

**The Student Association at Durham College and UOIT  
2013 Annual General Meeting  
AGENDA ITEM FORM**

**Instructions:**

1. This form must be emailed to the Board of Directors Chair at [SAViceChair@dc-uoit.ca](mailto:SAViceChair@dc-uoit.ca) or hand delivered to the SA Main Office –North Oshawa Campus by 4:00pm on Monday, October 28, 2013on
2. **ALL SECTIONS** of this form must be filled out with as much detail as possible. Attach additional documents if necessary.

**ENTER YOUR INFO BELOW**

<b>Agenda Item</b> - What is the item you'd like to see on the 2013 AGM Agenda?	Structure Equality Proposal
<b>Desired Outcome</b> - Specify if this item is for information, for discussion, or for approval.	This is an item for approval
<b>Background</b> - Describe in as much detail as possible all related history/rationale for this item. Sufficient information must be provided to permit the Member to form a reasoned judgment on the decision.	Please refer to background section below in this document (listed below required By-Law Amendments)
<b>Motion</b> - If this item is for approval, please state your intended motion. For an example of an acceptable motion, please review the Board of Director's meeting minutes on your-sa.ca.	A motion the Student Association at Durham College & UOIT approves the following structure change and accompanying By-Law changes to be in effect by the next General Election of the Student Association.
<b>Contact Information</b> - Provide your full name, student number, phone number, and email.	[REDACTED] Bickle. [REDACTED] [REDACTED] [REDACTED]  [REDACTED] Pattenden. [REDACTED] [REDACTED] [REDACTED]

**Amendments to the By-Law**  
(Accompaniment to motion)

**Article 1.1 – Definitions**

Add definition (b): “Advocacy Board” shall mean the Board of each institution comprised of the members elected from the institution that serves to set the advocacy direction for their respective institution.

**Article 6.1 – General Duties of the Board**

Change (d) to read: Oversees the services and activities of the Student Association

Change (i) to read: Monitors the performance of the two (2) Presidents by ensuring compliance with Governance Policies

Add (m): Meets no less than once per quarter

**Add New Article: “6.2 – General Duties of the Advocacy Board”**

The Advocacy Board will:

- (a) Determine the advocacy priorities of their respective institution;
- (b) Represent the interest of members;
- (c) Monitor their President’s performance and provide feedback to the Board of Directors based on ensuring compliance with Governance Policies
- (d) Hold institutional meeting of members when requested by no less than 2.5% of the institution
- (e) Engage the student body and receive feedback on advocacy and organizational priorities
- (f) Meet no less than once per month

**Article 6.4 Composition of the Board**

Add (c): “Durham Advocacy Board” shall be comprised of all Directors elected at large from each School at Durham College

Add (d): “UOIT Advocacy Board” shall be comprised of all Directors elected at large from each Faculty at UOIT

**Article 7.1 Elected Positions (Change to read the following):**

The following positions are elected:

(a) One (1) representative from each school at Durham College will be elected by Durham College Members of that school to serve on the Board;

(b) One (1) representative from each faculty at UOIT will be elected by UOIT Members of that faculty to serve on the Board;

(c) Durham President, elected by Durham College Members to serve as an officer;

(d) UOIT President, elected by UOIT Members to serve as an officer;

(e) Vice-President of College Affairs North elected by North Campus Durham College Members to serve as an officer, and Vice-President of College Affairs Whitby elected by Whitby Campus and Pickering Learning Site Members to serve as an officer;

(f) Vice-President of University Affairs North elected by North Campus UOIT Members to serve as an officer, and Vice-President of University Affairs Downtown elected by Downtown UOIT Members to serve as an officer.

#### **Article 7.5 Nomination of Directors and Officers**

Change (b) to read: Each candidate for Student Association Durham President shall be nominated by no less than one hundred (100) Durham College Members, and each candidate for Student Association UOIT President shall be nominated by no less than one hundred (100) UOIT Members;

Change (c) to read: Each candidate for a position of Vice-President College Affairs North, Vice-President College Affairs Whitby, Vice-President University Affairs North, and Vice-President University Affairs Downtown shall be nominated by no less than fifty (50) Members of the Constituency and Campus of which the person is seeking office for; and

#### **Article 7.6 Voting**

Strike current (a)

Change (b) to read: Every Member shall be entitled to cast a vote for one (1) of the Student Association Durham President or Student Association UOIT President, according to the Institutional Constituency of which the person is a Member;

Change (c) to read: Every Member shall be entitled to cast a vote for one (1) of the Student Association Vice-President College Affairs North or Whitby or the Vice-President of University Affairs North or Downtown, according to the Institutional Constituency and campus of which the person is a Member;

## **Article 8.3 Removal from Office**

Change (a) to read: An Officer holding the elected position of Student Association Durham President or Student Association UOIT President shall be removed from office as an Officer of the Student Association, prior to the normal end of the term of office, if a resolution is passed by at least two-thirds (2/3) of the votes cast at a Meeting of Members for their corresponding Institutional Constituency.

i) The Student Association Durham or UOIT President shall be removed from office as an Officer of the Student Association, prior to the normal end of the term of office, if a resolution is passed by two-thirds (2/3) Majority of the entire Board of Directors for violating the By-Laws, policies or procedures, allowing the Student Association to be in serious non-compliance with the Board's Executive Limitations Policies or not achieving a reasonable interpretation of the Board's Ends Policies, or committing grade three violations in the Student Association Employee Handbook. The Board should seek external consulting and advice prior to removing the respective President.

Change (b) to read: An Officer holding the elected position of Student Association Vice-President College Affairs North or Whitby or Student Association Vice-President University Affairs North or Downtown shall be removed from office as an Officer of the Student Association, prior to the normal end of the term of office, if a resolution is passed by at least two-thirds (2/3) of the votes cast at a Meeting of Members for their corresponding Institutional Constituency.

i) The Student Association Vice-President of College Affairs North or Whitby or the Student Association Vice-President University Affairs North or Downtown shall be removed from office as an Officer of the Student Association, prior to the normal end of the term of office, if a resolution is passed by two-thirds (2/3) Majority of the entire Board of Directors for violating the By-Laws, policies or procedures, or committing grade three violations in the Student Association Employee Handbook. The Board should seek external consulting and advice prior to removing the respective Vice-President

## **Article 9 Duties of Elected Officers**

### **9.1 Duties of the Presidents (add s)**

Change to read: The Student Association Durham President and the Student Association UOIT President shall:

Change (a) to read: Serve as the official representatives and spokespeople of the Student Association;

Change (b) to read: Serve as the Co-Chief Executive Officers of the Student Association;

Change to read: In exercising the above powers, the Presidents are accountable to the Board and are subject to its review and direction.

There shall be a Student Association Leadership Team (SALT) that works collaboratively and democratically to develop an annual operating budget and, following approval by the Board, to manage the affairs of the Student Association in accordance with that budget.. SALT shall also review and approval all operational policies and procedures of the Student Association by a two-thirds (2/3) vote of Elected Officers. SALT shall be comprised of all Elected Officers of the Student Association, the Executive Director and the Director of Operations as well as any hired full-time staff SALT shall request.

The Durham and UOIT Presidents are accountable to the Board of Directors and are responsible for SALT and will act as the official liaison between the Board of Directors and SALT. Subject to review and consultation with the Board the Presidents are responsible for reviewing the performance of each Elected Officer including recommending disciplinary action to the Board of Directors in accordance with the Student Association Employee Handbook and By-Laws.

Subject to the supervision of the Presidents, SALT has the authority and responsibility to review the performance of the Senior Leadership of the Student Association, including making disciplinary action up to and including dismissal in accordance with the Student Association Employee Handbook and By-Laws. The Presidents by virtue of holding such office shall be a voting member on all Committees of the Student Association and be a non-voting member on all Committees of the Board of Directors.

## **9.2 Duties of Vice-President of College Affairs**

Change to read: The Student Association Vice-President of College Affairs North and the Student Association Vice-President of College Affairs Whitby shall:

Change (a) to read: Act as a liaison between students of Durham College, its administration, and the Student Association;

Change (d) to read: Assists in the development of advocacy positions of the Student Association by sitting as a non-voting member of the Durham Advocacy Board;

Strike current (e) from By-Laws

Change to read: In exercising the above powers, the Vice-President of College Affairs North and Whitby is accountable to the Student Association Durham President and is subject to their review and direction in consultation with the Board.

### **9.3 Duties of Vice-President of University Affairs**

Change to read: The Student Association Vice-President of University Affairs North and the Student Association Vice-President of University Affairs Downtown shall:

Change (a) to read: Act as a liaison between students of UOIT, its administration, and the Student Association;

Change (d) to read: Assists in the development of advocacy positions of the Student Association by sitting as a non-voting member of the UOIT Advocacy Board;

Strike current (e) from By-Laws

Change to read: In exercising the above powers, the Vice-President of University Affairs North and Downtown is accountable to the Student Association UOIT President and is subject to their review and direction in consultation with the Board.

### **10.3 Regularly Scheduled Meetings**

Change to read: The Board shall meet no less than once per quarter during their term in office. The Board shall establish a schedule of regular Board meetings for the Membership Year. A copy of any resolution of the Board fixing the place and time of regular meetings of the Board shall be sent to each Directors forth with after being passed and posted on the website of the Student Association; no other notice shall be required for any such regular meetings. The proposed agenda for regular scheduled meetings, and material pertaining to the proposed agenda, will be made available at the Student Association Office at least one (1) business day in advance of the meeting, and failure to do so shall invalidate the meeting. The Advocacy Boards shall meet no less than once per month during their term in office and are subject to the same rules as the Board of Directors.

### **10.7 Chair of Board Meetings**

Change to read: The Chair shall be a rotation of the Chair of the Durham Advocacy Board and the UOIT Advocacy Board. The Vice-Chair shall be the Chair of the Advocacy Board who is not currently acting as Chair of the Board. The Chair of each Advocacy Board will be elected from amongst the Advocacy Board members at its first meeting, following the General Election. The schedule of Board of Directors Chair will be determined at the first meeting of the Board of Directors following the General Election with the Executive Director acting as the temporary Chair to call the meeting to order and determine schedule.

## End Accompanying By-Law Amendments

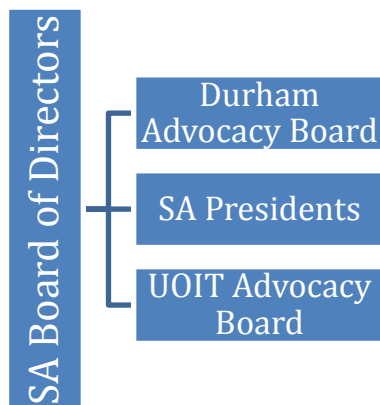
### Background

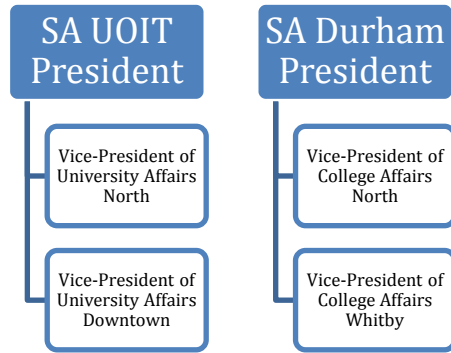
The below structure change was created to provide an equal voice of Durham College & UOIT students within the Student Association and to provide a stronger input into advocacy issues relating to either institution to ensure that both College & University students are having their concerns heard and addressed. The Student Association over the past few years has become a one sided organization that favours University students with their advocacy efforts and has seen a dramatic underrepresentation of Durham College students. The proposed structure is to ensure that both institutions and all students are receiving equal voices at all levels of the organization.

Taken into consideration were the following:

1. The amount of turnover in Durham College representatives
2. Students concern to ensure that every school had fair representation and a voice at the table
3. Historical evidence of elections since becoming a joint Student Association
4. Advocacy issues over the past 5 years
5. The desire to address a key concern as opposed to targeting people within their roles

The structure in turn took this form:





### **Board of Directors**

In this structure the Board of Directors would be compromised as it stated in the current By-Law:

1. As a whole they would act as the Board of Directors of the Student Association in their current role setting the strategic direction of the organization and ensure sound operations. They would meet four (4) times per year or once per quarter to ensure the operational integrity of the organization and that the organization was meeting its ends.
2. The two (2) separate institutions would serve as advocacy boards setting the strategic direction of advocacy and acting in the best interest of students and providing direction to their individual leadership teams on advocacy related items. These committees would meet monthly.

In this structure both Presidents are accountable to the SA Board of Directors as a whole when it comes to operational matters and the financial stability of the organization and are subject to the direction of the individual advocacy boards on all other matters. The Boards can choose to work together on such items that effect all students equally if they so choose. The chair of the Advocacy Boards will be determined from within the elected members with each chair having the opportunity to chair two meetings of the full Board of Directors per year. One of the chairs will act as the chair of the Annual General Meeting and the other will act as the Chair of the Appeals committee during elections.

### **Presidents**

This structure calls for the splitting of an elected President at large to an elected President from each institution who will work full-time. They will be the main advocate for the organization, sit as members of the Student Association Leadership Team which would remain the operational driver of the organization.



### **Vice President College & University Affairs**

This structure would bring us to a four Vice-President structure with two coming from each institution and being elected based on the campus they represent. These Vice-Presidents would be part-time working up to 25 hours per week with the responsibility of seeking feedback to issues that students on their campus face and overseeing societies.

### **Student Association Leadership Team**

The Student Association Leadership Team would remain the operational committee of the organization being comprised of the two Presidents, the four Vice Presidents, the Executive Director, and the Director of Operations. The six elected officers will hold votes at SALT and the Executive Director will act as chair of the meeting with no voting rights and the Director of Operations will also be ex-officio with no power to vote and be present in an advisory capacity. The SALT committee will be expected to meet once per week. Issues like campus wide events and all services of the Student Association will also be the responsibility of SALT.

### **Institutional Leadership Committees**

The ILC's will act as new committees that focus on the advocacy related issues of each institution and the oversight of Societies. The ILC's will be composed of the President and the two Vice-Presidents of each institution as well as the Executive Director sitting as an ex-officio member. The President will act as the chair of this committee.

### **Conclusion**

With these changes to the organization we feel that students from both institutions will have an equal voice, the Student Association still maintains the ability to operate at full capacity, and the ability to share important events and services is maintained. The structure addresses critical needs within the organization while providing unity and a certain amount of freedom for each institution while not putting burdens on any individual to not be able to represent an institution they may know little about. It also provide autonomy when views differ enough or when issues differ enough that it may not be in the best interest of all students to follow a certain course and allows the students of each institution to make those choices and to prioritize their advocacy needs.