



Victoria University Students' Administrative Council
Council Policies
Revised **January 2024**

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Chapter One: Purpose of the Council Policies

Section 1:

- 1) The Council Policies shall contain all policies of the Victoria University Students' Administrative Council (VUSAC) in accordance with the Constitution.
- 2) The Council Policies shall act to guide the operation of the Council in accordance with the Constitution.
 - a) Refer to Chapter 2, Article 2 of the Constitution for definitions.
- 3) The Council Policies shall serve to supplement the Constitution. In any instance where a contradiction arises between the Constitution and the Council Policies, the Constitution shall take precedence.

Chapter Two: Policies on Membership

Section 1: Non-Victoria College Student Membership

- 1) A University of Toronto student who is not a student of Victoria College may become a member of the Victoria College Union (VCU) as defined in the VUSAC Constitution by paying the appropriate student levies.
- 2) The student must pay all mandatory Victoria College Student Fees to gain VCU membership.
 - a) The non-Victoria College Student who pays these levies is considered a Victoria College student only insofar as the VUSAC and its affiliate organizations are concerned.
 - b) The non-Victoria College student who pays these levies can vote in VUSAC elections and may hold any VUSAC position.
 - c) The Council shall oversee the implementation of this Policy. All disputes regarding membership shall be referred to the Executive and all decisions are final.
- 3) The Council reserves the right to suspend new memberships and to review this Policy pending a majority vote.

Chapter Three: Policies on Finances

Section 1: Incidental Fees

- 1) The annual VUSAC incidental fee payable by each student to the Bursar of Victoria University shall consist of the amount indicated on Acorn for full-time and part-time students of Victoria College.
 - a) In the event of a successful referendum to raise the levy of a group the Incidental Fee shall be automatically raised by the same amount to account for the difference. All referenda to raise levy fees must make note of this fact in the referendum question.
- 2) The Council may, by simple resolution, adopt the cost-of-living expenses not exceeding the annual Consumer Price Index (CPI) to the incidental fees without referendum on an annual basis. Such resolution shall be promptly reported to the Bursar for approval.
- 3) Notice of a Council meeting with business pertaining to the adjustment of any student levy must be publicized to the greater Victoria community.
- 4) Any Council meeting held to decide on fee increases must take place before the end of the fiscal year.
- 5) The Incidental Fee of each student of Victoria University shall be paid to the VUSAC by the Bursar of Victoria University according to the following schedule: 60% of the previous year's fee in September, 30% of the previous year's fee in January, and 10% of the previous year's fee in April to provide funds for the summer.
- 6) The Incidental Fee shall be distributed as follows:
 - a) Levies shall be distributed to the VCAA, the Strand, the Cat's Eye, ACTA Victoriana, VCDS, the WUSC Committee, Caffiends, VicPride!, Victoria Black Student Network, Student Projects, VicXposure, and VISA, according to Article 5. All levy groups shall be paid in three installments: 60% in the fall semester, 30% in the winter semester, and 10% in the summer semester.
 - b) Payments shall be made to all clubs as needed throughout the year, within the limits of the clubs budgets as determined at the Budget Meeting, and in accordance with (what is now Bylaw 19).
 - c) Reimbursements shall be made to all VUSAC members based on budgets for their respective positions, as determined at the Budget Meeting. See the section on Reimbursements for more information on reimbursements.

Section 2: Levy Funds

- 1) Levy funds shall be distributed as specified per academic year. Refer to the VUSAC Finance Chair and Finance Office for specific numbers.
- 2) Through the president, council must be informed of the academic year's fee breakdown at the applicable Board of Regents meeting.
- 3) Levy receivers:
 - a) Shall close off their books and prepare financial reports for January, as well as statements of revenue and expenditures for the year ending April 30th.
 - b) Shall be required to present their books for review in January and in April to the Finance Chair to be audited.

- c) They shall receive a report from the Finance Chair upon completion of each audit. Once the audit has been completed and found satisfactory by the Finance Chair and Finance Office, the remaining 30% of the levy's budget will be released. This will allow the expenses of the levy receivers of the Council to be included in the final accounting of the VUSAC.
- 4) All organizations found, as ratified by the Council, to be grossly misappropriating the funds allocated to them by the VUSAC shall not receive new funding until reimbursements have been made to the VUSAC.

Section 3: Expenditures

- 1) All expenditures by the Finance Chair must be authorized by the Council.
- 2) All cheques issued by levy receivers must be signed by two authorized signing officers.
- 3) The signing authority for the VUSAC and for all its constituent organizations shall be obtained prior to May 1st for the President and after hiring for the Finance Chair. They are responsible for obtaining a letter from the Office of the Bursar to confirm the change in signing authority.
- 4) The signing authority for all constituent organizations shall be transferred within the first month of the relevant executives' terms. The VUSAC is responsible for providing a letter from the Office of the Bursar to each levy to confirm the change in signing authority.
 - a) Should a levy not have elected/appointed incoming Heads within a month after the conclusion of the outgoing Heads' terms, signing authority must be temporarily relinquished to the VUSAC Vice-President Student Organisations and Finance Chair until such positions are filled.
- 5) Each organization shall record the receipts and expenditures acceptable to the Finance Chair and shall keep such records up to date.
- 6) All financial contracts entered into by the VUSAC with terms exceeding one year must be signed by the President and Finance Chair and the contract must be voted on and approved by $\frac{3}{4}$ of the Council.
- 7) All proposed expenditures not included in the original budgets as ratified by the Council and in excess of the ratified budget figures for those items must be presented to the Council for ratification.

Section 4: General Reserve Fund

- 1) At the end of the Fall budgeting process, all funds in the current account of the Council in excess of \$10,000.00 shall be transferred to the General Reserve Account of the VUSAC.
- 2) The Council may vote on any expenditures from the General Reserve Fund for any purpose that it deems fit, provided that it does not reduce the General Reserve Fund below \$10,000.00.

Section 5: Budget Process and the Budget Steering Committee

- 1) After consulting with other executive members as well as statements of revenues and expenditures of the previous academic year, all clubs and levy receivers recognized by the VUSAC shall submit a budget to the Finance Chair according to the due date set by the Budget Steering Committee.

- 2) Function of the Budget Steering Committee:
 - a) To set the budgetary policy for the academic year.
 - b) To present the current budgetary policy to the Council for ratification no later than the third week of the new school term.
 - c) To set the spending ceiling for each area of the budget based upon the policies ratified by Council.
 - d) To request budget submissions from clubs, levy receives, and commissions to be ratified by Council at the Budget Meeting.
 - e) To review budget submissions in light of policy and to recommend a final budget to the Council for ratification.
 - f) To make available all budgets to Council members one (1) week prior to the Budget Meeting.
- 3) Structure of the Budget Steering Committee
 - a) The Budget Steering Committee shall consist of the following persons:
 - i) The Finance Chair, who shall be the chair
 - ii) The President
 - iii) The Vice-President Student Organizations (VPSO)
 - iv) The Vice-President Internal (VPI)
 - v) The Vice-President External (VPE)
 - vi) One Councillor
 - vii) 2 Club Representative(s), as appointed by the VPSO
 - viii) 2 Levy Representative(s), as appointed by the VPSO
 - ix) The Equity Commissioner, or the Equity Co-Chair as their designate
 - x) The Sustainability Commissioner, or the Sustainability Co-Chair as their designate
 - b) The chair shall convene the meeting of the Budget Steering Committee at least twice per budgeting period and when deemed necessary, or when requested to do so by a member of council. In this case, the council member will meet with the Budget Steering Committee.
 - c) Quorum of the Budget Steering Committee shall be $\frac{2}{3}$ of its members.
 - d) The Budget Steering Committee shall notify all groups that have their budget requests refused by the Committee and shall have them resubmit budgets.
- 4) Structure of the VUSAC Budget Meeting
 - a) All Council members shall receive a copy of the budget one (1) week prior to the budget meeting.
 - b) If the Council fails to ratify a particular budget, the budget is opened up to an item by item vote.
 - c) If the requestor's budget is flagged by the Finance Chair and/or the BSC, the budget is opened up to an item by item vote.
 - d) If the Council fails to ratify a particular budget twice, the budget returns to the Budget Steering Committee for further consultation.
 - e) The annual report of the Budget Steering Committee and any related documents shall be considered as official VUSAC documents and shall be filed indefinitely.

- 5) Pending satisfaction of the budgets referred to in Section 5(4), neither the Council nor any of its levy receivers may make any expenditures in excess of the approved expenditure on that item for the previous academic year, without the permission of the Council.
- 6) Any club or other recognized group requesting a budget from the Council must do so by the deadline set at the beginning of the fall term by the Council. The Council is not accountable for any budget requests received after the deadline and may decide not to consider the request any further. Exceptions for newly established clubs will be considered.

Section 6: Reimbursement Policy

- 1) Reimbursement requests made without proof of purchase that shows the date of purchase, or without a Cheque Requisition Form without the requester's signature are ineligible for reimbursement.
- 2) Cheque requisition forms submitted after the deadline as outlined in the Budget Steering policy will not be accepted. See Budget Steering Policy for deadline details.
 - a) Exceptions may be made if communicated with the Finance Chair for accommodations.
- 3) To accommodate accessibility, budget requests can receive a pre-paid cheque for their spending upon request from the Finance Chair with justification (i.e. large expenses), and will undergo audit after spending.
- 4) The reimbursement request must not exceed the ratified budget line item. Should it exceed the ratified budget line item, the Finance Chair will contact the individual and notify them that they will only be reimbursed up to the ratified budget line amount, and if they wish to be reimbursed for the full amount, must either submit a reallocation request to the VUSAC Finance Chair or present a motion to the VUSAC to increase the budget line item.
 - a) Exceptions may be made at the discretion of the Finance Chair and President.
 - b) Council members may motion to change a line in the ratified budget for independent explainable increases in expenses. (i.e. an increase in conversion rate between currencies, an increase in prices, an increase in tax percentage)
- 5) The Finance Chair at the following immediate VUSAC Meeting should report any reimbursement that exceeded a budget line granted an exception to Council.

Chapter Four: Policies on Meetings

Section 1: Regular Meetings

- 1) A functional agenda must be made publicly available at least two days prior to the meeting
 - a) Alterations may be made to this agenda throughout the meeting, subject to approval by the majority of Council.
- 2) Policies on proxies:
 - a) Proxying is defined as the entrusting of one's vote to another voting member, the proxy, when absent from a Regular Meeting.
 - b) All proxies must be submitted to the chair by email, text, or a similar instant messaging service. Proxies issued within 48 hours of the meeting will be considered at the discretion of the Chair.
 - c) No person present may hold more than one proxy.
 - d) The Chair will accept proxies in the order of receipt.
 - e) In the event that a commissioner needs a proxy, their co-chair can act as their proxy.

Section 2: Caucus Meetings

- 1) The Vice-President External shall invite all members of the caucus list to attend each caucus meeting. At each caucus meeting there must be at least:
 - a) At least one representative from each levy receiver
 - b) At least one representative from all clubs with budgets exceeding \$1000
 - c) Building presidents of all Victoria College residences, or a designated representative of the building president
 - d) All Council members, including all non-voting members
 - e) All student representatives on the Victoria College Council (VCC), Victoria University Senate (VUS), and Board of Regents (BoR)
 - f) The Dean of Students
 - g) The Victoria University President
 - h) The Victoria College Registrar
 - i) The Victoria College Principal
- 2) All caucus meetings are chaired by the Vice-President External.
- 3) Minutes shall be taken by the Office Manager, and must be posted within three weeks of said meeting's adjournment.
 - a) Minutes from the Caucus will be ratified before the final VUSAC meeting of the semester.
- 4) Caucus meetings shall serve as a forum to review and solicit feedback on student services at the Victoria University including, but not limited to: Physical Plant, EJ Pratt Library, the President's Office, the Registrar's Office, the Principal's Office, the Office of the Dean of Students, and Ancillary Services. Minutes of each Caucus meeting should include a summary report prepared by the Office Manager and Vice-President External to be available on the VUSAC website as well as distributed to the Victoria College community.

Section 3: Emergency Meetings

- 1) The Executive has the authority to call an emergency meeting and to set its time.
- 2) If time constraints do not allow for discussion of the content to be postponed to the next scheduled meeting, an emergency meeting may be held.
- 3) Any motion passed in an emergency meeting must be announced by the President at the next general meeting and must appear in the minutes.

Section 4: In Camera Meetings

- 1) In camera meetings can be initiated by any voting member and must be approved by majority vote.
- 2) All non-members of council must leave the room.
- 3) Any non-members of council can be called to re-enter the room by majority vote.
- 4) Notes taken during an in camera meeting will be sent only to those present in the meeting.

Section 5: Email Voting

- 1) Conditions for Using Email Voting:
 - a) In order to call an email vote, members of the Executive must approve the content as manageable in email form. Content is manageable when it would not likely generate significant discussion at a regular meeting.
 - b) If time constraints do not allow for discussion of the content to be postponed to the next scheduled meeting, then email voting may be held.
- 2) Procedure for Carrying out an Email Vote:
 - a) Upon approval of a vote by the Executive, either the President or the Chair will send out the motion via email.
 - b) Voting will be allowed on the motion for 72 hours, after which the motion will be closed. Members may change their vote as many times as they would like during the 72 hours, with their last vote recorded before the 72 hour deadline counting as final. A failure to respond within the time limit will be interpreted as an abstention and will result in a warning from the Chair.
 - c) Any motion passed in an Email Vote must be announced by the President at the next general meeting, and must appear in the minutes.

Chapter Five: Policies on the Executive

Section 1: The Executive

- 1) Shall fulfill all tasks outlined in Chapter VII of the constitution.
- 2) Shall be responsible for reaching decisions on all matters pertaining to the operations of council not covered in the VUSAC Constitution or the Council Policies document.
- 3) Shall be responsible for reaching decisions on disciplinary actions presented by the President or Vice-President Internal, which must then be ratified by the Council.
- 4) Shall be responsible for all recall procedures of Council members, in accordance with Article 11 of the Constitution.
- 5) Shall be responsible for deciding on procedure following any resignations which take place after the fall elections.
- 6) Shall tender all appeals to the Council, to be followed by ratification by the Council.
- 7) Shall be responsible for the appointment of students for one year, subject to the ratification of Council, to any vacant positions on the VCC and VUS following the fall elections.
 - a) Two days written notice must be given to the Council of all proposed university government appointments, and nominees must be notified of the meeting at which they will be considered.
- 8) Shall be responsible for election activities pursuant to Article 21 of the Constitution, in conjunction with the CRO.
- 9) After the Executive has received in writing a proposed amendment, it must post said amendment outside the VUSAC office and on the VUSAC website at least seven (7) days before the Council meeting at which it will come to a vote. Refer to the chapter on amendments in the Constitution for more details.
- 10) Shall have the right to rule on all questions of constitutional ambiguity which may arise at a VUSAC meeting. The Executive may retire from Council meetings for no more than ten (10) minutes to reach a decision. They will leave at the invitation of the Chair.
- 11) Council may reverse any decision taken by the Executive by a two-thirds majority.
- 12) Shall be responsible for setting VUSAC's goals for each academic year.

Section 2: The President

- 1) Shall attend all meetings of the St. George Round Table (SGRT) or, when unable to attend, send a representative in their place.
- 2) Shall report the activities and goals of the Council at all Board of Regents (BoR) meetings
- 3) Shall serve as a voting member of the Budget Steering Committee.
- 4) Shall serve as a voting member of the Orientation Chair Selection Committee, or appoint another past orientation executive.
- 5) Shall serve as a voting member of the Orientation Executive Selection Committee, or appoint another past orientation executive.
- 6) Shall serve as a voting member of the Orientation Steering Committee, or appoint another past orientation executive.
- 7) Shall be a voting member of the Goldring Centre Committee.

- 8) Shall represent the Council on various ad hoc committees or appoint a VUSAC representative to serve in their place.
- 9) Shall act as the summer Office Manager:
 - a) Shall maintain a running office during regular business hours (for a minimum of thirty (30) office hours over a minimum of four days a week) on business days from May 1st to August 31st,
 - i) With the exception of orientation production week.
 - ii) Any additional hours incurred by out of office position-related responsibilities can count towards the thirty (30) hours per week, at the discretion of the executive.
 - b) Shall have a maximum of two (2) weeks vacation, the timing of which is to be approved by the Dean of Students and the Vice-President Internal.
- 10) The President's summer duties shall include (but are not limited to):
 - a) VUSAC bookkeeping, in conjunction with the Finance Chair
 - b) Determining and publicizing the VUSAC Office summer hours
 - c) Reviewing the Constitution and its policies and preparing any necessary amendment proposals for the year
 - d) Preparing a Council timeline for the year based on the Constitution and its policies
 - e) Completing various Orientation Executive responsibilities
 - f) Preparing a Summer Report detailing all tasks accomplished over the course of the summer for presentation at the first full meeting of the Council
 - g) Assisting the CRO in preparing for the Fall elections
 - h) Sitting on hiring committees for VUSAC staff members and co-chairs
- 11) Shall maintain a detailed record of the number of hours worked as the Summer Office Manager. This document shall be presented at the first full meeting of the Council, submitted to the Dean of Students, and posted outside the VUSAC Office and on the VUSAC website.
- 12) Shall receive a salary of \$8,000 (before taxes) for the duties of the Summer Office Manager, to be paid by the Office of the Bursar of Victoria University during the summer, in a number of installments as arranged with the Dean of Students. This amount will then be repaid to the Office of the Bursar from the budget of the Vice-President Internal following the receipt of the President's summer report. Failure to complete the tasks outlined in Section 2(9-10) will result in a pay reduction reflecting the actual number of hours worked. The Vice-Presidents shall confer with the Dean of Students to ensure the President's accountability.
- 13) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.
- 14) Shall meet with the following at least once in their term, or as specified.
 - a) The Victoria University President (monthly)
 - b) Dean of Victoria College (monthly)
 - c) Representative from the Office of the Principal (monthly, in preparation for every VCC meeting)

- d) Campus Life Coordinator (weekly or bi-weekly)
- e) Bursar of Victoria University
- f) Representative from Ancillary Services
- g) Chair of the Board of Regents
- h) The Victoria College Registrar
- i) UTSU President
- j) Director of Communications at Victoria College

Section 3: The Vice-President External

- 1) Shall compile a caucus list consisting of all student leaders at Victoria College with their contact information.
- 2) Shall hold one meeting in October with the student representatives of the Board of Regents, Victoria College Council, and Victoria University Senate to outline expectations and responsibilities.
- 3) Shall attend at least one council meeting in each residence building per semester.
- 4) May act as the Council's representatives to meetings of the UTSU Board of Directors and Executive.
- 5) Shall be a voting member of the Graduation Banquet Chair Selection Committee.
- 6) Shall be responsible for the preparation and presentation of a detailed year-end report containing information vital to the interests of incoming council members at the annual Joint Council Meeting.
- 7) Shall be responsible for overseeing the work of the International Councillor.
- 8) Shall be paid an honorarium of \$1000 (before taxes)
 - a) Release of honorarium must be approved by a simple majority of Council at the final fall term meeting for 50% (\$500) release of the honorarium.
 - b) The final 50% (\$500) will be released following a simple majority approval at the Joint Council meeting, prior to the ratification of the incoming council, and after a transition report has been submitted to the VUSAC VPI
 - c) Payment will be dispensed by the Office of the Bursar, after which it will be repaid from the budget of the Finance Chair
 - d) The President and Finance Chair shall confer with the Office of the Dean of Students to ensure accountability and adherence to the roles and responsibilities laid out in the VUSAC Constitution and Council Policies

Section 4: The Vice-President Internal

- 1) Shall be responsible for specifying the schedule of the VUSAC retreat and other similar programs that would benefit the Council's efficacy.
- 2) Shall, in assuming responsibility for the upkeep of VUSAC's internal memory system, complete the following tasks:
 - a) Maintain all reports of the Council including but not limited to CRO, Orientation, Semi-Annual, End-of-Year, Transition Reports and ad hoc
 - b) Maintain the VUSAC Constitution and its policies
- 3) Maintain copies of any contracts the Council has signed

- 4) Shall have the ability to reassign Councillor committee assignments with the consent of the impacted member(s) or with the agreement of the Council, in consultation with the President
- 5) Shall be responsible for conducting onboarding and, at minimum, semesterly check-in meetings with council members
- 6) Shall be responsible for assigning Councillors their initiatives in coordination with the Commissioners and the Executive
- 7) Shall be responsible for supporting the council to reach their goals outlined throughout the year.
 - a) Shall be paid an honorarium of \$1000 (before taxes)
 - b) Release of honorarium must be approved by a simple majority of Council at the final fall term meeting for 50% (\$500) release of the honorarium.
 - c) The final 50% (\$500) will be released following a simple majority approval at the Joint Council meeting, prior to the ratification of the incoming council, and after a transition report has been submitted to the VUSAC President
 - d) Payment will be dispensed by the Office of the Bursar, after which it will be repaid from the budget of the Finance Chair
 - e) The President and Finance Chair shall confer with the Office of the Dean of Students to ensure accountability and adherence to the roles and responsibilities laid out in the VUSAC Constitution and Council Policies

Section 5: The Vice President of Student Organizations

- 1) Shall fulfill all tasks outlined in Chapter VII, Article 14, Section 4 of the Constitution.
- 2) Shall facilitate the relationship between the VUSAC, its levy assessor members and all Victoria College clubs.
- 3) Shall be responsible for all research to ensure all applicant clubs fulfill club policy requirements before recognition, and follow the clubs policy throughout the academic year.
- 4) Shall maintain internal memory of all copies of all levy constitutions.
- 5) Shall organize at least three meetings a year (one per semester and one during the summer) with each set of levy heads.
- 6) Shall organize and chair at least two meetings a year (one per semester) with each set of club heads.
- 7) Shall organize and chair a minimum of one meeting for all club heads per academic year.
- 8) Shall sit on any levy hiring committee should it align with the levy's constitution.
- 9) Shall appoint four (4) clubs representatives and two (2) levy representatives to the Dean's Advisory Committee
- 10) Shall be the non-voting chair of the Student Projects Advisory Board
- 11) Shall be the chair of the Cat's Eye Advisory Board
- 12) Shall appoint one VCU member to the Student Projects Advisory Board
- 13) Shall collaborate with the Orientation Executive to create programming for the VUSAC Clubs and Levies during Orientation Week
- 14) Shall be responsible for appointing a club representative and a levy representative to the Budget Steering Committee.

15) Shall sit on the Budget Steering Committee as a voting member

16) Shall be paid an honorarium of \$1000 (before taxes)

- a) Release of honorarium must be approved by a simple majority of Council at the final fall term meeting for 50% (\$500) release of the honorarium.
- b) The final 50% (\$500) will be released following a simple majority approval at the Joint Council meeting, prior to the ratification of the incoming council, and after a transition report has been submitted to the VUSAC VPI
- c) Payment will be dispensed by the Office of the Bursar, after which it will be repaid from the budget of the Finance Chair
- d) The President and Finance Chair shall confer with the Office of the Dean of Students to ensure accountability and adherence to the roles and responsibilities laid out in the VUSAC Constitution and Council Policies.

Chapter Six: Policies on Commissions, Commissioners and Co-Chairs

Section 1: The Academic Commissioner

- 1) Shall represent Victoria College students' concerns with available opportunities for professional engagement following undergraduate studies. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- 2) Shall collaborate with other student clubs and organizations in developing academic and career success programming for current and former Victoria College students.
- 3) Shall plan at least one (1) event in the Fall semester which aims to connect first year students to upper year students with similar interest and academic or professional goals.
- 4) Shall work with the various administrative bodies at Victoria University to plan and run career development, networking, academic success, volunteer involvement, and wellness programming.
- 5) Shall be responsible for managing and lending any study aids and materials that the commission has purchased.
- 6) Shall be a liaison between the Victoria University Office of Alumni Affairs, the Victoria University Registrar's Office, and the VUSAC, including regularly updating the VUSAC on the events and services offered by these student academic support networks.
- 7) Shall serve as chair of the Academic Commission.
- 8) Shall hire the Academic Co-Chair.
- 9) Shall chair the Graduation Banquet Chair Selection Committee.
- 10) Shall be a voting member of the Graduation Banquet Committee.
- 11) Shall liaise with the Victoria College Office of Alumni Affairs & Advancement to plan the annual Life After Vic networking event.
- 12) Shall attend regular Alumni of Victoria College (AVC) meetings as a representative of the VUSAC alongside the VUSAC President.
- 13) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 2: The Academic Co-Chair

- 1) Shall work in conjunction with the Academic Commissioner to support the Academic Commission as stated in Chapter 6, Section 1.

Section 3: The Arts & Culture Commissioner

- 1) Shall create opportunities for and encourage participation in arts and culture programming at Victoria College. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- 2) Shall be responsible for facilitating a Victoria College entry in the Hart House Drama Festival in the case that the VCDS chooses not to do so.
- 3) Shall represent the Council on the Senate Bader Theatre Use Committee, chaired by the Dean of Students.
Shall organize programming group trips that enables Vic students to access artistic and cultural events.

- 4) Shall be responsible for keeping the Victoria College Council informed about Victoria University productions.
- 5) Shall be responsible for producing The Bob Comedy Revue in conjunction with a hired Co-Producer by selecting the hired Bob Co-Producer and acting as the co-chair alongside the outgoing Bob Director(s).
- 6) Shall be responsible for the production of at least four (4) events per year (with two (2) per semester recommended) designed to showcase and enhance the artistic talents of VCU members.
- 7) Shall be responsible for organizing the Gardiner Gala at the Gardiner Museum in collaboration with the Dean's Office.
- 8) Shall make a reasonable effort attempt to promote the relationship between the Gardiner Museum, Victoria University, and the VCU.
- 9) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 4: The Commuter Commissioner

- 1) Shall be responsible for encouraging the maximum participation of commuter students in the extra-curricular life of Victoria College and shall ensure that the Council is aware of the particular concerns of commuter students.
- 2) Shall promote integration of commuter and residence life.
- 3) Shall hire a Commuter Co-Chair.
- 4) Shall serve as Co-Chair of Victoria Off-Campus Association (VOCA) with the Commuter Co-Chair.
- 5) Shall, along with the Commuter Co-Chair, be a commuter student for their entire term of office.
- 6) Shall be a voting member of the following committees, or designate the Commuter Co-Chair, or a Commuter Councillor:
 - a) Cat's Eye Advisory Board
 - b) Student Projects Committee
 - c) Highball Committee Hiring Panel,
 - d) Highball Committee
 - e) The VUSAC Internal Review Committee
 - f) The Dean's Advisory Committee & Graduation Banquet Chair Selection Committee, or designate an appropriate representative.
 - g) Orientation Executive Hiring Committee
 - h) As well as any unmentioned committees, as outlined by Chapter VIII, Article 16, Section 3 of the Constitution.
- 7) Shall appoint two (2) commuter representatives to the Student Projects Advisory Board
 - a) The Commuter Commissioner shall not appoint themselves to sit on the Student Projects Advisory Board
- 8) Shall, along with the Commuter Co-Chair, be responsible for planning, organizing, and executing VOCA events and services

- 9) Shall, along with the Commuter Co-Chair, oversee the planning and hosting of Home for the Holidays
- 10) Shall, along with the Commuter Co-Chair, oversee the planning and hosting of a weekly pancake brunch.
- 11) Shall be involved in planning Commuter Orientation.
- 12) Shall, along with the Commuter Co-Chair, oversee the rental of student lockers in the Goldring Student Center.
- 13) Shall, along with the Commuter Co-Chair, be responsible for hiring the VOCA executives.
- 14) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 5: The Commuter Co-Chair

- 1) Shall work in conjunction with the Commuter Commissioner to support the Commuter Commission as stated in Chapter 6, Section 4.

Section 6: The Victoria Off-Campus Association (Commuter Commission)

- 1) The function and purpose of the Victoria Off-Campus Association (VOCA) shall be to promote commuter participation at Victoria College, to aid the Commuter Commissioner in their plans to improve commuter life, and to hold regular events in order to achieve these objectives.
- 2) The operation and budget of VOCA shall fall under the jurisdiction of the Commuter Commissioner.
- 3) A VOCA Executive Team shall be selected through an application process by the Commuter Co-Chairs by July 31st, with the exception of two (2) first-year students. The first-year students shall be selected through the same process by October 15th.
- 4) Structure of the VOCA:
 - a) The Commuter Co-Chair
 - b) The Commuter Commissioner, who shall act as the other Co-Chair
 - c) One or more second-year commuter(s)
 - d) One or more third-year commuter(s)
 - e) One or more fourth year or above commuter(s)
 - f) The elected VUSAC Councillor(s) assigned to the Commuter Commission
 - g) Two first year commuter representatives
 - h) General members, who may be selected at the discretion of the Commuter Co-Chairs to assist the VOCA Executive Team
- 5) Roles of the Executives:
 - a) Shall coordinate events with the co-chairs.
 - b) Shall work together on leading events.
 - c) Shall retrieve feedback for the Commuter Commissioner from the Victoria College commuter population pertaining to commuter life, including but not limited to issues, needs, and suggestions.
 - d) Shall aid the Commuter Co-Chairs in communication tasks

- 6) Roles of General Members:
 - a) Shall volunteer at VOCA events throughout the year.
 - b) Shall help with promotion, set up, execution, and cleanup of events.
 - c) May be considered for promotion to an open Executive position, at the discretion of the Co-Chairs.
 - d) Until the VOCA is formed, VOCA events and promotion shall be the responsibility of the Commuter Commissioner.

Section 7: The Equity Commissioner

- 1) Shall collaborate with other student clubs and organizations on- and off-campus to promote student involvement and social awareness.
- 2) Shall be a voting member, where applicable, or a general member otherwise of the following Committees, or shall send a delegate to assume their voting member position:
 - a) Grad Banquet Chair Selection Committee
 - b) All Staff Member and Co-Chair Hiring Committees
 - c) Bob Director Selection Committee
 - d) Orientation Co-Chairs Selection Committee
 - e) Orientation Executive Hiring Committee
 - f) Highball Committee
 - g) Goldring Student Centre Committee
 - h) Orientation Steering Committee
- 3) Shall serve as chair of the Equity Commission.
- 4) Shall hire the Equity Co-Chair.
- 5) Shall be responsible for the recruitment and supervision of general Equity Committee members.
- 6) Shall help run equity training with the VPSO for clubs and levies.
- 7) Shall promote equitable behaviours and practices within the VUSAC and the Victoria College community.
- 8) Shall recommend improvements to the Victoria College community related to equity and accessibility to facilities, programs, and services at Victoria University.
- 9) Shall be responsible for providing the Victoria College community with educational programs, services and events.
- 10) Shall be responsible for making arrangements to provide Equity Training for the Council at the VUSAC Fall Retreat in coordination with the Vice-President Internal.
- 11) Shall be responsible for making arrangements to provide semesterly Equity Training for clubs and levies in coordination with the Vice-President Student Organizations.
- 12) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 8: The Equity Co-Chair

- 1) Shall work in conjunction with the Equity Commissioner to support the Equity Commission as stated in Chapter 6, Section 7.

Section 9: The Equity Commission

- 1) The Equity Commission envisions:
 - a) A college community that strives to ensure a sense of belonging amongst its members regardless of but not limited to their age, ethnicity, gender, sexual orientation, economic background, physical and intellectual ability, citizenship, nationality, ancestry, and personal, political, or religious beliefs.
 - b) A college community that is able to seek, listen, and respond to the many voices of its members in a meaningful and useful manner.
 - c) A college community which is open to and aware of social justice issues in our community and in other communities.
- 2) Structure of the Equity Commission:
 - a) The Equity Commissioner, who shall chair the Equity Commission
 - b) The Equity Co-Chair, who shall assist the Equity Commissioner with the management of the Commission
 - c) The upper year students of the Commission shall be selected over the summer.
 - d) The remainder of the Commission shall be selected by September 30th. The Commission shall consist of at least two (2) first-year students.
- 3) The first formal meeting of the complete Commission is to be conducted by the first week of October.
- 4) The Equity Commission shall meet regularly. It is recommended that the Commission meets twice a month.

Section 10: The Mental Wellness Commissioner:

- 1) Shall organize and conduct programming related to mental wellness at Victoria University. Such programming may include:
 - a. Events advocating for mental health support at Victoria College and the University of Toronto
 - b. Events related to wellness activities including but not limited to de-stressing, self-care, and holistic mental and physical health events
 - c. Events to disseminate information about mental health resources
 - d. Events to raise awareness about mental health issues at Victoria University and the University of Toronto
- 2) Shall publicly disseminate information about on-campus mental health resources and services available to VCU members;
 - a. Shall work with the Communications Coordinator to publish an annual review of in-person and online mental health services available to students.
- 3) Shall work to keep up-to-date with student concerns surrounding mental wellness. This may include:
 - a. Anonymously surveying students at Victoria University
 - b. Connecting with other student groups at Victoria University and the the University of Toronto
 - c. Relaying findings to the whole of VUSAC and/or the administration staff of Victoria University

- d. Formulating programming based on student responses
- 4) Shall work with University administration, student societies, and other campus organizations to advocate for improvements to mental wellness services at Victoria College and the University of Toronto as a whole.
- 5) Shall host or collaborate on at least one (1) event per semester which focus on mental wellness, stress relief, or more holistic student health and wellbeing.
- 6) Shall host or collaborate on at least one (1) event per year which aims to break down stigma regarding mental illness or to facilitate conversations about mental health
- 7) Shall ensure council is aware of the particular concerns students experiencing mental illness have with regards to VUSAC's programming and services.
- 8) Shall hire a Mental Wellness Co-Chair
- 9) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 11: The Mental Wellness Co-Chair

- 1) Shall work in conjunction with the Mental Wellness Commissioner to support the Mental Wellness Commission as stated in Chapter 6, Section 10.

Section 12: The Scarlet & Gold Commissioner

- 1) Shall be responsible for the selection of Highball Committee members alongside a hiring panel.
- 2) Shall be responsible for collecting student feedback on events via the More Scarlet, More Gold student survey
- 3) Shall be responsible for planning and hosting the Affordable Formalwear sale prior to the annual Highball.
- 4) 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 the old and new councils.
- 5) Shall be responsible for establishing a program of social events for all Victoria College students financed by the VUSAC.
- 6) Shall be the chair of the Highball Committee.
- 7) Shall be responsible for the following social events:
 - i. Back to School Pub Night
 - ii. Semi-Formal
 - iii. Highball
- 8) Shall be responsible for hosting a social event in the first three (3) weeks of classes to welcome students back to school.
- 9) Shall be responsible for planning and hosting a semi-formal event for all Victoria

students to take place in the first semester.

- 10) Shall be responsible for hosting a social event to welcome students back to the Winter semester in the first week of the second semester.
- 11) Shall be responsible for planning and hosting Highball for all VCU students to take place in the second semester.
- 12) Shall host the Affordable Formal Wear Sale
- 13) Shall sit on the following committees:
 - i. The Performing Arts Endowment Committee.
 - iii. The Graduation Chair Selection Committee
 - iii. The Graduation Banquet Committee
- 14) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 13: The Highball Committee

- 1) The Victoria Highball Committee shall consist of:
 - a) The Scarlet and Gold Commissioner who shall act as Chair.
 - b) The Campus Life Coordinator;
 - c) The VUSAC President
 - d) The VUSAC Vice-President Internal
 - ~~e) At least three (3) residence students;~~
 - ~~f) At least three (3) commuter students;~~
 - ~~g) At least one (1) first-year student;~~
 - h) The Scarlet and Gold Councillors;
 - i) One member of the Commuter Commission, appointed by the Commuter Commissioner;
 - j) One member of the Equity Commission, appointed by the Equity Commissioner;
 - k) One member of the Sustainability Commission, appointed by the Sustainability Commissioner;
 - l) At least two (2) Victoria College students.
- 2) The committee shall meet at least once prior to the last day of classes in the first semester.
- 3) The Highball Committee shall be responsible for:
 - a) Selecting the venue for the event;
 - b) Advertising effectively for the event;
 - c) Establishing ticket prices, while prioritizing the financial accessibility of
 - d) The event by setting the price as low as is possible and in no way endeavouring to make a profit;
 - e) Selling tickets within a reasonable period of time prior to the event;
 - f) Making any other preparation necessary for the event;
 - g) Preparation of necessary decorations;
 - h) Attending Equity and Risk Management Training.

Section 14: The Sustainability Commissioner

- 1) Shall represent Victoria College student concerns regarding, but not limited to, climate justice initiatives, sustainable practices on campus and environmentally equitable behaviours. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- 2) Shall promote current and new sustainability initiatives at Victoria University.
- 3) Shall review Victoria University's progress with regard to sustainability.
- 4) Shall represent Victoria College at the Environmental Working Group hosted by University of Toronto Environmental Resource Network (UTERN).
- 5) Shall sit on the following committees:
 - a) Highball Committee
 - b) Graduation Banquet Committee
 - c) Budget Steering Committee
 - d) Goldring Student Centre Committee
- 6) Shall hire a Sustainability Co-Chair.
- 7) Chairs the Sustainability Commission with the Sustainability Co-Chair.
- 8) Shall be responsible for hiring two independent student representatives to serve two-year terms on the Sustainability Committee.
 - a) Hiring will be carried in accordance to the Sustainability Committee's Terms and References and in cooperation with the Office of the Dean of Students.
 - b) The hiring panel shall consist of:
 - i) The Sustainability Commissioner, who shall act as chair,
 - ii) A representative from the Office of the Dean of Students,
 - iii) The Vice President External.
 - c) The hiring of these positions shall occur at the same time as the hiring of the Sustainability Co-Chair. If no Sustainability Commissioner is elected in the Spring, then the Vice President Internal shall organize this hiring process.
 - d) The representatives' two-year terms will be staggered to provide continuity in student representation on the Committee.
 - e) All members of the VCU may fill the position, however neither representative shall currently hold an executive, commissioner, or co-chair position on the VUSAC.
 - f) Beyond their hiring by the Sustainability Commissioner and Office of the Dean of Students, the student representatives on the Sustainability Committee will have no formal association with the VUSAC or Office of the Dean of Students.
- 9) Shall collaborate with other student clubs and organizations on campus and off-campus to promote environmental stewardship and sustainability.
- 10) Shall give a report on the activities of their commission, lasting at least three minutes, at at least every third VUSAC meeting.

Section 15: The Sustainability Co-Chair

- 1) Shall work in conjunction with the Sustainability Commissioner to support the Sustainability Commission as stated in Chapter 6, Section 12.

Section 16: The Sustainability Commission

- 1) The Sustainability Commission envisions a college community that operates with an intersectional understanding of sustainability, advocates for climate justice, and encourages sustainable and environmentally equitable behaviours.
- 2) The Sustainability Commission is to be established no later than September 30th, with the first formal meeting conducted by the first week of October.
- 3) The Sustainability Commission shall be representative of the VCU, and will be composed of 1st year, upper year, residence, and commuter students.
- 4) The Commission members shall be selected by the Commissioner through an application and interview process, and the members are to be ratified by the Council.
- 5) The upper year students of the Commission shall be selected over the summer. The remainder of the Commission shall be selected by September 30th.
- 6) The Sustainability Commission shall meet regularly. It is recommended that the Commission meetings twice a month.

Chapter Seven: Policies on Councillors

Section 1: The Role of the Councillors

- 1) Shall be responsible for helping with Commission, Executive, and Staff portfolios as assigned by the Vice-President Internal
- 2) Shall assist with council events throughout the year.
- 3) Are encouraged to create their own initiatives throughout the academic year in collaboration with other council members. Councillors shall serve on various committees throughout their terms
 - a) One Councillor shall serve as a voting member on the Budget Steering Committee.
 - b) One Councillor shall serve as a voting member on the Grad Banquet Chair Selection Committee.
 - c) One Councillor shall serve on the Cat's Eye Advisory Board.
 - d) One Councillor shall serve as voting members on the Victoria Highball Hiring Panel.
 - e) One Councillor shall serve as the ACRO in the case of a referendum.
 - f) One Councillor shall sit on each formal and ad-hoc subcommittee.

Section 2: The Role of the International Councillor

- 1) Roles and Responsibilities
 - a) Shall be responsible for encouraging the maximum participation of international students in the extra-curricular life of Victoria College and shall ensure that the Council is aware of the particular concerns of international students.
 - b) Shall be responsible for providing the Victoria College international student community with educational programming and collaborating with other international student groups at Victoria College.

- c) Shall be an international student and pay international fees for the duration of their term.
- d) Can be assigned to other portfolios at the discretion of the Executive and the International Councillor.
- e) Shall organize at least one event per semester geared towards international students.
- f) Shall assist with Council events throughout the year.
- g) Shall work with and advise the Victoria International Students' Association.

Chapter Eight: Policies on Staff Members

Section 1: Appointments

- 1) Staff members shall be appointed to the Council based on the recommendations of the VUSAC Hiring Committee.
- 2) Staff members shall be ratified at the annual Joint Council Meeting.

Section 2: The Chair

- 1) Shall encourage members of the VCU to attend and participate in VUSAC meetings.
- 2) Shall publicize VUSAC meetings.
- 3) Shall strive to ensure that VUSAC meetings are accessible to the majority of VCU members.
- 4) Can recommend disciplinary action to the Executive for a member delinquent at more than one meeting without sufficient reason.
- 5) Shall work with the Executive to set meeting dates.
- 6) Shall provide a summary of meeting proceedings to publicize to the VCU. The summary will provide a general description of action items, discussions, and updates discussed at the meeting.
- 7) Shall chair regular meetings of the VUSAC, holding votes, and assuring that members of the VCU adhere to the VUSAC's variation of Robert's Rules.

Section 3: The Finance Chair

- 1) Shall regularly present updates of the Council's finances at VUSAC meetings.
- 2) Shall provide the budget and quarterly financial reports to be advised by the Council.
- 3) Shall conduct a financial review of VUSAC financial operations in conjunction with the Victoria University Office of the Bursar and should take place no later than the end of the last week in May. A report of the review, including any recommendations, shall be presented to the incoming and outgoing President and Finance Chair of the Council following the review.
- 4) Shall be responsible for maintaining petty cash in the amount of \$500 in the safe.
- 5) Shall be a voting member on the Student Projects Committee.
- 6) Shall be responsible for preparing a cash-box for all club and VUSAC events.
- 7) Shall chair the Budget Steering Committee.
- 8) Shall be a co-signing authority for the VUSAC.
- 9) Shall handle finances for the VUSAC, and fulfill reimbursement requests.

Section 4: The Office Manager

- 1) Shall send the final draft of VUSAC meeting minutes to the Communications Coordinator to post onto the VUSAC website no later than one (1) week following the draft's respective VUSAC meeting.
- 2) Refer to constitution for duties (as outlined in the constitution etc)

Section 5: The Communications Coordinator:

- 1) Shall produce the VUSAC Fall and Winter Semi-Annual Reports that include one page for each commission and a detailed financial report from the Finance Chair. In addition, the report should include a bi-annual calendar of events. The report shall be published no later than a week before the respective semester's caucus.
- 2) Shall ensure the VUSAC's poster policy is enforced and reviewed on an annual basis and approved at the first meeting in September. The policy shall be made available on the VUSAC website, and the Coordinator shall liaise with the Vice-President Internal to ensure all are aware of the policy.
- 3) Shall be responsible for updating the VUSAC Sidney Smith display case at least twice a month.
- 4) Shall manage the social media accounts and website of the VUSAC.

Section 6: The Chief Returning Officer (CRO)

- 1) Shall be hired by the Elections Hiring Committee for one academic year, but must undergo a review at the end of each election period, as determined by the Elections Hiring Committee.
- 2) Shall be notified by the VUSAC President about any upcoming referenda in the upcoming elections period.
- 3) Shall present all election dates, nomination procedures, and election and campaigning rules to the Elections and Appeals Committee at least seven days before the proposed release of nominations.
- 4) Shall be responsible for keeping an election and referenda file of all decisions made, including, but not limited to, elections and referenda rules and violations of said rules, and present such a report to the VUSAC once the election and referenda period is closed (all candidates for the election are elected).

Chapter Nine: Policies on Assessor Members

Section 1: Assessor Members

- 1) The following assessor members shall be ratified by Council at a VUSAC meeting:
 - a) The Editor(s) and, if applicable, Assistant Editor(s) of the Acta Victoriana
 - b) The Editor(s) and, if applicable, Managing Editor(s) of the Strand
 - c) The Executive Producer(s) of the VCDS
 - d) The President(s) of WUSC
 - e) The President(s) of VCAA
 - f) The President(s) of VicPride!
 - g) The Co-Managers of Caffiends
 - h) The Cat's Eye Co-Managers, upon the recommendation of the Cat's Eye Advisory Board
 - i) The President(s) of VISA
 - j) The President(s) of VicXposure
 - k) The Chairperson of Student Projects
 - l) The President(s) of the Victoria Black Student Network
- 2) Assessor members are encouraged to submit regular reports on their activities to general Council meetings.
- 3) If they deem it necessary, the VPSO may ask levy heads to attend council meetings.
- 4) Levy heads, or their delegates, are required to attend meetings where amendments to their levy's constitution are scheduled to be discussed.
- 5) The following are non-levy assessor members:
 - a) Orientation Student Co-Chair
 - i) Shall be hired according to the corresponding chapter of Council Policies.
 - b) Victoria College Dons

Chapter Ten: Policies on Levy Receivers

Section 1: Levy Heads

- 1) Levy heads shall be defined in levy constitutions. Examples include President(s), Editor-in-chief(s), and Manager(s).
 - a) The constitution of each levy receiver must define the mechanism by which the heads are nominated, elected, and impeached.
 - b) The VUSAC must ratify all such appointments and elections, upon the conclusion of the process outlined in the levy's constitution
 - c) If vacancies for levy heads occur, the VPSO shall notify the Council and work with the levy in question to appoint a replacement to be ratified by the council.
 - d) In the event that a levy is totally inactive, the VPSO shall work in conjunction with the VUSAC Executive to oversee a nomination, election, or hiring process to appoint a new head(s).
 - e) Levy heads must transfer signing authority before receiving their final honoraria check, under the discretion of the VUSAC.
- 2) Specific responsibilities of the head(s) include:
 - a) To submit documentation of the organization's activities, including budgets and financial statements, to the VUSAC.
 - b) To manage or oversee the finances of their levy
 - c) To uphold the levy's mandate; to ensure the continuity of the levy; and to encourage participation in the levy by members of the VCU.
- 3) The VUSAC may impeach the head(s) of a constituent organization for failing to uphold the constitution of the organization or to fulfill the specific levy head responsibilities.
 - a) Impeachment can only be pursued following an attempt to assist the head(s) to fulfill their responsibilities.
 - b) A motion to impeach must be brought forward by the VUSAC Executive.
 - c) Following impeachment, the VUSAC Executive must oversee a nomination, election, or hiring process to replace the head(s).
 - d) The impeached head(s) shall be immediately stripped of any authority over the bank account of the organization.
- 4) The levy bank account will be held in trust by the VUSAC.

Section 2: Levy Referenda

- 1) A levy receiver is created when the VCU approves the creation of a new student levy through a referendum following the policies on referenda outlined in Elections and Referenda Code.
- 2) A levy receiver shall cease to exist following a referendum to eliminate its levy. Such a referendum must be proposed by the VUSAC Executive and approved by the VUSAC.
 - a) The VUSAC must accept a motion for a referendum to eliminate a levy receiver's levy if the organization does not have head(s) for longer than twenty-four months.
- 3) Any referendum question regarding a levy receiver must be accompanied by a description of that organization's mandate, as defined in its Constitution.

Section 3: Levy Finances

- 1) Cheques issued by a levy receiver must be signed by two heads; or by one head and a designated financial officer; or, at the discretion of the VUSAC, by one head and either the VUSAC President or the VUSAC Finance Chair or one representative from the Office of the Bursar.
- 2) The budget of a levy receiver must be submitted by the head(s) for approval by the Budget Steering Committee and ratification by the VUSAC.
- 3) If no budget is submitted to the Budget Steering Committee, or if the proposed budget is not ratified by the VUSAC:
 - a) The VUSAC may vote to withhold levy funds from and/or to claim authority over the bank account of the levy receiver.
 - b) The VUSAC must either prepare and ratify a new budget in consultation with the head(s); or approve a motion to impeach the head(s); or approve a motion for a referendum to dissolve the organization.
 - c) Following ratification of a new budget, the VUSAC must immediately disburse all funds from that academic year and return account authority to the head(s).
- 4) Funds withheld from any previous academic year(s) may be reallocated by the VUSAC, in accordance with VUSAC's Financial Policies as outlined in Chapter 3 of this Council Policies document and Chapter IV of the Constitution.
- 5) If it is found that a levy receiver's funds are being mishandled or misspent, it may vote to withhold funding or to claim authority. Such a vote shall be considered binding for no more than one month, in the absence of further action by the VUSAC to correct the error, impeach the head(s), or dissolve the organization.
 - a) A levy receiver shall be found to have mishandled or misspent funds if during a regularly scheduled or otherwise conducted financial review, both the VUSAC Finance Chair and the accountant representing Victoria University's Office of the Bursar are in agreement that such is the case.
 - b) At any meeting where a vote is held to withhold funding, claim authority, impeach the head(s), or dissolve the organization, the head(s) and any financial officer of the levy in question must be allocated at least fifteen (15) minutes to provide a defense of their spending and practices;
 - c) Relatedly, VUSAC's Finance Chair shall be allocated at least fifteen (15) minutes to explain to Council and guests what the perceived issue is.
- 6) Any changes to a levy's fee must be communicated to the Office of the Dean of Students and Bursar's Office.

Section 4: Responsibilities of Levy Receivers

- 1) Levy receivers must meet the following minimum requirements in order to receive levy payments:
 - a) Actively and effectively recruit members from within the Victoria Community.
 - b) Ensure the VUSAC has an updated copy of the organization's Constitution.
 - c) Ensure that at least 80% of its executive or board of directors be composed of members of the VCU.

- d) Ensure that at least 60% of its membership be composed of members of the VCU.
- e) Provide the Vice-President Student Organizations with at least one contact person for the organization (the Head), including name and e-mail address (to be made public).
- f) Submit a full list of the organization's executive officers for the current year to the VUSAC Executive.
- g) Send a representative to the VUSAC Clubs Event during Orientation Week. The VUSAC Vice-President Student Organizations shall be responsible for informing all Constituent Organization Heads of the time and place of this event within a reasonable period of time.
- h) Check the organization's email inbox and VUSAC mailbox on a regular basis.

Chapter Eleven: Policies on Clubs

Section 1: Clubs Recognition

- 1) Clubs shall be considered recognized by the VUSAC, and shall have access to all privileges that come with recognition, immediately upon ratification of their Club Application Form.
 - a) This form is to be submitted to the Vice-President Student Organizations and then considered for ratification at the soonest appropriate VUSAC meeting, assuming all minimum requirements for recognition are met.
- 2) Recognition must be renewed annually. Recognition granted at any point in the year will expire on the following April 30th.
- 3) To be recognized by the VUSAC, a club must meet the following minimum requirements. The club must:
 - a) Have an executive team that adheres to the policies outlined in Section 2 of this chapter.
 - b) Have a club email address that they will check on a weekly basis, at minimum.
 - c) Have a logo.
 - d) Follow the mission statement and mandate of the VUSAC.
 - e) Have accurately portrayed all information provided on their Club Application Form.
 - f) Provide an up-to-date constitution to the VPSO. This is to ensure that the club's mandate adheres to VUSAC policies.
- 4) In order to allow for the formation of clubs by first year students, and to allow the formation of clubs after the budget request deadline, clubs may request recognized status from the VUSAC at any time, excluding the period between April 30th and the opening of the following year's primary application period.

Section 2: Club Executives

- 1) Club Heads are responsible for leading a club's executive team and serve as the VUSAC's first point of contact for their club.
 - a) Clubs can have up to two (2) recognized Club Heads, where at least one (1) must be a member of the VCU
 - b) All Club Heads must attend two mandatory check-ins with the VPSO per year (one per semester).
 - c) Club Heads must submit any materials related to transitions or Orientation Week requested by the VPSO in a timely manner.
 - d) If a club has a mailbox in the VUSAC Office, Club Heads must check their mailbox on a weekly basis, at minimum.
- 2) A Club's Executive shall refer to all members of a club who hold a duly appointed position within that club, inclusive of Club Heads.
 - a) Executive positions and responsibilities shall be defined by the club's Head(s).
 - b) A full list of executive officers for the current year must be submitted to the VPSO.
 - c) The VPSO must be notified of any changes in the executive structure of a club.

- 3) A club's executive team must be composed of University of Toronto students, 70% of which must be members of the VCU.
 - a) At the discretion of the VUSAC, a club may be ratified without meeting this 70% minimum as long as at least one VCU member sits on their executive and they have a plan in place to meet the minimum within a reasonable timeframe.
 - b) Continued recognition is contingent on fulfilling this requirement within this timeframe, and no budget shall be approved for clubs who do not yet meet the 70% minimum.
- 4) All of the club's executive team must attend VUSAC approved Equity Training.
- 5) At least one executive member must be sent to the mandatory all clubs meeting each term. Meetings are to be scheduled by the VPSO, a minimum of two weeks in advance.
- 6) Each member of a club's executive shall be chosen in a fair process that shall be overseen externally by the VPSO. The process (i.e. elections, hiring, etc.) and timeline by which a candidate will be chosen to fill each executive position must be outlined in a club's Club Application Form.
 - a) The VUSAC is to ensure that selection processes are equitable, accessible, and justifiable relative to the executive position in question.
 - b) The selection process outlined on a club's Club Application Form at time of ratification is binding. A club cannot select a candidate using a different process than the one approved by the VUSAC without first consulting the VPSO.
- 7) Student(s) who start a new club shall be automatically considered the Club Head(s) for that academic year.

Section 3: Club Equipment

- 1) All club equipment purchased with VUSAC funds are the property of the VUSAC and must be returned to Club Storage or the VUSAC Office at the end of each academic year, at the discretion of the VPSO
- 2) Club equipment sign-out policy:
 - a) Any member of a club may borrow their club's equipment, kept in the VUSAC storage, by making arrangements with the VUSAC VPSO. Members of the VCU who are not members of the associated club must obtain permission from the appropriate Club Head before borrowing.
 - b) Equipment must be returned in its original condition. All damages incurred will be the responsibility of the borrower.
- 3) Club Heads must submit an inventory list to the VPSO at the end of each semester.

Section 4: Club Membership

- 1) General membership may not be denied to any member of the VCU except for the following circumstances:
 - a) The nature of the club requires special talents or abilities which are not held in the applicant (e.g. musical talent). The VPSO must be informed of the specifics of these restrictions in the club's Club Application Form.
 - b) The applicant has demonstrated disruptive tendencies which would seriously undermine other students' safety or enjoyment of the club. In such a case the

applicant should be informed in writing of the clubs' reasons for rejecting the application. All such rejections may be appealed to the VUSAC and the rejected applicant must be informed in writing that they have the right to make such an appeal.

- 2) Clubs are not permitted to charge a membership fee.

Section 5: Club Privileges

- 1) All VUSAC recognized clubs shall have the following privileges:
 - a) Clubs can utilize variations of “Victoria College” within their name.
 - i) Clubs cannot use variations of “University of Toronto” unless the club has Ulife recognition.
 - b) Clubs can request funding from the VUSAC.
 - i) All club revenue belongs to VUSAC and will be returned to VUSAC by the end of the school year.
 - ii) Clubs shall not have their own bank accounts.
 - c) Clubs have access to support from the VUSAC Vice-President Student Organizations.
 - d) Clubs can book spaces through Events Victoria, the VUSAC, The Cat’s Eye, and other space bookings services available on Victoria College Campus.
- 2) Clubs are permitted to feature their promotional material on Victoria College campus and through the VUSAC’s online channels.
 - a) All physical posters must be signed by a member of the VUSAC Executive or a staff member from the Office of the Dean of Students, otherwise they will be removed.
 - b) All promotions on the VUSAC’s online channels must be submitted to and approved by the VUSAC Communications Coordinator.
- 3) All clubs have a place on the VUSAC website’s clubs page.
- 4) All clubs have a place at the Victoria College Orientation clubs event.

Section 6: Miscellaneous

- 1) Advertising
 - a) Clubs must actively try to recruit members, without bias, from all across the Victoria College community.
 - b) Clubs must actively encourage participation and attendance at their events.
 - c) Clubs should take advantage of all appropriate avenues of outreach they have available to them, such as postering, online communications, etc.
 - d) Clubs must make a reasonable effort to inform the VPSO of their upcoming events (including meetings) for inclusion in various communications vehicles.
- 2) All clubs ratified at the primary Clubs Ratification Meeting must send a representative to the VUSAC Clubs Event during Orientation Week. The VPSO shall be responsible for informing all club heads of the date and location of this event within a reasonable timeframe.
- 3) All clubs shall abide by the Victoria University and the University of Toronto codes of student conduct and shall be governed by the VUSAC.

- 4) VUSAC, clubs, and levies may not collaborate with, promote, endorse, or otherwise affiliate with fraternities, sororities, or greek life organizations except when the goal of such affiliation is to reduce sexual violence.
- 5) Failure to comply with any of the VUSAC's Policies may result in suspension of funding and/or loss of recognition, at the discretion of the VUSAC.
- 6) A copy of this Policy shall be included with the VUSAC Club Application Form.

Chapter Twelve: Policies on the VCC, VUS, and BoR

Section 1: Student Nominations to the Board of Regents (BoR)

- 1) The Victoria College student members of the BoR shall consist of four (4) members of the VCU and the VUSAC President.
- 2) In accordance with the Victoria University Act, the student members must be Canadian citizens.
- 3) The VUSAC shall submit the name of the VUSAC President to the Board of Regents by April 1st.
- 4) The President shall submit for nomination to the Board of Regents the names of four successful candidates from an election to be held as follows:
 - a) Four seats will be contested and elected by students from Victoria College in the VUSAC spring elections, all of whom will serve a one-year term except for one student who will serve a two-year term.
- 5) The CRO shall make it clear to the candidates that their seats on the Board of Regents are conditional on the approval of the Board.
- 6) The CRO shall set down clearly and make available to the candidates the guidelines for membership on the BoR, as set out in the Victoria University Act and by the VUSAC's governing documents.

Section 2: Student Representatives on the VCC, VUS, and BoR

- 1) All student representatives on the BoR, VCC, and VUS:
 - a) Shall attend an informational meeting called by the VPE in April and October.
 - b) Shall communicate relevant issues from meetings to the student body.
 - c) Shall research and represent the student perspective and relay student opinions to the respective councils.
 - d) Shall attend all caucus meetings throughout the year, unless other arrangements are made with the Vice-President External.
 - e) After each BoR, VCC, or VUS meeting, one student representative from that council must make a report to the VUSAC at the next general VUSAC meeting.
 - f) Student representatives shall jointly submit to the VUSAC a year-end report detailing their activities on each of these councils. The report should contain information vital to the interests of incoming student representatives.
- 2) Elected members of the BoR, VCC, and VUS must attend at least two (2) VUSAC meetings per term (four per academic year).
- 3) The VPE shall monitor and maintain a schedule of members to deliver a report at each general VUSAC meeting.
- 4) The VPE shall compile, maintain, and distribute all necessary biographical and contact information.
- 5) BoR, VCC, and VUS Appointees:

- a) The Executive shall fill any vacant seats on the BoR, VCC, and VUS by appointment, to be ratified by the Council. The appointed students must be VCU members.
- b) Appointments shall occur following the fall elections and prior to either the first meeting of the BoR, VCC, and VUS or the last week of September, whichever comes first.
- c) Students shall have an opportunity to submit names of members of the VCU for consideration.

Chapter Thirteen: Policies on Orientation Week

Section 1: The Orientation Co-Chairs

- 1) Orientation Week shall be organized by two co-chairs, one of whom shall be a Victoria College Student, hereafter referred to as the student co-chair. The other co chair shall be a staff member from the Dean's Office.
- 2) The student co-chair shall be given an honorarium of \$9000.

- 3) Duties of the co-chairs include and are not limited to:
 - a) Planning leader hiring and training, preparation of a full budget and communication of said budget to the orientation executive, planning of main programming for orientation week.
 - b) Adhering to the Orientation Incentive Grant guidelines.
 - c) Ensuring that all events of the Orientation program, with the exception of Commuter Orientation, be held in the month of September, unless special permission is given by the Orientation Steering Committee.
 - d) Preparation of a full written report on the activities and finances of Orientation, to be presented to full council at the next appropriate VUSAC meeting, after the incoming student co-chair has been hired.
 - e) Once this report has been submitted, the honorarium for the student co-chair may be released. Any adjustments to this timeline may be made at the discretion of the staff co-chair.

Section 2: Orientation Co-Chair Selection Procedure

- 1) The student co-chair shall be chosen by the Orientation Co-Chair Selection Committee.
- 2) Applications for Orientation Co-Chair shall open for at least two weeks. Co-Chairs must be hired by the last day of classes in the first semester.
 - a) Only members of the VCU may apply to be the Orientation Co-Chair.
- 3) The Orientation Student Co-Chair Selection Committee shall consist of:
 - a) The VUSAC Vice-President Internal, who shall be the chair;
 - b) The VUSAC President;
 - c) The Dean of Students or a Dean's Office Representative;
 - d) The Campus Life Coordinator, who is the other co-chair;
 - e) One residence student of Victoria College, who shall never have been an Orientation Executive member but who must have previously been involved as an Orientation Leader;
 - f) One commuter student of Victoria College who shall never have been an Orientation Executive member but who must have previously been involved as an Orientation Leader;
 - g) At least one of the previously appointed Orientation Student Co-Chairs.
 - h) VUSAC Equity Commissioner, or a delegate
- 4) The Orientation Student Co-Chair shall be selected by the above committee on the basis of an application, an interview, and discussion.
 - a) The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.
- 5) In the event of conflict of interest between Chairs or Executive applicants and the Selection Committee, the Committee's members shall:
 - a) Ensure the member in conflict withdraws themselves from the Committee when such a conflict is apparent.
- 6) Committee members who withdraw shall be replaced by the Orientation Co-Chair Selection Committee.

Section 3: Orientation Executive Selection Procedure

- 1) Applications for Orientation Executive shall remain open for at least three weeks. The Orientation Executive must be chosen by the last Friday in February.
 - a) Only members of the VCU may apply to be members of the Orientation Executive Committee.
- 2) The Orientation Executive Selection Committee shall consist of:
 - a) The VUSAC Vice-President Internal, who shall be the chair;
 - b) The current Orientation Co-Chairs;
 - c) The Campus Life Coordinator;
 - d) The President of the VUSAC;
 - e) The VUSAC Equity Commissioner, or a delegate of their choosing from their commission.
 - f) The VUSAC Commuter Commissioner, or a delegate of their choosing from their commission
 - g) One international student of Victoria College, who shall never have been an Orientation Executive member but who must have previously been involved as an Orientation Leader;
- 3) The number of the Orientation Executive Committee members chosen shall be determined by the Orientation Co-Chairs.
- 4) Orientation Executive shall be selected by the Orientation Executive Selection Committee on the basis of an application, and an interview.
 - a) The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.
- 5) In the event of conflict of interest between Chairs or Executive applicants and the Selection Committee, the Committee's members shall:
 - a) Ensure the member in conflict withdraws himself or herself from the Committee when such a conflict is apparent.
- 6) Committee members who withdraw shall be replaced by the same body and procedure that chose the original member. Replacements for the VUSAC members shall be made by the VUSAC.

Section 4: Orientation Leader Selection

- 1) Applications for Orientation Leaders shall remain open for at least two weeks.
- 2) Shall be overseen by the Orientation Executive
- 3) The Orientation Leaders shall be selected in a manner that is fair and accessible to all students. Only members of the VCU may apply to be Orientation Leaders.
 - a) If the applicant is unable to attend the workshop, an alternate workshop or interview, to be conducted by the Orientation Executive Committee, shall be granted.
 - b) The number of Orientation Leaders selected shall be determined by the Orientation Co-Chairs.
- 4) Each applicant has the right to an appeal.
 - a) Appeals will be made to the Office of the Dean of Students

Section 5: Responsibilities of the Orientation Executive

- 1) The Orientation Executive will be responsible for supporting the co-chairs in conducting the Orientation Leader selection.
- 2) Shall support the co-chairs in tasks outlined in Section 1 of this chapter.
- 3) Are responsible for the submission of a full written report, to be submitted to the staff co-chair in October. Successful submission will result in the release of their honorarium and dissolution of executive duties
- 4) The Orientation Co-Chairs and Orientation Executive are responsible to the Office of the Dean of Students In the internal functioning of Orientation, the VUSAC President's role shall be interpreted to be primarily that of an Orientation Executive and not primarily as a representative of the VUSAC.
- 5) Anything not covered here will revert back to the Orientation Steering Committee for a decision.

Section 6: Responsibilities of the Orientation Steering Committee

- 1) The purpose of the Orientation Steering Committee is to act as an advisory board to the Orientation Executive Committee. The Orientation Steering Committee is ultimately responsible for ensuring that the interests of different groups on campus are addressed during the Orientation Week.
- 2) The Orientation Steering Committee shall consist of:
 - a) The Orientation Co-Chairs
 - b) The Campus Life Coordinator
 - c) The Dean of Students or delegate
 - d) The Residence Life Coordinator
 - e) One Victoria College Don
 - f) The VUSAC President or delegate
 - g) One member of the VUSAC other than the President
 - h) At least one Victoria University Alumni who has taken part in Victoria College's Orientation in the past in some capacity
 - i) At least one first year residence student who participated in Victoria College's previous Orientation Week as a residence student
 - j) At least one first year commuter student who participated in Victoria College's previous Orientation Week as a commuter student
 - k) One Victoria University faculty member
 - l) Food services and events
 - m) At least one representative from: Ancillary Services, Sustainability & Infrastructure, Residence Services, Alumni & Affairs Office, Registrar's Office
- 3) The Orientation Steering Committee will meet at least four times in the second semester
- 4) The first meeting shall take place in January
- 5) Any changes to this Policy must be negotiated with the Orientation Steering Committee.

Chapter Fourteen: Policies on Graduation Banquet

Section 1: Graduation Banquet Chair(s)

- 1) Role of the Graduation Banquet Chair(s)
 - a) Shall chair the Graduation Banquet Committee
 - b) Shall submit reports to the VUSAC Academic Commissioner, who will present them at VUSAC meetings. Alternatively, they can attend the meetings and present themselves.
 - c) Shall submit a transition report to the Academic Commissioner, which will be maintained in internal memory for future chairs.
- 2) The Graduation Banquet Chair(s) will be selected by the Graduation Banquet Chair Selection Committee
 - a) Applications will be available at the end of January and remain open for at least 2 weeks. Should no applications be submitted, the deadline can be extended.
 - b) The committee should exercise discretion and adhere to unbiased hiring, outlined in the VUSAC Equitable Hiring Policy.
- 3) Structure of the Graduation Banquet Chair Selection Committee:
 - a) The VUSAC Academic Commissioner, who will be the chair
 - b) Academic Co-Chair
 - c) The Vice-President External
 - d) One Councillor;
 - e) The Commuter Commissioner;
 - f) The Scarlet & Gold Commissioner;
 - g) Two graduating students.
 - h) The Associate Dean of Upper-Year and International Students
 - i) The Equity Commissioner
- 4) The Chair shall be ratified by VUSAC at the next possible meeting

Section 2: Graduation Banquet Committee

- 1) The Graduation Banquet Committee shall be chaired by the hired student Chair(s).
- 2) The remainder of the Graduation Banquet Committee shall consist of:
 - a) The Academic Commissioner;
 - b) The Academic Co-Chair;
 - c) The Scarlet & Gold Commissioner;
 - d) The Campus Life Coordinator;
 - e) A member of the Commuter Commission;
 - f) One graduating residence student;
 - g) One graduating commuter student;
 - h) The Sustainability Commissioner, or the co-chair
 - i) The Equity Commissioner, or the co-chair
 - j) A representative from the Office of Alumni Affairs and University Advancement.
 - k) Assistant Dean, Upper Year & International Students from the Office of the Dean of Students.

- 3) The Graduation Banquet Committee shall be responsible for:
 - a) Selecting the venue for the banquet;
 - b) Advertising effectively for the event;
 - c) Establishing ticket prices, while prioritizing the financial accessibility of the event by setting the price as low as is possible and in no way endeavouring to make a profit;
 - d) Selling tickets within a reasonable period of time prior to the event;
 - e) Making any other preparation necessary for the event
- 4) The Graduation Banquet Committee shall make a concerted effort to survey the graduating class for its general preferences with regard to the format and venue for the Graduation Banquet.
- 5) In addition to funds generated from ticket sales, it is the responsibility of the Graduation Banquet Committee to procure funding from external departments within the university. The following subsections also apply to the budgeting process for the Graduation Banquet.
 - a) The Graduation Banquet Committee must present a detailed budget to the VUSAC before the end of February.
 - b) The VUSAC accepts no financial responsibility for any expenses and/or deficits incurred without explicit, written VUSAC approval. Any financial surplus shall accrue to offset the costs of future Graduation events.

Chapter Fifteen: Policies on The Bob Comedy Revue

Section 1: General

- 1) The Bob Comedy Revue is a sketch comedy show produced by the Arts & Culture Commissioner in conjunction with a hired Co-Producer.

Section 2: The Bob Co-Producers

- 1) The Arts & Culture Commissioner and the incoming Bob Director(s) shall be responsible for selecting the hired Co-Producer.
- 2) The duties of the Co-Producers include, but are not limited to:
 - a) Advertising the Bob director hiring, casting, and performances in conjunction with the Director(s) and the VUSAC Communications Coordinator.
 - b) Ensure a venue is booked for the performance of the Bob Comedy Revue
 - c) Facilitate the sales of tickets both in the VUSAC office and at the door
 - d) Work with the directors to create a budget for The Bob, which will be included as part of the Arts & Culture Commissioner's budget
 - e) Act as a liaison between The Bob and the VUSAC

Section 3: The Bob Director Hiring Process

- 1) To be facilitated by the Arts & Culture Commissioner
- 2) The following people are members of the Bob Director Hiring Committee:
 - a) Incoming Arts and Culture Commissioner, who shall act as co-chair
 - b) The outgoing Bob Director(s), who shall act as co-chair
 - c) The outgoing Bob Hired Co-Producer
 - d) A past member of The Bob technical team
 - e) The incoming Vice-President Internal
- 3) The application must be released before the examination period by the previous Arts & Culture Commissioner. The application must include an overview of the applicants qualifications, ideas for The Bob, and a writing sample.
- 4) Applicants may apply to direct in pairs but do not have to; the Hiring Committee does not have to hire both applicants even if they apply together.
- 5) Applications for the Bob Director should remain open for the two weeks preceding the spring elections and close on the final day of elections. Selection must be completed before the last Council meeting. Selection must be completed by the end of May.

Section 4: The Bob Director(s)

- 1) Responsible for the cohesive, artistic vision of the Bob Comedy Revue
- 2) Can be 1-2 people, at the discretion of the Bob Director Hiring Committee
- 3) Will be an ex-officio member of VUSAC
- 4) Duties include, but are not limited to:
 - a) Selecting a cast of The Bob at auditions

- b) Selecting and casting the sketches that appear in the show
- c) Consulting with the VUSAC Equity Commissioner to ensure the appropriateness of the sketches appearing in the show
- d) Developing a sketch writing style guide to ensure that there is uniformity in the presentation of sketches.
- e) Develop the writing and performance skills of the cast
- f) Work with the hired technical team to ensure all of the technical needs of the show are met
- g) Explore other opportunities for The Bob to perform across campus

Section 5: The Technical Team

- 1) The following members are hired to ensure the technical needs of The Bob are met.
- 2) None may be cast members of The Bob
- 3) Should there be no applicants for a certain position, The Arts & Culture Commissioner may ask a councillor on their portfolio to fill in, should they have the necessary skills.
- 4) The Stage Manager
 - a) To be hired within one week of auditions
 - b) Attend blocking rehearsals and take notes
 - c) Maintain a cast list and running order of the show
 - d) Work with the director and cast to create a list of needed props and costumes
 - e) Facilitate the Bob's tech week and call the show
 - f) Lead a paper tech with the Bob directors and Technical director
- 5) The Technical Director
 - a) To be hired at least three weeks before the show
 - b) Will work with the theatre staff to complete the sound, lighting, and projection design for The Bob
 - c) Will work in conjunction with the Stage Manager to facilitate tech week
- 6) The Props and Costume Manager
 - a) To be hired at least three weeks before the show
 - b) Can be more than one person at the discretion of the co-producers and director
 - c) Will ensure all props and costumes needed are available to the cast
- 7) Assistant Stage Manager
 - a) To be hired at least three weeks before the show
 - b) Can be more than one person at the discretion of the co-producers and director
 - c) Work backstage during the show to assist with props, costumes, or set changes
 - d) Assist the Stage Manager during show week, the needs may vary

Chapter Sixteen: Policies on Committees

Section 1: The Elections and Appeals Committee (EAC)

- 1) The EAC shall operate in accordance with Chapter XII, Article 24 of the Elections and Referenda Code.
- 2) The EAC shall consist of the following voting members:
 - a) Two (2) students from a different college or faculty who have completed a minimum of two (2) years of study;
 - b) One (1) VCU member who will live in residence for the current academic year and who has completed a minimum of one (1) year of study;
 - c) One (1) VCU member who will be a commuter student for the current academic year and who has completed a minimum of one (1) year of study;
 - d) The VUSAC President shall be the non-voting Chair of the EAC, in accordance with Chapter XII, Article 24 of the Elections and Referenda Code.
- 3) No voting member of the EAC shall be a neutral party as defined in Chapter XII, Article 24 of the Elections and Referenda Code.
- 4) The EAC shall be reviewed after the fall elections, with the option for extension until the spring elections by the CRO and Chair of the EAC.
- 5) Roles of the EAC:
 - a) Shall be responsible for reviewing all election issues and appeals that may arise before, during, and after the voting period.
 - b) Shall approve all election dates, nomination procedures, and election and campaigning rules at least one (1) week before an elections period, as presented by the CRO.
 - c) Shall be responsible for reviewing all CRO decisions presented to them, including but not limited to election and campaigning rules.
 - d) Shall accept and process election appeals until 48 hours after polls close.
 - e) Meetings of the EAC can be convened by the EAC Chair at their discretion.

Section 2: The Goldring Student Centre Committee

- 1) The function of the Goldring Student Centre shall be:
 - a) To discuss matters pertaining to the Goldring Student Centre.
 - b) To determine policies and regulations pertaining to the Goldring Student Centre.
 - c) To advise the VUSAC, the Office of the Dean of Students, and the Board of Regents Campus Life Committee as to policy and regulation decisions.
 - d) To advise the VUSAC, the Office of the Dean of Students, and the Board of Regents Campus Life Committee as to the disbursement of Goldring Student Centre funds.
- 2) Structure of the Goldring Student Centre Committee:
 - a) The VUSAC President, who shall act as a non-voting chair;
 - b) The GSC Student Life Intern, who shall act as secretary and the second non-voting chair.
 - c) At least two representatives from The Office of the Dean of Students;
 - d) The Bursar of Victoria University;

- e) One representative of the Office of Alumni Affairs;
 - f) At least two representatives from Ancillary Services;
 - g) One representative from each levy;
 - h) One representative from each club who have a dedicated space in the Goldring Student Centre
 - i) Two student representatives appointed by the VUSAC Vice-President Internal;
 - j) The VUSAC Vice-President Student Organizations;
 - k) The VUSAC Office Manager;
 - l) The VUSAC Commuter Commissioner;
- 3) The Operation of the Goldring Student Centre Committee:
- a) Meetings will be held no less than two times yearly, with the first meeting being held no later than October 15.
 - b) Quorum shall consist of two thirds of the current voting members of the committee, with at least three administrative representatives being present.

Section 3: Standing Committee on Development & Student Space

- 1) The committee is to gather information relating to all aspects of development at Victoria University, attend all meetings relating to the issue of development at the university, city and community levels, report back to the VUSAC on a regular basis and formulate a position on the issue of development to be ratified by the VUSAC. The committee shall cooperate with and work in conjunction with administrative officers of the Property Committee on the Board of Regents and the Property Advisory Committee of the Victoria College Council.
- 2) Membership:
 - a) The VUSAC Vice-President Internal who shall be the Chair
 - b) The VUSAC President
 - c) One Cat's Eye Manager
 - d) The Board of Regents Student Representative on the Property Committee
 - e) One Caffeinds Co-Manager

Section 4: Hiring Panel of Highball Committee

- 1) The Highball Committee Hiring Panel shall consist of the following members:
 - a) The Scarlet & Gold Commissioner
 - b) The Commuter Commissioner
 - c) The Equity Commissioner
 - d) One (1) Past Member of Highball Committee who is not applying
 - e) One (1) Councillor who has never sat on Highball Committee