

Constitution and By-Laws of the Council on Student Services



UNIVERSITY OF
TORONTO
SCARBOROUGH

**Proposed revision approved by the
University of Toronto Scarborough
CSS Committee**

March 2018

Constitution

Preamble

Under the general provision of the University of Toronto protocols (approved by the Governing Council on October 24, 1996) regarding the student services fee, the Council of the University of Toronto Scarborough has approved, on the recommendation of the President of Scarborough Campus Students' Union (SCSU) and the Vice-President and Principal of the University of Toronto Scarborough, the establishment of the University of Toronto Scarborough Council on Student Services (CSS). The structure, powers, and jurisdiction of the Council are as follows:

Section 1: Purpose

The purpose of the University of Toronto Scarborough Council on Student Services is:

1. To make recommendations to the Vice-President and Principal through the Dean of Student Affairs to the Campus Affairs Committee and the Campus Council of the University of Toronto Scarborough as to the kind and level of services offered to students and funded from the "student services fee" and on the direction and the operation of student services at the University of Toronto Scarborough.
2. To recommend annually to the Dean of Student Affairs the schedule of compulsory non-academic incidental fees.
3. To provide a forum for discussion where the interests and priorities of University of Toronto Scarborough students are represented.

Section 2: Powers and Duties

The Council on Student Services shall have the following powers and duties:

- a. To advise the Governing Council on policy for the following services provided at the University of Toronto Scarborough:
 - Office of Student Affairs
 - Student Life
 - AccessAbility Enhancement Fund
 - Food and Beverage
 - Health & Wellness Centre
 - Academic Advising & Career Centre
 - Athletics & Recreation
 - Space Occupied by Student Societies
 - CSS Student Enhancement Fund
 - Equity and Community
 - International Student Centre
 - Any other service that may be assigned to the CSS by Governing Council

- b. To review, in detail, the annual operating plans, including budgets, for the above services and to recommend levels of funding support for each of the funded services.
- c. To consider and make recommendations to the Dean of Student Affairs regarding the allocation of Student Space and procedures which govern such allocation.
- d. To serve as a forum for discussion on all facets of the Student Experience at the University of Toronto Scarborough.
- e. To advise the St. George Council on Student Services (COSS) on policy and funding regarding all services that may be attributed to the CSS by COSS
- f. To achieve these ends, receive reports from the CSS Chair or designate following meetings at COSS.
- g. To receive information on the above services in order to consider current issues in and among the services, and to serve as a mechanism of information, communication and cooperation between the student services and students.
- h. To advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and/or the elimination of services.
- i. To review from time-to-time and recommend revisions (if necessary) to this constitution and rules which govern proceedings of this council
- j. To review funding proposals and approve funding for projects from the Student Enhancement Fund as per the Student Enhancement Fund Guidelines.

Section 3: Supplementary Principles

A. UNIVERSITY POLICIES

University of Toronto human resource policies and accounting practices shall apply to all student services and their employees and cannot be altered by the Council

B. ANCILLARY FEE INCREASE

In any year, the Vice-President and Principal may recommend to Governing Council, through the Campus Affairs Committee followed by the UTSC Campus Council, an increase in the student ancillary fee up to the year-over-year rate of inflation.

Section 4: Membership and Terms of Office

- A. The following twenty-one persons shall be voting members of the Council, student members of which must be eligible for registration at UTSC:
 1. Dean of Student Affairs
 2. Director of AccessAbility Services
 3. Assistant Dean, Student Success
 4. Assistant Dean, Health, Wellness, Physical Activity, Recreation & Sport
 5. Assistant Dean, Student Life, Community Outreach and International Experience
 6. Vice-President and Principal or designate
 7. President of the Graduate Students' Association Scarborough (GSAS)
 8. President of the Scarborough College Athletic Association (SCAA)
 9. President of the Scarborough Campus Students' Union (SCSU)
 10. President of the Scarborough Campus Residence Council (SCRC)

11. Vice President Academic & University Affairs of the SCSU
 12. Vice-President Equity of the SCSU
 13. Vice-President External of the SCSU
 14. to 20. Seven undergraduate students appointed by the SCSU to represent full and part-time UTSC students, none of whom serves on the SCSU as a voting Director, officer, or permanent fulltime staff, of which at least one must be an International student and one a Resident student
 21. One graduate student, appointed by the GSAS, to represent graduate students at large
- B. The following members shall be Ex-Officio and Non-Voting:
- Vice-Dean, Graduate
 - Vice-Dean, Undergraduate
 - Chief Administrative Officer
 - Senior Manager, Student Life and Leadership Programs
 - Manager, International Student Centre
 - Director of Business Development
 - Director of Student Services, Office of the Registrar
 - Director of Student Housing and Residence Life
 - Associate Dean, Teaching and Learning
 - Director of Campus Safety, Issue, and Emergency Management
 - Vice-President, Campus Life of SCSU
 - Vice-President, Operations of SCSU
- C. Voting Membership Distribution and Terms of Office

Total: Faculty and Staff (6) Student Members (15)

Members of the Council shall hold office from May 1st until the next year April 30th, at the pleasure of the body that appointed them.

Section 5: Finance Advisory Committee's Terms of Reference

The Finance Advisory Committee should comprise of, at the minimum, the Presidents of:

- Scarborough Campus Students' Union
- Scarborough College Athletics Association
- Scarborough Campus Residence Council
- Graduate Students' Association at Scarborough

By-Laws

1. The Chair

1.1. Members of Council shall elect the Chair at the first meeting of its annual term, from among the student members of Council, by secret ballot

1.1.1. The Chair will commit to serving one full term and is eligible to serve more than one term.

1.1.2. The Chair will be familiar with the CSS Constitution and By-Laws and serve as the Council's guide to these documents.

1.1.3. The Chair will serve as Council's representative to other university bodies and offices, except as specifically provided by Council, and shall endeavor to enhance campus awareness of CSS and matters under its consideration.

1.1.4. The Chair shall call regular meetings of Council, as provided in the by-laws, and shall be responsible for ensuring quorum.

1.1.5. The Chair shall set the agenda, subject to the approval of Council at the opening of each meeting, and shall solicit agenda items from all members.

1.1.6. The Chair shall ensure that the agenda and all supporting documents are provided to the members of Council at least 4 days in advance of a meeting.

1.2. The Chair shall not vote in meeting of Council except as provided in 1.3 below.

1.3. The Chair may temporarily relinquish the Chair during a meeting of Council in order to constitute quorum of student members, in which case the Chair shall be entitled to vote in that temporary role.

1.4. In the absence of the Chair or when the Chair has temporarily relinquished the position, meetings of Council shall be chaired by the Director of Student Life. In the absence of the Director of Student Life, Council may appoint another faculty or staff member of Council to serve as Chair.

2. Term of Office

2.1. Student members who are appointed by the SCSU and GSAS may serve for no more than two annual terms as defined by the CSS Constitution.

2.2. Ex-Officio members, both voting and non-voting, shall hold office continuously for the period of their appointment.

3. Quorum and Voting

3.1. Quorum for any meeting shall be twelve voting members of Council, of whom at least eight must be students.

3.2. Motions intended to provide formal budgetary advice to the Campus Affairs Committee and the Campus Council of the University of Toronto Scarborough, such as the annual CSS budgets, must receive the support of a majority of student members present for the vote.

3.3. Motions to amend the Constitution or By-laws must receive the support of two-thirds of voting members present. Such motions will be subject to the requirements of Section 5.

- 3.4. Other motions, including those involving expenditures such as the approval of Student Enhancement Fund proposals, must receive support from a simple majority of all members present for the vote.
- 3.5. Both ex-officio and appointed members of the council are empowered to speak and vote according to their conscience.

4. Meetings

- 4.1. Council shall generally meet monthly (and a minimum of four times a year) during its annual term of May 1 – April 30 at the call of the Chair
- 4.2. All meetings of the Council shall be open, except as provided in 4.3 below.
- 4.3. Where matters of an intimate financial or personal nature are to be discussed, council may move, by a simple majority vote, to hold a session in camera. Minutes of portions of meetings held in camera shall not be part of the regular minutes.

5. Procedures of Council

- 5.1. The Chair shall rule on all points of order. Unless specifically prescribed otherwise by the by-laws, the Chair shall be guided by Bourinot's Rules of Order. The Chair's ruling may be appealed by any member of the Council and, in such case, shall be decided by a simple majority vote of all members present without amendment or debate.
- 5.2. By-laws may be suspended for the purpose of a specified debate only with the unanimous consent of members present and voting.
- 5.3. There shall be no proxy voting; in the case of a tied vote, the motion is lost. Except as provided in 1.3 above, the Chair shall not vote on motions before Council.
- 5.4. All substantive motions require at least five working days' notice before debate by the Council. Substantive matters may be added to the agenda for information, but no motions on such matters will be received without due notice.
- 5.5. To rescind a motion in the same academic year in which it was adopted shall require the assent of two-thirds of the members present and voting.
- 5.6. Reconsideration of a failed motion in the same academic year in which it was introduced shall require the assent of two-thirds of the members present and voting. Due notice of a motion to reconsider shall be given.