU Executive Council sees fit

b. The Committee shall consist of the:

VP Internal

(1) One Executive

(1) One Representatives

(2) AVSSU Members

c. Shall work with the Office of the Registrar and Student Services to invite AVSSU general members to be a part of the Committee.

Constitutional Review Committee

- a. Meetings are held as the AVSSU Executive council sees fit
- b. The Committee shall consist of the:
 - VP Internal President
 - (2) Two Representatives
 - (1) One Executive

Hiring Committee

- a. Shall meet at least once during the Fall and Winter term or as the Executive council sees fit.
- b. The Committee shall consist of the:
 - President
 - (2) Two Representatives

Funding Committee

- a. Meetings are held once a month during the Fall and Winter term
- b. The Committee shall consist of the:
 - President
 - VP Internal
 - Bookkeeper
 - (2) Two Representatives

Social Committee

- a. Shall plan social events for the student body
- b. Shall meet as the committee sees fit
- c. Shall consist of the:
 - VP Student Life
 - (2) Two Representatives AVSSU Members (number to be determined by VP Student Life)

The Executive may create any Standing or Ad Hoc committees which it considers necessary for the successful fulfillment of its duties.

Article 7: AVSSU Council Representation on External Organizations

7.1 General Council shall nominate Representatives and Executives to all internal organizations, councils, committees and other bodies where AVSSU is entitled to representation.

7.2 All minutes and related documents received by representatives and executives of the AVSSU on committees, councils and other bodies are to revert to the Union for filing as soon as the representative resigns (or is removed) from the committee, or when the academic year ends. These minutes and related documents shall be retained by AVSSU and made available to the new representative when elected or appointed.

7.3 The representative(s) and executive(s) shall be responsible for creating a short transition document at the end of the academic year and handing it to the Vice President Internal for filing. The purpose of these transition documents is to pass on information to future representatives in order to ensure continuity and knowledge transfer in the Union.

7.4 Any AVSSU representative or executive on committees, councils, and other bodies who miss two (2) consecutive meetings of that organization shall be replaced by a new representative appointed by the General Council, unless that representative can show just cause.

7.5 List of Representatives of the Union on External Organization

1. Canadian Architecture Student Association(Casa) - Appointment of an Architecture Program Representative
2. University of Toronto Student Union(UTSU) - Held by the elected Vice President External. **Adhere to deadlines for notifying UTSU that this is an internal election**
3. Saint George Round Table(SGRT) - Held by the elected President

Article 8: Funds and Student Levy

8.1 The Consolidated Union Fund shall consist of all funds of the Union accrued from student levies, donations, and other forms of income.

8.2 The Consolidated Union Fund shall be deposited into a bank account that requires a minimum of two (2) of four (4) unique signing officers (President, Vice President Internal, Vice President Student Life and Bookkeeper).

8.3 All full time and part time students in the John H. Daniels Faculty of Architecture, Landscape, and Design will pay into a student levy as dictated in the Constitution.

8.4 The Student Levy will be collected through the Student Accounts Office, in accordance with compulsory non-academic incidental fees. The levy will be deposited into a bank account that requires a minimum of 2 of 4 unique signing officers (President, Vice President Internal, Vice President Student Life, and Treasurer).

8.5 The cost of the student levy shall be voted on by AVSSU general members during an AVSSU election in March or September.

Article 9: Financial Responsibilities

9.1 General Council shall be empowered to control, manage and administer the

Consolidated Union Fund of the Union.

9.2 General Council shall make general financial policy for the Union and shall be responsible and accountable to members of the Union for the financial policy of the Union.

9.3 The day-to-day management of the Consolidated Union Fund and the execution of financial and fiscal policy shall be the responsibility of the Executive Council that shall be responsible and accountable to General Council for such management and execution of policy.

9.4 The Consolidated Union Fund shall be used by the Union for the promotion of the objectives of the Union as outlined in the preamble of AVSSU's Constitution.

Article 10: Financial Estimates (Budget)

10.1 The Executive Council, led by the appointed Bookkeeper shall prepare the estimates of income and expenditure of funds for the new fiscal year to be presented at the Fall Town hall Meeting as required by the AVSSU Constitution.

10.2 Under certain conditions, the Bookkeeper, on behalf of the Executive Council, is empowered to present supplementary estimates, which upon adoption by General Council shall be a supplement to the budget. These conditions are: any substantial change in either revenue or expenditures occurring at any time and/or any substantial change in the Executive Council.

Article 11: Audit, Fiscal Year, Financial Disclosure

11.1 At the end of the fiscal year there shall be an annual audit of the Union's accounts conducted by a firm of chartered accountants who shall be selected by the Bookkeeper in consultation with members of the Executive Council.

11.2 General Council shall have the right to demand an audit whenever it shall so decide. All audits shall be made public.

11.3 The fiscal year of the Union shall be May 1st to April 30th as to create a transition period between the AVSSU councils.

11.4 Financial Disclosure Financial reports shall be prepared at least two (2) times per year by the Bookkeeper with assistance of the Executive Council. One report shall be presented at the Town hall and another at the Annual General Members meeting.

11.5 General Council reserves the right to request additional reports as required.

Article 12: Signing Power

All cheques produced by the Union require the signature of at least two members of the Executive Council.

Article 13: Honoraria

13.1 General Council shall determine the amount of honoraria to be paid to hired staff for the following fiscal year during the last General Council meeting of the school year.

13.2 Changes to the honoraria for staff positions will require a two thirds (2/3) majority vote of those attending the last General Council meeting of the school year.

13.3 If an AVSSU Council member has performed a staff positions simultaneously (i.e. President and Secretary) because the second position has remained unfilled despite call for nominations, the AVSSU council member shall receive the honorarium for the positions after approval by a simple majority of General Council.

13.4 General Council shall determine, from time to time, any stipend or honorarium to be paid to any person who merits such reward for service to the Union on an occasional basis. Such nominations can be proposed by any Representative, Commissioner, or member of the Executive Council.

13.5 Honoraria Distribution

- i. Honoraria to be paid out on a monthly basis

13.6 Honoraria Funding Pool

- i. The Executive Committee shall prepare a yearly budget and propose the funding to be allocated to the Executive Honoraria from the Academic Support Fee at the beginning of their term. This budget shall be reviewed by the Honoraria Committee and a meeting shall be called to discuss any questions or concerns the Honoraria Committee may have.
- ii. After reviewing the yearly budget, the Honoraria Committee may accept or reject the proposal. A vote shall make the final decision to accept or reject and at least 66% of the committee must agree on the decision for the motion to pass. If rejected, the Honoraria Committee shall present why the proposal was rejected, and present alterations that should be made to make the proposal acceptable.

13.5 Honoraria Review and Release

- i. As per CCR requirements, AVSSU executives must work a minimum of 80 hours and fulfil their respective minimum role requirements, as outlined in the AVSSU By-Laws, to receive co-curricular record recognition. Following this template, executives must work a minimum of 80 hours per term (May 1st to April 31st) and fulfil their respective minimum requirements, as outlined in the AVSSU By-Laws, to receive the full honorarium.
- ii. To meet the term target, executives must work a minimum of 6.5 hours per month and

undertake activities that help them meet their minimum role requirements. The work and activities undertaken by executives must be recorded on a timesheet. This timesheet shall be reviewed by the Honoraria Committee every month.

iii. Upon review, if the executive meets the minimum hour requirements and is on track to complete their respective minimum role requirements, they shall be eligible for the full honorarium for that month. If the executive does not meet the minimum hourly target in the month or is unable to fulfil their minimum role requirements, they shall not be eligible for their honorarium for that month.

iv. The committee shall comprise of at least three (3) students within the Daniels student body who do not currently hold a position (executive or council) within AVSSU.

1. One student shall serve as the Chair of the committee and shall be responsible for holding and overseeing monthly meetings in order to review executive timesheets. They shall also prepare a brief monthly report outlining the hours worked by executives and if funds were released. Lastly, they shall work with the Vice-Chair to review and approve student requests to join the committee. Requests may only be rejected if the applicant has a conflict of interest or holds a position within AVSSU.

2. One student shall serve as the Vice-Chair of the committee and shall be responsible for assisting the Chair of the committee, and counting and tracking votes. Lastly, they shall work with the Chair to review and approve student requests to join the committee. Requests may only be rejected if the applicant has a conflict of interest or holds a position within AVSSU.

3. One student shall serve as the Secretary and shall be responsible for taking meeting minutes. The Secretary shall have voting rights and shall participate in discussion and decisions made by the committee.

4. Elections for the Chair and Vice-Chair of the Honoraria Committee shall be held in the winter semester alongside executive elections. In the event the winter election is unsuccessful, the election shall be re-run at the earliest possible time. The Honoraria Committee Chair and Vice-Chair must be elected by the student body. They cannot be appointed by the AVSSU Executive or General Council.

5. Other students who wish to be a part of the committee shall request to join by contacting the Chair or Vice-Chair. The request shall be reviewed by the Chair and Vice-Chair. If approved, a committee member shall have voting rights and shall participate in discussions and decisions made by the committee.

Article 14: Student Initiatives

14.1 AVSSU shall set aside a portion of its budget to the Student Initiative Fund. This fund is available for projects that benefit students at the John H. Daniels Faculty of Architecture,

Landscape and Design. Projects may be social or academic in nature.

14.2 Applications for the Student Initiative Fund shall be reviewed by the Funding Committee. Successful applications will have their proposal brought to the general council for a vote. A simple majority vote at a General Council Meeting is required for the application to be approved.

14.3 Funding Committee shall determine the sum of the yearly Student Initiative Fund at the first funding committee meeting of the year, under the guidance of the Bookkeeper.

14.4 Any current member of AVSSU is eligible to make a request to use this fund. Any student interested in applying for this fund shall complete the relevant documents and present the proposal at the next General Council meeting once they have received approval from the funding committee.

14.5 The Student Initiative Fund shall not be used to cover for-profit activities, merchandise sold for profit, or schoolwork.

Article 15: Audit and Minutes

15.1 The minutes of General Council meetings and of any committees or other bodies of AVSSU shall submit all documents before a General Council meeting. The budget, the auditor's report, the audit and other financial records of AVSSU shall be available to any member for examination.

15.2 All minutes of the General Council meetings shall be available on the AVSSU website.

15.3 All documents submitted before the General Council meeting shall also be made available.

15.4 It is the responsibility of the Vice President Communications to ensure these documents are available.

15.5 AVSSU's audit and the auditor's report shall be available at the Union's office and upon request by a Union member

Article 16: Description of Roles of the AVSSU Council

All executives shall fulfill IAR, AODA, Health and Safety Trainings before the beginning of the term following their installment in position

16.1 President

- Shall act as the official spokesperson of the Council.
- Shall serve as a voting member of the Executive.
- Serve as a signing authority alongside the Bookkeeper, VP Internal, & VP Student Life.
- Shall liaise with other student societies on campus as AVSSU representative on the

Saint George Round Table.

- Shall be a voting member on the Daniels Faculty Council.
- Shall, with the Vice-President Internal, be responsible for the upkeep of the Council's internal memory system.

16.2 Vice President Student Life

- Shall serve as a voting member of the Executive.
- Shall be an co-official working liaison with all Daniels Faculty organizations.
- Shall be responsible for establishing a program of social events for all Daniels Faculty students financed by the AVSSU.
- Week of Welcome, Reading Week Trip, Formal
- Shall be the co-chair of the Social Committee.

16.3 Vice President Internal

- Shall serve as a voting member of the Executive.
- Shall be a voting member on the Daniels Faculty Council.
- Shall be responsible for the maintenance of internal policy of the Council, as well as familiarizing other Council members with the aforementioned internal policy.
- Shall be an co-official working liaison with all Daniels Faculty organizations.
- Shall organize a meeting with faculty organizations at least twice a year (one per semester).
- Shall chair a minimum of one meeting for club heads per academic year.
- Shall, with the President, be responsible for the upkeep of the Council's internal memory system.
- Shall account for all assets and liabilities of AVSSU.
- Shall work with the Bookkeeper and President to make available the budget documents of AVSSU to the public.
- Shall collect reports from committee chairs.
- Archive all reports.

16.4 Vice President External

- Shall serve as a voting member of the Executive.
- Shall represent our Faculty on the UTSU Board of Directors as the Architecture & Visual Studies Representative.
- Shall provide a report of any UTSU Board of Directors meetings and any committee or commissions they attend.
- Shall serve as the main point of contact between AVSSU and external organizations.
- Shall table meetings with external organizations.

16.5 Vice President Communications

- Shall serve as a voting member of the Executive.
- Shall be responsible for the management of the Council's internal communications and the upkeep of acceptable internal relations in the Council.

- Shall be responsible for the maintenance and upkeep of the AVSSU website.
- Shall promote AVSSU events primarily through all available mediums.
- Shall be responsible for publishing the AVSSU Semi-Annual Report, a report on past and upcoming AVSSU activities.
- Shall take accurate, detailed, and concise minutes of each AVSSU meeting.
- Shall send a draft of each set of minutes to all AVSSU members, including staff members, with at least 72 hours following the end of each AVSSU meeting.
- Shall finalize the draft of each set of minutes, following distribution to all AVSSU and assessor members and reception of feedback.
- Shall be responsible for binding the year's minutes, allocating one copy to the AVSSU and another to the Archives at Daniels Faculty Library.
- Shall be responsible for the management of the AVSSU Office space.
- In charge of assembling an agenda for each meeting that is published 24 hours before the meeting.
- In charge of reminding AVSSU Executives, Representatives, and constituents of upcoming meetings.
- In charge of booking a room for AVSSU meetings.

16.6 VP Academic

- Shall serve as a voting member of the Executive
- Shall be an official working liaison between the Council and the Board of Representatives • Shall organize a meeting with the representative board at least twice a year (one per semester).
- Shall act as a liaison between the executive board and the representative board.
- Represents AVSSU at Daniels Faculty Council meetings.
- Undergraduate representative for Daniels Curriculum Committee.

16.7 Health & Wellness Commissioner

- Shall serve as a voting member of the Executive
- Shall work with the Graduate Architecture, Landscape, & Design Student Union (GALDSU) on the mental health survey.
- Shall represent and run AVSSU intramural sports.
- Shall be responsible for working with Vice President Student Life to provide the Daniels Faculty community with educational programs, services and events.
- Shall organize at least one health and wellness event per semester.
- Shall be responsible for working with the President and the Campus Life Coordinator to organize and facilitate Health & Wellness training for the Council and the Health & Wellness Commission.
- Shall hold at least one Health & Wellness Commission meeting per semester.
- Shall act as co-chair on the Health & Wellness Commission.

16.8 Equity Commissioner

- Shall serve as a voting member of the Executive
- Shall represent Daniels Faculty students' concerns and social justice issues regarding, but not limited to age, ethnicity, gender, sexual orientation, socioeconomic back- ground, ability, citizenship, nationality, ancestry, and personal, political or religious beliefs. This includes listening, responding to, and interacting with the voices of the Daniels Faculty community.
- Shall hold at least one Equity Commission meeting per semester.
- Shall act as co-chair on the Equity Commission.
- Shall advise the Daniels Faculty community of inclusiveness and equitable representation, and keep up to date with current social justice issues.
- Shall be responsible for working with Vice President Student Life to provide the Daniels Faculty community with educational programs, services and events.
- Shall organize at least one social justice event per semester.
- Shall be responsible for working with the President and the Campus Life Coordinator to organize and facilitate Equity training for the Council and the Equity Commission.
- Commissioner of Equity and Equity Commission Members shall fulfill PCAP SGDO training within a month of their installment in their positions
- Commissioner of Equity to update the equity resources page on the AVSSU website once per year

16.9 Sustainability Commissioner

- Shall serve as a voting member of the Executive
- Shall hold at least one Sustainability Commission meeting per semester.
- Shall serve as chair of the Sustainability Commission.
- Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of the incoming council members, at the joint meeting of old and new councils.
- Shall organize at least one sustainability event per semester.

16.10: Representatives

- Shall liaise with the VP Academic;
- Shall relay messages from the Executive to the student population through class announcements, posters, or other means deemed necessary;
- Shall serve on at least one committee/commission and/or lead a major project or series of projects through the school year (examples include but are not limited to weekly studio dinner, AVSSU's Design Challenge, studio etiquette videos, etc.) to be chosen by the representative at their discretion;
- Shall assist Executives in their projects as needed;
- Shall attend regular Representative Board meetings and AVSSU General Council Meetings.