



TMAPS

Toronto Metropolitan Association of Part-time Students

Local 105 of the Canadian Federation of Students

BYLAWS

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Constitution

1. Name

The name of the corporation is the Toronto Metropolitan Association of Part-time Students, and herein after this Constitution and Bylaws shall be referred to as TMAPS.

2. Purpose of TMAPS

The purpose of TMAPS is stated in the Articles, formerly the Letters Patent, and shall include the following:

- a) To organize students on a democratic, co-operative basis for advancing students' interests, and advancing the interests of the student community;
- b) To represent, promote, and defend the common interests of TMAPS membership;
- c) To advocate for a just, equitable, affordable post-secondary education experience;
- d) To safeguard the individual rights of the students, regardless of, but not limited to, race, colour, creed, ancestry, nationality, place of origin, sex, sexual orientation, gender, gender identity, marital status, citizenship, class, mental or physical disabilities, and personal, religious, and political beliefs;
- e) To foster intellectual growth and moral awareness of the student in order to benefit them, the university community, and society;
- f) To achieve and advocate for a system of post-secondary education which is accessible to all, which is of high quality, which is nationally planned, which recognizes the legitimacy of student representation and validity of student rights, and whose role in society is clearly recognized and appreciated;
- g) To engage in research and discussion of the broad education philosophy and principles affecting the Toronto Metropolitan University community;
- h) To act on all other matters that are incidental or conducive to these purposes.

Bylaw I: Interpretation

Definitions

The following definitions shall apply to the Toronto Metropolitan University Bylaws, Policy, and other governing documents of TMAPS.

1. “Academic Session” refers to a specified session being either Fall, Winter and/or Spring/Summer semester as defined by the Toronto Metropolitan University Board of Governors.
2. “Act” means the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c. 15 and, where the context requires, includes the regulations made pursuant to it, in each as amended or re-enacted from time to time and includes any statute or regulations that may be substituted therefor.
3. “Ad-hoc Committee” means an ad-hoc body struck by the Board of Directors.
4. “Annual General Meeting” means an annual general meeting of TMAPS, as provided in Bylaw IV.
5. “Articles” means any instrument that incorporates TMAPS or modifies its incorporating document or instrument, including articles of incorporation, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, articles of revival, letters patent, supplementary letters patent or a special act.
6. “Board” means the Directors acting as authorized by the Articles and the Bylaws in managing or supervising the management of the affairs of the Corporation and exercising the powers of TMAPS.
7. “Bylaws” means these bylaws of TMAPS and all other bylaws of TMAPS that may be in force, in each case as amended from time to time.
8. “Chair” means the individual appointed or elected to the office of the chair of TMAPS in accordance with the Bylaws.
9. “Class Representatives” means the representatives appointed pursuant to Bylaw III.
10. “Committee” refers to permanent bodies struck by the Board pursuant to Bylaw VI, such as the Bylaws and Policy Committee, Events Committee or Campaigns and Equity Committee.

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11. “Course” refers to any academic course through the G. Raymond Chang School of Continuing Education at Toronto Metropolitan University.
12. “CRO” means the Chief Returning Officer, as appointed pursuant to Bylaw 9.1.
13. “Director” means an individual who is occupying the position of director of the Corporation by whatever name they are called and, in particular, the persons who are an elected member of Board and holds the position of President, one of the four(4) Vice-President positions, one of the two (2) Part-time Director positions, one of the two (2) Certificate Director positions, or one of the two (2) Member-at-Large positions.
14. “Electronic Means” means any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, voice mail, fax, e-mail, automated touch-tone telephone system, computer or computer networks that:
 - a. in relation to a meeting or proceeding, means that permits all participants to communicate adequately with each other during the meeting; and
 - b. in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses their intentions.
15. “Executive” refers to those persons who currently hold the position of President or one of the four (4) Vice-President positions.
16. “Executive Committee” means the executive committee of TMAPS as constituted pursuant to Bylaw VII.
17. “Executive Director” refers to a full-time TMAPS staff member who is the designated Staff Relations Officer and resource for the Executive Committee.
18. “Voting Members” shall mean all persons admitted as “Voting Members” pursuant to Bylaw II and who have not ceased to be “Voting Members”.
19. “General Meeting” refers to the Semi-Annual and Annual General Meetings of the membership, as well as any Special General Meeting.
20. “Good Standing” means a Member who is not subject to discipline pursuant to these Bylaws, as determined pursuant to section 2.6 of these Bylaws.
21. “Non Voting Members” shall mean those persons admitted as “Non Voting Members” pursuant to Bylaw II and who are also members of another students’ union at the Toronto Metropolitan University (either the Toronto Metropolitan

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Students' Union or the Toronto Metropolitan Graduate Students' Union).

22. "Members" shall mean all members of TMAPS, regardless of class of membership, who satisfy the requirement in Bylaw II, and for greater certainty includes both Voting Members and Non-Voting Members.
23. "Officer" is an elected or appointed representative who holds office within TMAPS, including the Chair of the Board of Directors, the Executives, and the Executive Director.
24. "Privacy Officers" are designated staff members who have access to the TMAPS membership confirmation system to assist with election processes and General Meetings.
25. "Roberts' Rules of Order" refers to the rules contained in the current edition of Roberts' Rules of Order Newly Revised edition.
26. "Semi-Annual General Meeting" means a semi-annual general meeting of TMAPS, as provided in Bylaw IV.
27. "Signing Officers" shall refer to those designated as the signing officers for the Board of Directors of TMAPS, as appointed pursuant to section 8.3 of these Bylaws.
28. "Special General Meeting" means a meeting of Members that is not an Annual General Meeting or Semi-Annual General Meeting.
29. "Term in Office" is from May 1st to April 30th, which also reflects the fiscal year for TMAPS.
30. "TMAPS" shall refer to Toronto Metropolitan Association of Part-time Students.
31. "TMU" and/or "University" shall refer to Toronto Metropolitan University.
32. "Toronto Metropolitan Graduate Students' Union" or "TMGSU" shall refer to the sister students' union representing all graduate students enrolled at Toronto Metropolitan University.
33. "Toronto Metropolitan Students' Union" or "TMSU" shall refer to the sister students' union representing all full-time degree students enrolled at Toronto Metropolitan University.

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Rules of Order

The rules of procedure at meetings of TMAPS will be those described in the most recent edition of Robert's Rules of Order, supplemented or modified by rules of procedure of TMAPS which may from time to time be established by standing resolutions by the Board of Directors or General Meetings.

Registered Office

The Registered Office of TMAPS shall be at the Student Centre located at 55 Gould Street, SCC301, Toronto, Ontario, Canada, M5B 1E9 at Toronto Metropolitan University.

Bylaw II: Membership

2.1 Membership

- a. Member of TMAPS is a student registered in a part-time degree, continuing education, and online education program, or a TMAPS-fee assessed course at Toronto Metropolitan University;
- b. Membership is only valid for the session paid, unless elected as an Executive of TMAPS, in which case, membership will extend for the full term elected in office;
- c. There will be two classes of Members:
 - (i) Voting Members are Members who have paid the TMAPS fee for the session and are not also members of another students' union on campus at TMU.
 - (ii) Non-Voting Members are Members who are registered in a TMAPS-fee assessed course, have paid the TMAPS fee for the session, but are also members of other students' unions on campus at TMU.
- d. No person shall be excluded from TMAPS for reasons related to age, gender identity, gender expression, sex, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any disability, or participation or non-participation within TMAPS.

2.2 Voting Members Rights & Privileges

Voting Members of TMAPS shall have the following rights and privileges:

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- a. To speak, debate, and vote at Committees of the Whole and General Meetings;
- b. To make decisions through referenda or General Meetings on all questions of membership in TMAPS, subject to the other provisions of TMAPS's Constitution and Bylaws;
- c. To have their interests represented collectively in TMAPS through their elected representatives, but they will not themselves have voting rights at meetings of the Board;
- d. To be represented collectively as TMAPS and through membership in a national and provincial student association, to the federal and provincial governments;
- e. To attend meetings of all decision-making bodies of TMAPS, with the exception of in camera sessions and other situations in which confidentiality is required, as determined by the Board in its discretion;
- f. To speak, at the discretion of the Chair, at meetings of the Board;
- g. To run for election as a Director;
- h. Nominate, elect, and impeach the Directors and to vote in TMAPS' elections and by-elections;
- i. To vote in TMAPS referenda related to membership status or fees;
- j. To access minutes of the meetings of TMAPS's Board of Directors, and Committees, excluding in-camera minutes and those subject to restrictions in these Bylaws;
- k. To access the services, research, information, campaigns, materials, and other resources of TMAPS.

2.3 Non-Voting Members' Rights & Privileges

- a) To receive notice of and attend all General Membership Meetings;
- b) To speak and debate, but not vote, on motions under consideration in accordance with such rules of order specified in Bylaw I;
- c) To have their interests represented collectively in TMAPS through their elected representatives, but they will not themselves have voting rights at meetings of the Board;
- d) To be represented collectively as TMAPS and through membership in a national and provincial student association, to the federal and provincial governments;

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- e) To attend meetings of all decision-making bodies of TMAPS, with the exception of in camera sessions and other situations in which confidentiality is required, as determined by the Board in its discretion;
- f) To speak, at the discretion of the Chair, at meetings of the Board;
- g) To access minutes of the meetings of TMAPS's Board of Directors, and Committees, excluding in-camera minutes and those subject to restrictions in these Bylaws;
- h) To access most services that are not restricted by voting or academic status.

2.4 Membership Responsibilities

Members of TMAPS shall have the following responsibilities:

- a. Payment of TMAPS fees per Academic Session;
- b. To respect (i) the goals and objectives of TMAPS as they are specified in the Articles and the Preamble of the Constitution, the (ii) the Constitution and Bylaws; (iii) the Policies of TMAPS adopted by the Board from time to time; and (iv) any legal agreements adopted by TMAPS in their name;
- c. To act in a manner that is respectful, inclusive and seeks to foster community but is not harassing, abusive or discriminatory to other members or staff of TMAPS.

2.5 Cessation of Membership

Individuals shall cease to be members of TMAPS when they cease to meet the requirements of Bylaw 2.1

2.6 Member in Good Standing

A Member may be subject to discipline and/or expulsion in accordance with the procedures outlined in the TMAPS policy, and a Member who is subject to discipline is not in Good Standing. For greater certainty:

- (a) A Member may be subject to discipline or expulsion from TMAPS for any one (1) or more of the following grounds:
 - (i) a material violation of any provision of the Articles, Bylaws, or written policies of TMAPS;

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(ii) carrying out any conduct which may be detrimental to TMAPS as determined by the Members, including making threats, harassment or intimidation of TMAPS staff, Directors, Officers, volunteers, or Members and/or persistently belligerent or disruptive behaviour at meetings;

(b) At least fifteen (15) days' notice of proposed discipline or expulsion shall be provided to the Member together with reasons for the proposed discipline or expulsion. The Member will be given an opportunity to be heard, orally or in writing, not less than five days before the disciplinary action or termination of membership becomes effective.

(c) Discipline may include expulsion as a Member and/or loss of access to services and all rights and privileges as a Member.

2.7 Membership Fees

Setting of Membership Fees:

- a. TMAPS membership fees may be set by the Voting Members voting in a referendum provided that sufficient notice has been served as per these Bylaws.
- b. Canadian Federation of Students provincial and national fees shall be set as per the relevant provisions in the Canadian Federation of Students' Constitution and Bylaws.
- c. The membership fee shall consist of an amount set by referendum and charged per each enrolled course through the Chang School and charged in each Academic Session.
- d. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

Bylaw III: Class Representatives

3.1 Class Representatives

Each TMAPS-Fee-Assessed Course shall be entitled to select up to two (2) Class Representatives. Class Representatives must be approved through general consensus each Academic Session by class announcement for the class that they represent. The duties and responsibilities of Class Representatives start from the date of appointment to the conclusion of the Academic Session appointed.

In the case where more than two (2) candidates are interested in being a Class Representative, preference shall be given to Voting Members as outlined in the Class Representative Policy.

3.2 Duties and Responsibilities of Class Representatives

Class Representatives are responsible for:

- a. Attending and participating in General Meetings;
- b. Promoting TMAPS campaigns, services, events and programming to members in their class;
- c. Collaborating with the Board of Directors to resolve concerns of the class or individual members of TMAPS;
- d. Facilitating surveys and/or feedback for TMAPS from students in their class; and
- e. Volunteering and assisting with the TMAPS outreach program or campus events.

3.3 Communication

TMAPS will communicate with Class Representatives through correspondence via electronic mail (email) or, where possible, telephone, and it will be considered official notice. E-mail communications via the TMAPS account will be the preferred method of communication.

Bylaw IV: General Meetings

TMAPS will hold at least two General Meetings a year, comprised of an Annual General Meeting and a Semi-Annual General Meeting. Members are entitled to rights of speaking and debating at General Meetings. Voting rights are limited for some Members as defined in Bylaw 2.3. If an urgent issue arises, a Special General Meeting may be called by the Board of Directors. The date of the General Meetings shall be set by the Executive of TMAPS and shall be open to all Members of TMAPS.

Subject to the Act, General Meetings will be held on a day, at a time and, if applicable, at a place within Ontario that the Directors determine and may, in the Directors' discretion, be held entirely by Electronic Means.

4.1 Duties & Responsibilities of General Meetings

The General Meetings shall have authority and responsibility to:

- a. Elect, oversee, and impeach the TMAPS Board of Directors and any Member found in violation of these Bylaws;
- b. Propose and vote on motions to direct TMAPS to take action, a position or initiate a campaign;
- c. Approve any policies or expenditures over \$10,000;
- d. Approve any amendments to the Bylaws;
- e. Receive a written and verbal report from each Board of Directors;
- f. Receive and approve the audited financial statements for TMAPS;
- g. Appoint auditors for the next fiscal year.

4.2 Notice

Notice for General Meetings will be posted on the TMAPS website and communicated to each Member individually by Electronic Means no less than ten (10) business days and no more than fifty (50) days prior to the meeting.

Notice of a General Meeting must:

- (a) specify the date, time and, if applicable, location of the General Meeting;
- (b) if Special Business is to be transacted at the meeting, state the nature of that business in sufficient detail to permit a Member to form a reasoned judgment on the business; and include the text of any special resolution to be submitted to the Members at the General Meeting; and

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(c) if the Board has determined to permit participation in a General Meeting by Electronic Means, inform Members and other participants, if any, that they may participate by Electronic Means and provide instruction on how this may be done.

4.3 Quorum

Quorum for General Meetings is twenty-five (25) Voting Members, entitled to vote and in attendance in person, by proxy or by Electronic Means (to the extent permitted by the Board for the relevant General Meeting).

4.4 Posting of Agenda and Board Member Reports

The agenda for the General Meetings should be posted on the TMAPS website and made available in print in the office no less than ten (10) business days prior to the meeting. The Board Member reports should be posted on the TMAPS website no less than five (5) business days prior to the meeting.

4.5 Meeting Chair

Meetings are chaired by the President, or the President may choose to appoint an independent chair or another Director to chair the meeting.

4.6 Voting

Subject to these Bylaws, voting by Members may occur by any one or more of the following methods, in the discretion of the Board:

(a) by a show of hands or voting cards, an oral vote or another method that adequately discloses the intention of the Members who are entitled to vote;

(b) by written ballot; or

(c) by Electronic Means,

provided that where a vote is to be conducted in accordance with paragraph (a), if requested by two or more Members or directed by the chair of the meeting, in each case prior to the conduct of the vote, such vote will be conducted by written ballot or other means by which the results of the vote can be presented without disclosing how any individual Members voted.

4.7 Proxies

(a) Every Member who is entitled to vote at a General Meetings may, by means of a proxy, appoint a person to attend the meeting on the Member's behalf to act in the manner set out in the proxy, to the extent and with the power conferred by the proxy and the Act. A proxy shall be in writing and executed by the Member.

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(b) The proxy holder must be a Member, and no Member can hold more than one (1) proxy.

(c) A proxy is valid only at the Meeting of Members in respect of which it is given or at the continuation of that meeting after an adjournment.

(d) Subject to the Act, a proxy may be in such form as the Board prescribes or in such other form as the chair of the meeting may accept as sufficient. For a proxy to be valid, all sections of the proxy form must be filled out correctly and signed and dated.

(e) A proxy shall be deposited with the designated staff person before any vote is called under its authority, or at such earlier time and in such manner as the Board may prescribe. The Board may set a deadline to deposit proxies; such deadline shall not exceed forty-eight (48) hours, excluding Saturdays and holidays before the meeting.

4.8 Meeting Accommodations

- a. Members, upon request and demonstrated need to attend in-person meetings, can be reimbursed for two (2) adult fares per General Meeting, including the Annual General Meeting or Semi-Annual General Meeting, or Special General Meeting, if they are in attendance. Those members who already have a TTC monthly or weekly pass for the month during which the meeting occurs or the week of the meeting are not eligible for reimbursement. Distribution of TTC fare reimbursement will be processed as per the TTC Reimbursement Policy.
- b. Accessibility requests should be sent via email to the designated TMAPS staff member at least ten (10) business days before the General Meeting. TMAPS will do their best to accommodate requests. Requests cannot be guaranteed.

4.9 Participating in a General Meeting by Electronic Means

The Board may determine that any General Meeting may, in accordance with the Act, be held so as to facilitate participation by Electronic Means by any and all Members and, for greater certainty, they may provide that the meeting be held either partially or entirely by Electronic Means. Any person entitled to attend a General Meeting that the Board has determined to hold by Electronic Means may, in accordance with the Act, participate in such General Meeting by Electronic Means, and a person participating in such a meeting will be deemed to be in attendance at the meeting.

Bylaw V: Board of Directors

5.1 The Board

The Board is composed of eleven (11) members duly elected from the membership at the Annual General Meeting or at a General Meeting should a by-election be required. Board position terms shall be held from May 1 to April 30. If Board members satisfy the duties and responsibilities listed below, they will be eligible for an honorarium of up to \$500 per Academic Session, which shall be paid out three times during the fiscal year (see Policy Manual on Board of Directors' Honoraria).

The Board shall be comprised of the following positions:

- a. President who shall be the chief spokesperson and the Chair, staff relations officer (in the absence of the Executive Director), responsible for the membership and all communication, University or government relations strategies;
- b. Vice-President Services & Finance who shall be the Treasurer and responsible for finances and services, and in the absence of the President shall fulfil that role;
- c. Vice-President Equity & Campaigns who shall be responsible for campaigns and equity;
- d. Vice-President Events & Outreach who shall be responsible for events, workshops and programming, and building a campus community for part-time and continuing education students;
- e. Vice-President Governance and Academic Policy, who shall be responsible for record keeping, good governance, policy and academic relations, and act as secretary;
- f. Two (2) Members-At-Large who shall be responsible for designated projects as determined by the Executive, to engage in outreach to the membership and generally promote the work of TMAPS;
- g. Two (2) Certificate Directors who shall be responsible for representing Certificate members and engaging in outreach to the membership, as well as generally promoting the work of TMAPS; and
- h. Two (2) Part-time Directors who shall be responsible for representing Part-time Degree Members and engaging in outreach to the membership, as well as generally promoting the work of TMAPS.

5.2 Director Qualifications

- a. In order to be eligible to be elected or serve as a Director, a person must comply with the qualifications set out in the Act and must: Be at least 18 years of age;

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- b. Be a Voting Member in Good Standing.

5.3 Duties and Responsibilities of Directors

TMAPS Directors shall:

- a. Carry out decisions of the General Meetings;
- b. Serve as Directors of TMAPS;
- c. Comply with the Act, TMAPS Bylaws and Policies, all other Ontario, Canadian and International laws;
- d. Not miss more than two (2) Board of Directors meetings or General Meetings without a valid reason presented to the Board of Directors;
- e. Enrol in and attend a minimum of one (1) course during each fiscal year of the Director's term of office;
- f. Pay all fees for TMAPS fee-assessed courses;
- g. Not be a TMAPS staff member at any point during their term of office;
- h. Not be eligible for a TMAPS bursary or emergency grant during their term of office;
- i. Receive petitions from the membership, act on petitions with due diligence in a reasonable time, report on the petition and any actions to General Meetings;
- j. Report on work done and important information at meetings;
- k. Be responsible for ensuring adherence to any labour laws, regulations and the Collective Agreement that governs the working conditions of TMAPS' staff;
- l. Suspend or impeach any Director found not to be a Member or otherwise eligible to serve as a Director, or in violation of the Bylaws;
- m. Participate and chair TMAPS committees, and establish ad-hoc committees when necessary;
- n. Attend all Board training, AODA training, anti-oppression training, and the Canadian Federation of Students' Skills Symposium; and
- o. Approve the annual budget during the Spring/Summer term.

5.4 Violations by Directors

Grounds for discipline of Directors include, but are not limited to, the following:

- a. Poor attendance at Board or General Meetings, including missing meetings without notice;
- b. Failure to pay all fees for TMAPS-fee-assessed courses;

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- c. Just cause, theft, fraud, or embezzlement of funds;
- d. Failure to disclose a significant or obvious conflict of interest;
- e. Breach of confidentiality or privacy of data collected from members;
- f. Misuse of TMAPS property, information or contracts/agreements;
- g. Failure to perform duties as specified by the Bylaws or Policy of TMAPS;
- h. Not completing and submitting reports to General Meetings;
- i. Any violation of the Board of Directors' Code of Ethics.

5.5 Disciplining Board Members

Subject to the Act, The procedures outlined below should be followed if a notice of violation is submitted in respect of a Director:

- a. Notice of violation in respect of the acts or omissions of a Director (a “Notice of Violation”) can be drafted by any Member or Director, and should be submitted in writing to either the President, the Vice-President Governance and Academic Policy, or another designated Executive.
- b. Following review of the Notice of Violation, if the type of violation alleged is not overly severe in nature, and it is the first notice of its kind, the matter should be discussed privately with the Director in question and treated as a warning.
- c. If the Notice of Violation is deemed to be serious; can reasonably be considered to have put TMAPS at risk; is the result of fraud, theft, criminal activity; or is a repeat violation, it shall be brought before the Board in a special Board meeting that has provided no less than 48 hours’ notice has been given. In the event that the Notice of Violation was submitted by a Member, they will also be invited to attend the meeting. In the event the violation was committed by the President, whom is the Chair of the Board, the meeting shall be chaired by another Director. The Director accused of the violation should be given at least twenty four (24) hours’ notice in advance of the Board meeting to review the matter.
- d. The Director will be cautioned by the Chair that an alleged violation of the Bylaws or TMAPS policy has occurred.
- e. The Chair will seek the Board’s opinion by allowing both the accused Director and their accuser to present evidence of such claim. Each Director should be given the right to speak. The Board Meeting will ensure that Directors, while addressing their points, do so without violating these bylaws.
- f. The Board will decide if a violation has indeed occurred. Should a significant majority of Directors present two-thirds (2/3) determine that a violation has occurred or the Chair is of the view that the Director poses an immediate threat to

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themselves, a Member or the Board, the Director will be automatically censured for inappropriate conduct for a first offence. The Director may either accept that a violation has occurred, and withdraw, amend, adjust or apologize for their actions or deny the charge.

- g. The Board may impose whatever reasonable penalty it feels is appropriate given the nature and degree of the offence. Penalties may include suspension or impeachment. In the case of a second violation, a motion to impeach the Director will be made at the next meeting.
- h. If the Board determines that the Director should be impeached, the Board will call a Special General Meeting for the purpose of considering an ordinary resolution to remove the Director and at which the Director in question will be entitled to give TMAPS a statement opposing their removal.
- i. Any director removed from office will be ineligible to hold any elected position within TMAPS for the remainder of the Term in Office as well as the next Term in Office.

5.6 Board Meetings

The Directors may meet together at such places as they think fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings, as they see fit, including conducting meetings either partially or entirely by Electronic Means, provided that:

- (a) the Board of Directors must meet no less than three (3) times per Academic Session; and
- (b) advance notice of at least forty-eight (48) hours must be provided to Directors.

5.7 Quorum for Board Meetings

Quorum for meetings of the Board is a majority of the Board of Directors present either in person, or by Electronic Means.

5.8 Motions over Electronic Mail

In the event that the Board of Directors is unable to meet in person, any Director may move a Motion using electronic mail (email) using the email address of the Board of Directors for their consideration. A Motion must be moved by a Director and may subsequently be seconded by another Director via email. A Motion shall not proceed to a vote until it has been seconded. After a seconder has been received, the Chair will call for a final vote via email. If the vote cannot be emailed back, a fax will suffice. Directors will have twenty-four hours to respond once the vote is called. No response by a Director will be deemed to be an abstention from the vote. Motions and votes will be ratified into the minutes of the next scheduled meeting of the Board of Directors.

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5.9 Record Keeping

- a. Minutes of Board meetings will be kept and ratified at the following Board meeting and will be accessible to Members upon request.
- b. Minutes of TMAPS Committee meetings will be presented for review and ratification at the following Board meetings.

5.10 Board of Directors Code of Ethics

All Directors must sign the Board of Directors Code of Ethics Declaration as a condition of ratification of their position on the Board. Any Director refusing to sign the Declaration shall not assume their position and shall be reported to the membership at the earliest General Membership Meeting or Emergency Meeting called for this purpose. In cases where the Code of Ethics has not been signed, no applicable honoraria shall be paid to this position for any period unless otherwise directed by the membership at the General Members Meeting.

It is TMAPS' desire that Directors of the Board reflect honesty and integrity that is beyond doubt, and that is done in a manner that:

- a. Avoids conflict of interest;
- b. Protects confidential information, in accordance with the Freedom of Information and Protection of Privacy Act;
- c. Complies with all applicable governmental laws, regulations, the Collective Agreement and rules;
- d. Adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.
- e. Represents TMAPS in good faith when delegated.

5.11 Conflicts of Interest

Subject to the Act, a member of the Board or any Committee of TMAPS is in a conflict of interest when they exercise power and/or influence, a duty or function that provides an opportunity to further their own interests or those of their relatives or friends or to improperly further another person's private interests. Such situations include, but are not limited to, the following:

- a. Participating as a director, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to TMAPS;
- b. Having personal financial dealings with an individual or company whose business with TMAPS involves the member's sphere of responsibility;

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- c. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child, or step-child).

Subject to the Act, any member of the Board having an interest in any matter other than the interest of TMAPS, shall, if present at the meeting at which the matter is considered, declare such an interest, whether or not it is in conflict. The Vice-President Governance and Academic Policy shall record all such declarations.

In the event that there is a conflict of interest declared, possible courses of action to be taken include, but are not limited to:

- d. Requiring the individual to abstain from discussion on the issue;
- e. Requiring the individual to abstain from voting on the issue and requesting that that abstention be noted in the minutes;
- f. Asking that individual to excuse themselves from any meeting during which the conflict arises;
- g. Requiring the individual to withdraw from the activity or situation in which the conflict arises.

Board members who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this Code of Ethics.

5.12 Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, Board members shall:

- a. Not disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in TMAPS;
- b. Not use any confidential information acquired by virtue of their position at TMAPS for their personal and private financial benefit or for that of their friends or relatives;
- c. Not permit any unauthorized person to inspect or have access to any confidential documents or other information.

5.13 Compliance with Laws

Directors, in the course of their position with TMAPS, shall comply with all applicable government laws, rules and regulations, including without limitation:

- a. The Articles, Bylaws and TMAPS policies;
- b. The Act;
- c. Freedom of Information and Protection of Privacy Act;

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- d. Ontario Human Rights Code;
- e. Accessibility for Ontarians With Disabilities Act;
- f. Ontario Occupational Health and Safety Act;
- g. Collective Agreements and all employment-related laws and policies.

5.14 Director Conduct

In addition to abiding by TMAPS' 'Workplace Violence and Harassment' policy, Directors will under no circumstances exhibit inappropriate conduct as described below, neither in-person nor virtual spaces, including, but not limited to virtual meetings, emails, and messaging applications:

- a. Use hateful language to express themselves;
- b. Harass, intimidate, bully, extort, coerce, blackmail, or threaten any member of the Toronto Metropolitan University community, including but not limited to the Board and staff of TMAPS;
- c. Make threatening gestures or overtures;
- d. Make transphobic, homophobic, sexist, racist, ableist or any other discriminatory comments;
- e. Slander, libel, malign or accuse a TMAPS Member, Director, or staff of malintent or misconduct without presenting evidence that validates and supports such allegations.
- f. Cause unreasonable disruption to meetings, gatherings, and discussions. Behaviours include unreasonably interrupting, speaking out of turn, speaking in bad faith to other Members, staff, or Board members, or being uncooperative with the directive of the Chair or facilitator.
- g. Conduct themselves in such a manner that is harmful to TMAPS and/or Members and staff.

Bylaw VI: Committees

6.1 Committees

Committees shall report to the Board of Directors any progress or issues that the Committee has undertaken.

6.2 Committees of the Whole:

All TMAPS Directors and Members are entitled to full participation in Committees of the Whole. Voting rights in Committees of the Whole are determined by Member type according to sections 2.1 and 2.3 of these Bylaws.

- a. Bylaws and Policy Committee
- b. Campaigns and Equity Committee
- c. Events Committee

Committees of the Whole may serve only as a reporting function and their decisions, actions, or recommendations may not legally or financially bind or commit TMAPS to any decisions unless empowered to do so by the Board of Directors and/or by a General Meeting.

6.3 Committees of the Board of Directors:

Only TMAPS Directors and Staff Members (Non-Voting) may participate in Committees of the Board.

- a. Finance Committee
- b. Bursary Committee
- c. Joint Health and Safety Committee

Committees of the Board of Directors serve to execute the operations of the Board in a fashion that emphasizes collaboration and member input. Committees are permitted relative autonomy from the Board of Directors following the approval of their independent budget and strategy each year.

6.4 Ad-hoc Committees

Ad hoc committees may be established by the Board of Directors or the General Membership Meetings and must report to the Board of Directors and General Membership meetings.

6.5 Executive Committee

The Executive Committee is a closed committee composed of the elected TMAPS

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Executives as outlined in Bylaw VII.

Bylaw VII: Executive Committee

7.1 Composition of Executive Committee

The Executive Committee will be comprised solely of the persons holding the positions of President, Vice-President Equity & Campaigns, Vice-President Events & Outreach, Vice-President Governance and Academic Policy, and Vice-President Services & Finance. This committee is resourced by the Executive Director, who may attend but not vote at meetings of the Executive Committee.

7.2 Responsibilities of the Executive Committee

- a. The President, Vice-President Equity & Campaigns, Vice-President Events & Outreach, Vice-President Academic and Vice-President Services & Finance must work a minimum of fifteen (15) to twenty-five (25) hours per week either in the office, undertaking outreach, at sanctioned meetings, or at TMAPS events. The five (5) Executive positions receive honoraria of \$27.08 per hour (tied to the Consumer Price Index as of May 1, 2025), plus benefits, to fulfill their respective position requirements as long as the minimum hours have been met (see Policy Manual on Executive Honoraria). Each Executive may be entitled to up to forty (40) hours per week on which orientation activities or Canadian Federation of Students meetings fall. Such entitlement may not exceed six (6) weeks for any Executive per fiscal year.
- b. Serve as Directors and Officers of TMAPS;
- c. Carry out all responsibilities and duties of the Board of Directors, in addition to the following responsibilities that are exclusive to the Executive Committee:
- d. Supervise the hiring and dismissal of full-time and part-time staff, and negotiate the Collective Agreements;
- e. Negotiate, review and execute contracts related to management and operations of TMAPS;
- f. Be responsible for all matters relating to labour relations, staffing, and any other legal obligations required as the Employer or Officers of TMAPS.

7.3 Executive Portfolios

a. President

- i. Shall be the Chair of TMAPS and its Board of Directors, and the official spokesperson of TMAPS to the general public, Toronto Metropolitan University, campus groups, and at University functions;

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- ii. Shall be a signing officer of TMAPS;
- iii. Shall be responsible, along with the Vice-President Services & Finance, for ensuring that all contracts entered into by TMAPS are with due authority and in the best interests of TMAPS;
- iv. Chair meetings of the Board of Directors, the Executive Committee, and sit on the Finance Committee;
- v. Shall prepare and circulate agendas for Executive Committee meetings
- vi. Chair all Board meetings and membership meetings, or select an appropriate external Chair;
- vii. Ensure that membership meetings are organised;
- viii. Oversee all communications and engage in appropriate outreach and any government relations strategies;
- ix. Recommend a communications budget and strategy;
- x. Shall oversee the coordination of the TMAPS Members' Handbook and Day planner, and bulk purchasing program through the Canadian Federation of Students;
- xi. Shall work with the Vice-President Equity & Campaigns to develop education, political and equity-based campaigns on issues that affect Toronto Metropolitan University students;
- xii. Act as TMAPS' representative and meet with members of the administration, University departments or government officials as required and as necessary;
- xiii. Recruit and outreach to Members;
- xiv. Coordinate with all other Directors in their work, ensuring that each Director carries out their assigned duties in accordance with these Bylaws and as directed by the Board;
- xv. Shall attend all meetings of the Board and Executive Committee;
- xvi. Shall create a transition binder for the incoming President;
- xvii. Shall train and advise the incoming President.

b. Vice-President Services & Finance

- i. Shall be treasurer of TMAPS;
- ii. Shall be a Signing Officer of TMAPS;

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- iii. Shall be responsible, along with the President, for ensuring that all contracts entered into by TMAPS are with due authority and in the best interests of TMAPS;
- iv. Chair meetings of the Finance Committee and Bursary Committee;
- v. Responsible for receiving, reviewing and administering the Emergency Grant program;
- vi. Shall liaise regularly with the appropriate TMAPS staff member(s) and the auditor during the yearly audit of TMAPS and the preparation of TMAPS' audited financial statements;
- vii. Shall develop, recommend and present the annual budget to the General Members after consultation with the Board;
- viii. Shall monitor the financial status of TMAPS, including budget variances, and make recommendations to the Board regarding major expenditures and investments;
- ix. Shall prepare and present quarterly financial reports to the Board;
- x. Shall present financial reports and audited statements to the membership at a duly called membership meeting;
- xi. Shall assist with the coordination of fundraising endeavours;
- xii. Responsible for overseeing the services of TMAPS and developing new services for members;
- xiii. Approve spending and ensure financial records are properly kept;
- xiv. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these Bylaws and as directed by the Board are fulfilled;
- xv. Assist with the coordination of events and campaigns at TMAPS.
- xvi. Conduct outreach regularly to foster and build an inclusive community at TMU.
- xvii. Shall attend all meetings of the Board;
- xviii. Shall create a transition binder for the incoming Vice-President Services & Finance;
- xix. Shall train and advise the incoming Vice-President, Services & Finance.

c. Vice-President Governance and Academic Policy

- i. Shall be responsible for sending notice for meetings of the Board, coordinating the creation of Board meeting agendas, keeping a record of

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attendance at Board meetings, coordinating the creation of General Meeting agendas, arranging proxies for General Meetings when necessary, and in all other ways acting as the secretary of TMAPS;

- ii. Shall be an alternate signing officer of TMAPS in the event of an emergency or vacancy in the offices of either the President or Vice-President, Services & Finance;
- iii. Chair meetings of the Bylaws & Policy Committee
- iv. Ensure TMAPS records are accurately kept and filed;
- v. Regularly review TMAPS Bylaws and Policies to ensure they are up to date and relevant;
- vi. Shall be responsible for updating TMAPS' Policy Manual and Bylaws in accordance with the motions passed, amended, or repealed by the Board or the Members;
- vii. Seek to improve and expand TMAPS' advocacy service and the advancement of student rights;
- viii. Regularly review Toronto Metropolitan University's academic policies and inform the membership about policies or amendments to current policies;
- ix. Provide updates regarding University affairs to Class Representatives and at General Meetings;
- x. In collaboration with the other Directors and in conjunction with the President, lobby the University administration on academic issues;
- xi. Attend Senate and Chang School Council meetings and advocate for TMAPS Members and public, accessible, quality post-secondary education;
- xii. Shall represent TMAPS on relevant Toronto Metropolitan University committees and task forces as determined by the Board, concerning but not limited to academics, tuition, ancillary and other University fees;
- xiii. Coordinate with all other Directors in their work to ensure their duties in accordance with these Bylaws and as directed by the Board are fulfilled;
- xiv. Conduct outreach regularly to foster and build an inclusive community at TMU;
- xv. Assist with the coordination of campaigns and events at TMAPS;
- xvi. Shall attend all meetings of the Board;
- xvii. Shall create a transition binder for the incoming Vice-President Governance

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and Academic Policy;

- xviii. Shall train and advise the incoming Vice-President of Governance and Academic Policy.

d. Vice-President Equity & Campaigns

- i. Ensure equity considerations are taken in all aspects of TMAPS' work and Policies;
- ii. Work with the President to develop education, political and equity-based campaigns on issues that affect Toronto Metropolitan University students, public services or equity and human rights internationally;
- iii. Chair meeting of the Campaigns and Equity Committee;
- iv. Coordinate with the Equity Service Centres in the Student Centre;
- v. Recommend a budget for campaigns and strategy in collaboration with the VP Services & Finance;
- vi. Direct and engage in appropriate outreach to foster and build an inclusive community and address oppression and discrimination on campus;
- vii. Shall promote the Board's initiatives and activities that aim to raise awareness of discrimination on campus and in the community;
- viii. Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of TMAPS;
- ix. Shall be responsible for ensuring that all Directors and TMAPS staff receive anti-oppression training within five months of the elected term;
- x. Shall act as TMAPS' chief delegate to all provincial or national meetings of the Canadian Federation of Students;
- xi. Shall represent TMAPS when issues regarding discrimination and equity are raised in the Toronto Metropolitan University community and need to be addressed;
- xii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these Bylaws and as directed by the Board are fulfilled;
- xiii. Assist with the coordination of events at TMAPS;
- xiv. Shall attend all meetings of the Board;
- xv. Shall create a transition binder for the incoming Vice-President Equity & Campaigns;
- xvi. Shall train and advise the incoming Vice-President Equity & Campaigns.

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e. Vice-President Events & Outreach

- i. Assist with the coordination of events at TMAPS in collaboration with the Events & Outreach Coordinator;
- ii. Chair the Events Committee;
- iii. Shall assist with the coordination of fundraising endeavours and sit on the Finance Committee;
- iv. Shall ensure that TMAPS promotional material is up-to-date on all TMAPS social media outlets and on campus;
- v. Shall be responsible for ensuring that all activities and endorsements reflect the mandate and values of TMAPS;
- vi. Gather feedback on events and workshops to report on student engagement;
- vii. Shall oversee the coordination of the bulk purchasing program through the Canadian Federation of Students;
- viii. Plan and oversee TMAPS events and workshops;
- ix. Recommend a TMAPS events budget and strategy;
- x. Develop and manage an outreach strategy and a volunteers/members recruitment strategy;
- xi. Assist in volunteer recruitment and training (volunteer program) in collaboration with the Events & Outreach Coordinator;
- xii. Direct and engage in appropriate outreach and campus events;
- xiii. Coordinate with all other Directors in their work to ensure their assigned duties in accordance with these Bylaws and as directed by the Board are fulfilled;
- xiv. Assist with the coordination of campaigns at TMAPS;
- xv. Shall attend all meetings of the Board;
- xvi. Shall create a transition binder for the incoming Vice President of Events & Outreach;
- xvii. Shall train and advise the incoming Vice-President, Events & Outreach.

Bylaw VIII: Finances

8.1 Fiscal Year

The fiscal year of TMAPS is from May 01 to April 30 of the following year.

8.2 Bank

TMAPS must maintain its financial accounts, as decided by the Vice-President Services and Finance with the advice and consent of the Board of Directors, at a credit union or chartered bank.

8.3 Signing Officers

The President and Vice-President Services and Finance shall be designated as the Signing Officers for the Board of Directors. In the event that either one of the President or Vice-President Services and Finances, is unavailable or the office is vacant, the Vice-President Governance and Academic Policy shall be deemed to be an alternate Signing Officer.

8.4 Financial Transactions

Signing Officers must approve all cheque requisitions and financial transactions. Signatures or electronic equivalents of two Signing Officers shall be required on all cheques. Before any Signing Officer approves any cheque requisition, or electronic fund transfer for an amount over \$500, that was not explicitly budgeted for or directed by the Board of Directors to spend, the details of the expense must be circulated to all Signing Officers, and approved by a majority of Signing Officers.

8.5 Audit

The Vice-President Services and Finance shall see that annual audited financial statements of TMAPS are prepared and presented to the Board of Directors and the Members within no more than eight (8) months of the end of the fiscal year. The annual audited financial statements of TMAPS will be published on TMAPS' website.

8.6 Reserve Fund

TMAPS must maintain a reserve fund equal to the basic minimum operating expenses of TMAPS for eighteen (18) months to ensure the continuation of TMAPS in the event that it is prevented from obtaining or utilizing member fees for any reason.

8.7 Bursaries and Awards

TMAPS shall establish a number of bursaries and/or awards as decided by the Board of Directors.

Bylaw IX: Elections

Elections to the Board of Directors occur during the Annual General Meeting, and a by-election may occur at a Special General Meeting or Semi-Annual General Meeting. Notice must be provided to Members no less than fifteen (15) business days in advance of the meeting. Elections will be governed by the Bylaws and the Elections policy of TMAPS.

9.1 Chief Returning Officer

The Board of Directors will appoint a Chief Returning Officer (CRO) to coordinate and preside over the elections of the Board of Directors by the Members. The CRO must defer to the TMAPS membership lists in all aspects of membership eligibility.

The Chief Returning Officer must:

- a. Not be a former or current Director of the Board;
- b. Declare no conflict of interest in overseeing the election process;
- c. Not be a TMAPS staff member;
- d. Establish rules and guidelines to administer the election in a manner that is fair and democratic.

9.2 Election of the Board of Directors

Board of Directors positions are filled by annual election, or by-election or appointment on an interim basis by the Board of Directors pursuant to section 9.6 of these Bylaws. Elected candidates may hold that position for the duration of that position's normal term ending April 30th, and thereafter must transfer all rights to that position to the Director elect, except in the case the Director is re-elected to that position.

9.3 Board of Directors Candidates

To be an eligible candidate, a person must meet the qualifications to serve as a Director under the Act and these Bylaws, provided that they may be either:

- a. a Full-Voting Member in Good Standing; or
- b. An Executive who has paid the TMAPS fee during the fiscal year for at least one session, with the intention to enrol in the following fiscal year.

9.4 Board of Directors Electors

To be eligible to vote for or nominate a candidate, one must:

- a. Be a Voting Member in Good Standing;
- b. Be an Executive member who has paid the full TMAPS fee during the fiscal year for

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at least one session, with the intention to enrol in the following fiscal year;

- c. Be currently registered in a TMAPS-fee accessed course for the current term.

9.5 Nominations for Board of Directors Candidates

Nominations must be submitted in writing to the Chief Returning Officer before the cut-off date, which must be no later than five (5) business days before the start of the election campaign period. Nominations require the signature of five (5) nominators who are Voting Members in Good Standing and the signature of the candidate.

9.6 By-election

In the event that a position on the Board of Directors becomes vacant, a by-election can be held at the discretion of the Board of Directors, following the conditions for the position stated in this Bylaw. In deciding whether or not to hold a by-election, the Board of Directors should consider timeframe concerns and the appropriate use of TMAPS resources.

Vacancies can be filled through an interim appointment by the Board of Directors. The interim appointee will hold office until the next General Meeting, where the by-election process can occur if the Board deems it necessary, considering the amount of time left in the term of office.

9.7 Voting Procedures

All candidates must be given a chance to make a statement for up to a maximum of seven (7) minutes at the Annual General Meeting or at the General Meeting where voting is to take place. Voting must be conducted by secret ballot, and each candidate is allowed one (1) scrutineer. In the case of a tie, the CRO will administer a coin toss to determine the outcome of the election.

In the case of only one candidate running for a position, there will be a yes/no vote for this candidate.

For General Meetings conducted entirely by Electronic Means, voting will be conducted virtually using a secure voting method, overseen by the CRO and designated TMAPS Privacy Officers.

9.8 Advanced Polls

There shall be advance voting for three (3) business days for at least four consecutive hours on each day, prior to the election at the General Meeting. Advanced polling stations will be set up online using a secure voting method that will be overseen by designated TMAPS Privacy Officers and the CRO.

If feasible, there will be an advanced poll set up in person in the Student Centre where the TMAPS Office is located.

Bylaw X: Referenda

From time to time, TMAPS may wish to determine the opinion of its Members with respect to specific issues. Recognizing that the Board of Governors of Toronto Metropolitan University has ultimate authority over student fees at the University, this Bylaw is designed to govern the way in which TMAPS conducts referenda, whether concerning fees or otherwise, on the understanding that the University will recognize the validity of any TMAPS referenda conducted in accordance herewith and in particular will implement the results of any such referenda that concern TMAPS fees.

10.1 Proclamation of Referenda

- a. One or more Members may require the Board of Directors to issue a proclamation of referendum by submitting to the Board of Directors a completed petition in the form prescribed by TMAPS, containing the following:
 - i. A referendum question that complies with section 10.2.c. of these Bylaws;
 - ii. At least ten per cent of all Voting Members of TMAPS,
 - iii. The tentative location of the polling booths for the referendum.
- b. At the first meeting of the Board of Directors after receipt of a petition pursuant to clause 10.1.a the Board shall appoint members to a Referendum Committee consisting of three members of the Board who have had no previous involvement with the petition in question and no greater interest in the substantive issues to which it relates than does TMAPS' membership in general.
- c. The Board of Directors may issue a proclamation of referendum, consistent with the bylaw herein, at any time following a two-thirds majority vote cast at a regular meeting of the Board.
- d. Sufficient notice of referenda shall be deemed to have been given by the posting of not less than 30 physical proclamations on or about Toronto Metropolitan University, not less than 8.5"x11" in size, and three online notifications, all of which shall include the following:
 - i. Notice of intent to conduct a referendum;
 - ii. The tentative date(s) and time(s) of voting for the referendum.

10.2 Referenda Question

- a. Before issuing the proclamation, the Board of Directors must approve the referendum question in accordance with section 10.2.c of these Bylaws.
- b. The Board of Directors may approve the question in the form submitted, amend the question and approve it as amended, or reject the question.

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- c. A referendum question shall be positively worded, so that a vote of “yes” signifies agreement with the initiative proposed, and a vote of “no” signifies disagreement with it.

10.3 CRO and Referendum Committee

- a. The Board or its designate shall appoint a CRO and a Referendum Committee, who shall exercise and perform the duties specified herein and in TMAPS’ Bylaws.
- b. The term of office of the Chief Returning Officer and Referendum Committee shall expire upon the completion of such duties.
- c. As soon as possible after the issuance of a proclamation, the Referendum Committee shall:
 - i. Inform the membership by such means as the Referendum Committee;
 - ii. Determine the date(s) and time(s) of voting for the referendum, the location(s) of the polling booths and the general manner in which the referendum will be conducted;
 - iii. Appoint one deputy returning officer and one poll clerk for each poll declared.
- d. If a member of the Referendum Committee dies, resigns in writing, or is removed by the Board or **an** individual authorized to make appointments to that officer’s position, the Board or individual, as the case may be, shall appoint another individual to that position.
- e. The Chief Returning Officer and the Referendum Committee shall:
 - i. Exercise general direction and supervision over the administrative conduct of the referendum and enforce compliance with this policy and the pertinent provisions of these Bylaws;
 - ii. Issue such instructions as may be necessary to ensure effective execution of the provisions of this policy and the pertinent provisions of TMAPS’ bylaws;
 - iii. Exercise all other powers and perform all other duties assigned to their respective offices by these Bylaws.
- f. The Chief Returning Officer may authorize any member of the Referendum Committee to exercise any of the powers and perform any of the duties assigned to the Chief Returning Officer by these Bylaws.

10.4 Advocating Committees

- a. If requested, the Referendum Committee shall register one committee authorized to promote the “yes” answer to a referendum question, and one committee authorized

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- to promote the “no” answer, provided that the members of each committee shall be comprised of Members unless otherwise agreed by the Referendum Committee.
- b. In order to participate in the referendum campaign, individuals must familiarise themselves with the referendum rules as outlined in this and any other relevant policies. Any person who wishes to campaign in the referendum may request and shall receive an orientation to the referendum bylaw from the members of the Referendum Committee.
 - c. An Advocating Committee may apply for registration by filing with the Referendum Committee, at any time during the referendum period, an application signed by the chief agent of the advocating committee setting out:
 - i. The full name of the committee;
 - ii. The name, address, email address and telephone number of the chief agent of the committee;
 - iii. The name, address, telephone number and title of each member of the committee.
 - d. Each Advocating Committee shall:
 - i. Ensure that all campaigners are aware of and understand all relevant Bylaws, referendum policies and rulings of the Referendum Committee;
 - ii. Ensure that all campaigners comply with all relevant Bylaws, referendum policies and rulings of the Referendum Committee.
 - e. The Referendum Committee shall determine the resources to be made available to each advocating committee in a particular referendum, and the Referendum Committee shall administer those resources in a fair and reasonable manner at the request of each such committee. No advocating committee shall invest resources in any aspect of a particular referendum other than those allocated to it by the Referendum Committee.
 - f. The Referendum Committee shall maintain a registry of registered Advocating Committees.
 - g. Where the position of chief agent of a registered advocating committee or of an advocating committee that has applied for registration becomes vacant or the chief agent is unable to perform the duties of the position, the committee shall forthwith appoint a new chief agent and inform the Referendum Committee in writing of the name, address and telephone number of the new chief agent.
 - h. No one other than a registered Advocating Committee shall advertise through any medium, or post or distribute any material, for the purpose of supporting or opposing a referendum question.

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- i. No registered Advocating Committee shall advertise in any medium, or post or distribute any material, unless the advertisement or other material:
 - i. Identifies that committee and indicates that the advertisement is authorized by it;
 - ii. Has the documented prior authorization of the Referendum Committee.
- j. Advocating Committees shall provide the Referendum Committee with a written description of the proposed campaign material. The Referendum Committee shall provide in confidence a written approval or refusal of campaign materials, and shall respond within either 12 hours or 4 working hours of receiving a completed request, whichever is greater.
- k. The Referendum Committee will not approve materials that are defamatory, potentially libellous or factually incorrect. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libellous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.
- l. Further, no one, whether a member of a registered Advocating Committee or otherwise, shall:
 - i. Make any statement of fact either in support of or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the Referendum Committee;
 - ii. Discuss any aspect of the referendum in a manner that the Referendum Committee considers to constitute harassment.
- m. Materials that have not received Committee approval cannot be distributed.
- n. Where the Referendum Committee determines that campaign materials which have not been approved by the Referendum Committee are being distributed, displayed or used by a campaign, then the Committee shall order the materials immediately withdrawn or removed and shall confiscate the materials from the campaign for a period of not less than 24 hours.
- o. The Referendum Committee may assign an additional penalty, which may include destruction of the material or a restriction on campaigning, provided that the penalty is balanced against the volume of the materials distributed or their effect and that no destruction shall take place until the appeal period has expired.
- p. The Referendum Committee will not approve materials that: cannot be removed at the conclusion of the campaign; materials that are likely to damage property, including stickers and paint applied to building surfaces; or cannot be monitored for compliance with all relevant Bylaws and referendum policies.

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- q. During the referendum period, the Referendum Committee may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the membership.
- r. No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in these Bylaws or any policy issued pursuant thereto.

10.5 Polling Procedure

- a. Quorum is only required for a referendum concerning an external organization where quorum shall be no less than ten percent (10%) of eligible Members.
- b. Each Voting Member shall be allowed to cast one (1) secret, non-transferable ballot.
- c. Each polling station shall contain either one or two voting compartments so arranged that each elector may be screened from observation and may mark a ballot without interference or interruption.
- d. In each voting compartment, there shall be a table or desk and a suitable writing instrument.
- e. At the time set for opening a poll, one agent for each registered advocating committee may inspect each ballot box to ensure that it has not been tampered with.
- f. The deputy returning officer shall ensure that no elector is impeded or **harassed** at or about the polling station.
- g. The deputy returning officer and poll clerk at each poll shall initial the back of each ballot before it is given to an elector.
- h. Each elector shall produce the elector's student card or other conclusive identification, whereupon the poll clerk shall strike the elector's name off the register of electors and give the elector a ballot paper bearing the deputy returning officer and poll clerk's initials on the back in accordance with clause 5-g.
- i. After receiving a ballot, an elector shall proceed directly to the voting compartment, mark the ballot to clearly indicate the elector's choice opposite the word "yes" or "no", fold the ballot so that the initials on the back are visible without unfolding it, and place it in the ballot box.
- j. Poll clerks shall under no circumstances instruct an elector how to vote or provide information about the referendum other than the referendum question.

10.6 Security of Ballot Boxes

- a. All ballot boxes and ballots shall be secured in a location approved by the Referendum Committee.

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- b. The ballot boxes shall be sealed and not opened until counting.

10.7 Counting of Votes

- a. Immediately after the close of a poll, in the presence and full view of the agents of registered advocating committees or witnesses who are present, the deputy returning officer and poll clerk shall cause all ballot boxes to be transported to the location prescribed by the Referendum Committee for the counting of ballots.
- b. Advocating committees shall be permitted to each appoint two scrutineers to observe the counting procedure, provided that once the scrutineers have entered the count room, they may not leave the facility until completion of counting or with the consent of the Referendum Committee.
- c. As soon as reasonably possible after all ballot boxes have been transported to the location prescribed for the counting of ballots, in the presence and full view of all Referendum Committee members and the scrutineers, the Referendum Committee shall, with respect to each polling station and in the following order:
 - i. Count the number of names stricken from the register of electors, and make an entry on the line immediately below the name of the last elector on the list that states, “The number of electors who voted at this referendum in this polling station is (stating the number)”, and sign the list;
 - ii. Open the ballot box and empty its contents on a table;
 - iii. Count the number of votes cast for the “yes” answer and those cast for the “no” answer to the referendum question, as well as the number of spoiled ballots, on one of the tally sheets supplied, giving full opportunity to those present to examine each ballot paper.
- d. In counting the votes, the Referendum Committee shall declare spoiled all ballot papers:
 - i. That have not been supplied by the Referendum Committee;
 - ii. Those that have not been marked with any answer to the referendum question;
 - iii. On which more than one answer to a referendum question has been marked;
 - iv. On which there is any writing or mark by which the elector could be identified.
- e. Spoiled ballots shall count towards the establishment of total voter participation, but will not be considered in the calculation of a majority.
- f. Forthwith, after the official addition of the votes, the Referendum Committee shall prepare a written statement showing the total number of votes cast for each of the

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“yes” answers and the “no” answers to each referendum question and the number of spoiled ballots. The Referendum Committee shall, at least two (2) business days but not more than five (5) business days after all polls have closed, submit that statement to the board.

- g. Upon receiving the Referendum Committee’s statement showing the votes cast in a referendum, the Board shall, by resolution, ratify the result of the referendum.
- h. Before the close of polling on the last day of voting, the chief agent of each registered advocating committee shall file with the Referendum Committee a true return, signed by the chief agent, showing all referendum expenses incurred by the committee for which the committee wishes to be reimbursed.
- i. The Referendum Committee shall retain all documents submitted in connection with a referendum for at least two (2) months after submitting the statement provided for in clause 10.7.f.

10.8 Grievance Procedure

- a. All alleged violations of the Bylaws, policy or referendum rules in respect of the referendum shall be investigated and ruled upon by the Referendum Committee.
- b. The complaint must include the following:
 - i. The specific Bylaw or referendum policy that is alleged to have been violated;
 - ii. The specific campaign or individual that is alleged to be in violation;
 - iii. The specific facts which constitute the alleged violation;
 - iv. The evidence of these facts;
 - v. The name and contact information, including email address and telephone number, for the complainant.
- c. No complaint will be considered by the Referendum Committee unless it is in writing and is received within twenty four (24) hours of the alleged violation.
- d. Where a complaint is received and found to be complete, the Referendum Committee shall investigate the facts and shall rule on the complaint within twenty four (24 hours) thereof.
- e. Where a violation has occurred, regardless of the cause or intent of the parties involved, and that violation has provided an unfair advantage to a campaign, the Referendum Committee shall assign a penalty that:
 - i. Fully counterbalances any unfair advantage gained;
 - ii. Penalizes the campaign for committing a violation;

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- iii. Is of the same type or character as the advantage which was gained.
- f. Penalties available to the Referendum Committee include, but are not limited to:
 - i. The confiscation or destruction of campaign materials;
 - ii. Limits, restrictions and prohibitions on any type of campaigning, for any period of time;
 - iii. Disqualification.

Bylaw XI: TMAPS Policy

11.1 Establishment of Policy

Policy for TMAPS may be established from time to time by the Board in accordance with the following guidelines:

a. Operational Policy

Consists of a policy that outlines the framework for managing the operations of TMAPS.

To adopt, amend, or rescind Operational Policy, two-thirds (2/3) of the Board must vote in favour.

b. Issues Policy

Opposes, supports and/or condones actions that a third-party carries out. An example of such a policy is taking a stance on international, national and domestic issues, such as tuition fees.

To adopt, amend, or rescind the Issues Policy, a majority of the Board must vote in favour.

11.2 Duration of Policy

All policy remains the policy of TMAPS until it is amended, or is retracted by a vote of the Board or at a General Meeting.

11.3 Policy Booklet

All policy of TMAPS shall be maintained in the Policy Booklet of TMAPS and made available on the TMAPS' website.

Bylaw XII: TMAPS Bylaws

12.1 Bylaw Changes

To adopt, amend, or rescind a Bylaw, the following must occur:

- a. The proposed change must be recommended by the Board of Directors to the Annual General Meeting, or a Special General Meeting called with that purpose stated. At the Board of Directors' meeting, two-thirds (2/3) of the votes cast must be in favour;
- b. A Voting Member who is a Member in Good Standing may submit Bylaw amendments. Due notice of submissions of Bylaw amendments to the Board of Directors, must be provided at least fifteen (15) business days prior to the Annual General Meeting for consideration and approval at the upcoming Annual General Meeting or Semi-Annual General Meeting;
- c. At the Annual General Meeting, two-thirds (2/3) of members present must vote in favour to ratify any Bylaw amendment which will come into effect upon adjournment of the meeting, unless a timeline for implementation is otherwise specified and approved by members.

12.2 Disclosure

TMAPS will publish and maintain an up-to-date version of the Bylaws on TMAPS' website.

12.3 Force Majeure

In the event of force majeure, sections of the Bylaws and Operations Policy related to the structure and logistics of general meetings and elections covered in Bylaw IV: General Meetings and Bylaw IX: Elections may be temporarily suspended by the Board of Directors.