

## **ARTICLE 7 EXECUTIVE**

### **7.1 Composition**

The Executive shall consist of:

- 7.1.1 Internal Commissioner
- 7.1.2 External Commissioner
- 7.1.3 Civics and Environment Commissioner
- 7.1.4 Academics and Funding Commissioner, Divisions 1 and 2
- 7.1.5 Academics and Funding Commissioner, Divisions 3 and 4
- 7.1.6 Finance Commissioner
- 7.1.7 University Governance Commissioner
- 7.1.8 One appointee chosen by the General Council from the Members of the Corporation as laid out in Clause 7.3 (collectively referred to as the "Executive Member-at-Large").

### **7.2 Qualifications of Officers**

- 7.2.1 All Officers of the Corporation shall be Members of the Corporation for at least one (1) term before seeking election and shall continue to be Members of the Corporation while in office. Should an Officer of the Corporation cease to be a Member of the Corporation, she or he shall resign office at the end of his or her term of office.
- 7.2.2 The Officers of the Corporation shall hold their respective offices for a period of one (1) year beginning May 01.
- 7.2.3 The elections of the Officers of the Corporation shall follow the procedure set out in Article 8.
- 7.2.4 All Officers are eligible for re-election.

### **7.3 Qualifications of Executive Members-at-Large**

- 7.3.1 General Council shall appoint the Executive Member-at-Large, subject to the following:
  - 7.3.1.1 The appointee shall be a member of the Corporation;
  - 7.3.1.2 The appointee shall be registered in the School of Graduate Studies;
- 7.3.2 The appointee shall be chosen at the October General Council meeting and

shall hold office for six (6) months from November 01 to April 30;

7.3.3 All Executive Members-at-Large are eligible for re-appointment.

7.3.4 Notice of a motion to appoint Executive Members-at-Large shall be given to all members of the General Council at least five (5) days in advance of the meeting where the motion is to be presented.

#### **7.4 Vacancy**

7.4.1 General Council has the full authority to establish a by-election to fill vacant positions of the Officers of the Union.

7.4.2 Vacant positions on the Executive, as per the conditions specified in Clause 9.1, shall be filled by General Council, for the remainder of the normal period of office, in a manner appropriate for the position.

7.4.3 By-elections may occur during times outside the regular election period, with the exception of any period of scheduled University closure.

7.4.4 Any by-election set during an unscheduled closure must be rescheduled by the Elections and Referenda Committee.

#### **7.5 Conduct of Executive Meetings**

7.5.1 Executive Committee meetings shall be chaired by all members of the Executive, in rotation.

7.5.2 The meeting chair shall normally interpret the rules; however, final interpretation is left to the discretion of General Council under the guidance of its Chair.

7.5.3 The chair of the Executive has the right to cast a tie-breaking vote.

7.5.4 Quorum at Executive meetings will be half the number of the current members of the Executive. In the event of an odd number of Executive members, the larger number shall constitute quorum.

#### **7.6 Duties of the Executive**

7.6.1 All Executive Officers and Executive Members-at-Large must attend an Anti-Oppression Workshop within thirty (30) days of taking office as per Policy G9: Anti-Oppression Policy.

7.6.2 The Executive shall be delegated the management and administration of the day-to-day affairs of the Corporation in accordance with section 70(1) of the Act. The Executive is hereby vested with all executive powers including the right to negotiate contracts on behalf of the Corporation, staffing, and the right to delegate authority. Without limiting the generality of the foregoing, the Executive Committee will:

- 7.6.2.1 Authorize the reimbursement of the reasonable expenses incurred by the Officers of the Corporation in carrying out their duties;
  - 7.6.2.2 Employ such staff as it deems necessary and determine and review their terms of employment as per the collective agreement between the U.T.G.S.U. and CUPE Local 1281 and pursuant to their terms of agreement and the common law;
  - 7.6.2.3 Recommend to the General Council a budget for the allocation of Corporation funds as per guidelines outlined in the Policy Handbook; and
  - 7.6.2.4 Between 15 May and 30 June of each year hold a planning meeting for the Corporation to determine priorities for the upcoming year. This meeting will set attendance and regrets policies for Executive members as outlined in Subclause 4.11.3.
- 7.6.3 The delegation of the powers to the Executive Committee can only be withdrawn by a referendum of the Members of the Corporation.

## **7.7 Duties of the Internal Commissioner**

The duties of the Internal Commissioner shall be:

- 7.7.1 To be responsible for ensuring meetings of the Executive Committee and Council are scheduled, that agendas are created for these meetings, that proper and adequate minutes are prepared, and to sign one (1) copy of the approved minutes;
- 7.7.2 To be responsible for the duties of the General Council Chair in her or his absence;
- 7.7.3 To facilitate and monitor the Union's Bylaw and Policy updates;
- 7.7.4 To oversee and monitor the Union's services and operations, including the creation of human resources guidelines;
- 7.7.5 To develop and implement strategic communication policies for Union materials, including but not limited to the website, digest, agenda, and overall brand;
- 7.7.6 To act as a liaison between the Union and all affiliated levy groups, including but not limited to, monitoring the Memoranda of Agreement;
- 7.7.7 To organize an orientation for U.T.G.S.U. Representatives and related skill-building efforts;
- 7.7.8 To organize the Course Union Presidents' Lunch and related outreach efforts;
- 7.7.9 To chair the Policy and Operations Committee of Council;

- 7.7.10 To chair the Building Management Subcommittee of the Executive Committee;
- 7.7.11 To be a member of the Human Resources Subcommittee; and
- 7.7.12 To perform such other functions as the Executive Committee or General Council may determine.

## **7.8 Duties of the External Commissioner**

The duties of the External Commissioner shall be:

- 7.8.1 To act as a liaison with external bodies of which the Union is a member including, but not limited to national, provincial, and Greater Toronto Area (G.T.A.) students' associations;
- 7.8.2 To coordinate implementation of campaigns developed by the national, provincial, and G.T.A. student organizations of which the Union is a member
- 7.8.3 To act as a liaison for all on-campus organizations including but not limited to labour unions and other student governments;
- 7.8.4 To oversee provincial and federal government lobbying efforts of the Union;
- 7.8.5 To attend meetings and conferences that will enhance the interests of the Union;
- 7.8.6 To keep General Council informed of external issues affecting members of the Union;
- 7.8.7 To chair the committee dealing with Social Justice;
- 7.8.8 To be a member of the committee dealing with Employer Group; and
- 7.8.9 To perform such other functions as the Executive or General Council may determine.

## **7.9 Duties of the Civics and Environment Commissioner**

The duties of the Civics and Environment Commissioner shall be:

- 7.9.1 To coordinate implementation of campaigns pertaining to the environment;
- 7.9.2 To lead student engagement efforts for the Union, municipal, provincial, and federal elections;
- 7.9.3 To oversee municipal government lobbying efforts of the Union;
- 7.9.4 To act as a liaison with City Hall and other municipal associations, such as residents' associations;
- 7.9.5 To coordinate implementation of campaigns developed by the local G.T.A.

student organization of which the Union is a member;

- 7.9.6 To attend meetings and conferences that will enhance the interests of the Union;
- 7.9.7 To keep General Council informed of municipal issues affecting members of the Union;
- 7.9.8 To chair the committee dealing with the environment;
- 7.9.9 To chair the committee dealing with civic engagement;
- 7.9.10 To act as the Union representative on university committees dealing with civic and municipal issues, community liaison and the environment;
- 7.9.11 To facilitate knowledge of, and easy access to, our services by our Members, including conducting outreach at satellite campuses;
- 7.9.12 To be a member of the committee dealing with Employer Group; and
- 7.9.13 To perform such other functions as the Executive or General Council may determine.

#### **7.10 Duties of the Academics and Funding Commissioner, Divisions 1 and 2**

The duties of the Academics and Funding Commissioner, Divisions 1 and 2 shall be:

- 7.10.1 To act as a liaison with the School of Graduate Studies (S.G.S.);
- 7.10.2 To act as a liaison with the faculties in division 1 and 2;
- 7.10.3 To monitor the implementation of S.G.S. grants and awards (including the S.G.S. emergency grant), for students in divisions 1 and 2;
- 7.10.4 To monitor the implementation of university and departmental student funding policies for students in divisions 1 and 2;
- 7.10.5 To address specific student and Course Union concerns in regards to academic policy, funding, student-supervisor issues, and S.G.S. calendar guidelines for students in division 1 and 2 (including working together with staff on student appeals). This should include regular meetings with Course Unions and assisting them on matters that need to be handled above the departmental level;
- 7.10.6 To be the Union's representative on the Graduate Education Council;
- 7.10.7 To be the Union's representative on the Library Advisory Group;
- 7.10.8 To co-chair the committee dealing with Academics and Funding;
- 7.10.9 To be a member of the committee dealing with Employer Group; and
- 7.10.10 To perform such other functions as the Executive or General Council may

determine.

- 7.10.11 To monitor the Funding Complaints Process with the Academics and Funding Commissioner, Divisions 3 and 4.

### **7.11 Duties of the Academics and Funding Commissioner, Divisions 3 and 4**

The duties of the Academics and Funding Commissioner, Divisions 3 and 4 shall be:

- 7.11.1 To act as a liaison with the School of Graduate Studies (S.G.S.);
- 7.11.2 To act as a liaison with the faculties in divisions 3 and 4;
- 7.11.3 To monitor the implementation of S.G.S. grants and awards (including the S.G.S. emergency grant), for students in divisions 3 and 4;
- 7.11.4 To monitor the implementation of university and departmental student funding policies for students in divisions 3 and 4;
- 7.11.5 To address specific student and Course Union concerns in regards to academic policy, funding, student-supervisor issues, and S.G.S. calendar guidelines for students in division 3 and 4 (including working together with staff on student appeals). This should include regular meetings with Course Unions and assisting them on matters that need to be handled above the departmental level;
- 7.11.6 To be the Union's representative on the Graduate Education Council;
- 7.11.7 To co-chair the committee dealing with Academics and Funding;
- 7.11.8 To be the Union's representative on the Library Advisory group;
- 7.11.9 To be a member of the committee dealing with Employer Group; and
- 7.11.10 To perform such other functions as the Executive or Council may determine.
- 7.11.11 To monitor the Funding Complaints Process with the Academics and Funding Commissioner, Divisions 1 and 2.

### **7.12 Duties of the Finance Commissioner**

The duties of the Finance and Commissioner shall be:

- 7.12.1 In cooperation with the Finance Office, to be responsible for the preparation, completion, and submission to General Council of a full and complete audit of the last fiscal year;
- 7.12.2 To present the Executive and Finance Committee's recommendations about financial policy to General Council;
- 7.12.3 To present the financial estimates and supplementary estimates to General Council;

- 7.12.4 To present to General Council financial reports at the end of each quarter or more frequently if General Council should so decide, and to furnish to General Council such relevant financial information which General Council may, from time to time, require;
- 7.12.5 To chair the committee dealing with Finance;
- 7.12.6 To be a member of the committee dealing with Employer Group; and
- 7.12.7 To perform such other functions as the Executive or General Council may determine.

### **7.13 Duties of University Governance Commissioner**

The duties of the University Governance Commissioner shall be:

- 7.13.1 To act as a liaison with the University administration, including the office of the president, the office of the provost, and the offices of the various vice-provosts, on both academic and non-academic matters;
- 7.13.2 To represent the Union in regards to non-academic services matters within the University, including but not limited to Athletics and Recreation, Hart House, Student Life and additional Councils and/or Organizations dealing with Student Services;
- 7.13.3 To ensure representation of graduate student interests and concerns with the Governing Council and its various committees and boards;
- 7.13.4 To ensure communication between the Union and graduate student representatives on Governing Council committees of the University;
- 7.13.5 To coordinate the efforts of other commissioners, including but not limited to the Academics and Funding Commissioners, on issues that go beyond their portfolios;
- 7.13.6 To monitor the following University bodies for issues of relevance to graduate students:
  - 7.13.6.1 Governing Council;
  - 7.13.6.2 Academic Board of the Governing Council;
  - 7.13.6.3 Business Board of the Governing Council; and
  - 7.13.6.4 University Affairs Board of the Governing Council.
- 7.13.7 To act as the Union's primary contact and respondent for all campus media organizations;

## **7.14 Duties of Executive Members-at-Large**

The duties of the Executive Member-at-Large, in addition to attending all Executive and Council meetings, shall be:

- 7.14.1 To assist the Officers and participate in determining and carrying out the Union's Legislative Programme (as per guidelines given in the U.T.G.S.U. Policy Handbook) and other Union activities;
- 7.14.2 To represent the Union on committees and student and campus organizations from time to time as deemed necessary by the Executive;
- 7.14.3 To serve on a minimum of two U.T.G.S.U. subcommittees or Caucuses;
- 7.14.4 To assume specific duties, determined at the beginning of their term of office, which shall be based on the needs of the Union Executive and the Member's particular interest; and
- 7.14.5 To perform such other functions as the Executive or General Council may determine.

## **7.15 Other Duties**

Each Executive member shall be responsible for:

- 7.15.1 Campaigns related to their portfolio;
- 7.15.2 Website updates, U.T.G.S.U. digest submissions, and other publicity related to their portfolio;
- 7.15.3 Media relations related to their portfolio;
- 7.15.4 Working with on-campus organizations, including the faculty and teaching assistant unions, as relevant to their portfolio;
- 7.15.5 Acting as a signing authority of the Union;
- 7.15.6 Chairing the Executive Committee in turn, according to a rotation of Executive members;
- 7.15.7 Serving on a minimum of two U.T.G.S.U. subcommittees;
- 7.15.8 Notwithstanding duties contained in this Bylaw, the Executive Committee shall have the ability to reassign tasks of Executive members for the duration of a term of office; and
- 7.15.9 Each Executive member shall provide a weekly work report to the Executive Committee and a written monthly report to General Council. The monthly report shall be approved by the Executive Committee before being circulated to General Council. Failure to provide reports to two consecutive General Council meetings will result in an Executive member's honorarium being suspended until a satisfactory report has been provided.



## **7.16 Subcommittees of the Executive Committee**

### **7.16.1 Building Management Subcommittee**

There shall be a subcommittee of the Executive Committee to be referred to as the Building Management Subcommittee (B.M.S.) that shall consist of two (2) members of the Executive and two (2) members of the Staff Bargaining Unit. The Internal Commissioner shall serve as chair. The Building Management Subcommittee shall be the body that deals with all building-related issues and building licensing contracts and operations, and such other matters as may be delegated by the Executive Committee from time to time. The Building Management Subcommittee will meet with representatives from the establishments which run and cohabitate within the U.T.G.S.U. building once (1) per term and report to the Executive Committee as a whole on the affairs of these operations as well as execute such responsibilities as are, from time to time, assigned to the Building Management Subcommittee by the Executive.

### **7.16.2 Human Resources Subcommittee**

There shall be a subcommittee of the Executive Committee to be referred to as the Human Resources Subcommittee (H.R.S.) that shall consist of at least three (3) members of the Executive Committee, one (1) of which must be the Internal Commissioner, and the Staff Supervisor. The Staff Supervisor shall serve as chair (non-voting). The Subcommittee shall exist to fulfill all duties related staffing and human resources management. This committee will also be empowered to make recommendations to the Executive Committee with regards to the establishment of human resources guidelines.

## **7.17 Notice of Executive Meetings**

7.17.1 Notification of regular and special Executive meetings shall be at least three (3) days in advance of the meeting. Notification may be given in writing, in person, by phone, or by e-mail. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member of the Executive to form a reasoned judgment on the decision to be taken.

7.17.2 An emergency Executive meeting may be called by any members of the Executive, with notification to every Member one day (1) in advance, if possible.

7.17.3 Such notification of an emergency meeting shall include the reason for calling the meeting.

## **7.18 Attendance at Executive Meetings**

As per guidelines set out in Subclause 4.11.3,

7.18.1 Any Executive member who misses two (2) consecutive Executive meetings

without valid reason, shall have their honorarium reduced by fifty percent (50%) for one (1) month.

7.18.2 Any Executive member who misses a total of five (5) Executive and General Council meetings in any four (4) month period, without valid reason, shall be required to resign immediately following the fifth (5) missed meeting.

7.18.3 If an Executive member cannot be present for an Executive meeting they must send a written report to the U.T.G.S.U. Executive prior to the meeting in question describing the duties since the previous Executive meeting. In case of sudden illness or emergency, the deadline shall be extended to the next week's meeting.

**Amended: March 2018**