

# TMAPS POLICY BOOKLET

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# **Board of Directors' Honouraria**

Adopted: 2010-10-21; Amended: 2015-09-02; 2017-03-20; 2018-01-23; 2021-09-02; 2021-12-01; 2026-03-23

## **Preamble**

The Toronto Metropolitan Association of Part-time Students By-laws stipulates that Executive and Board of Directors will receive honourarium to help fulfil their respective responsibilities. The By-laws do not however provide guidelines for the reporting or remuneration of this honourarium.

To ensure accountability and transparency, the following policy has been adopted as the Board of Directors' Honouraria Policy.

## **Board of Directors (non-Executive)**

### **Requirements**

Fulfil duties and responsibilities as outlined in the TMAPS Bylaws article 5.3.

### **Honourarium**

The Board of Directors honorarium shall be set at \$50 per month paid out three (3) times per fiscal year.

### **Procedures**

At the end of each semester the Board of Directors' Honouraria will be processed. The deadlines for disbursement will be in the following order based on the progression of semesters at Toronto Metropolitan University: August 30th, December 30th, and April 30th.

The Executive Committee will review and approve the Board of Directors' Honouraria each semester. The review process to determine who is eligible should begin by the first week of August for the spring/summer term, the first week of December for the fall term, and the first week of April for the winter term. Eligibility considerations shall be based solely on the duties set out by TMAPS Bylaws article 5.3.

Payment will be issued through e-transfer or cheque.

## **Executive Honouraria**

Every Executive member is required to work on behalf of the membership and for Toronto Metropolitan University students for a minimum amount of hours each week, as outlined in the By-laws. A set amount of honouraria shall be established for the Executive members, with the understanding that part of their role is to volunteer for the improvement and betterment of students' lives and a socially just society.

## **Hours**

As outlined in the By-laws, each member of the Executive is expected to work a minimum of fifteen hours per week for twelve consecutive months, from May 1 to April 30 of each year. Where the minimum number of hours is worked, an honourarium will be provided bi-weekly in recognition of the work to represent and advocate for the membership.

In recognition of changes in required work and meetings, an Executive may balance out their minimum required hours of work within any given pay period (typically two weeks). In any pay period where hours have not been balanced and are less than the minimum required, Executive members will be paid a pro-rated honourarium.

As part of the minimum hours required, four (4) of those hours will be spent conducting outreach and six (6) of those hours will be spent in the office, fulfilling accessible and publicly posted office hours. During weeks when weekend or other extenuating work is required, outreach and office hours may be adjusted accordingly.

## **Honourarium**

The Executive Honourarium rate shall be set solely in the Bylaws of TMAPS.

To approve the honourarium amount in the budget, a recommendation is put forward by the Vice-President Services and Finance, based on the advice of the Executive Director and the outgoing Board, and must be affirmed by the Board of Directors with the approval of the budget.

TMAPS recognizes that the amount of honorarium is not reflective of the total number of work hours conducted to service students, but rather that it is a nominal recognition of the service as an elected representative.

## **Remuneration**

In addition to the honourarium awarded, each Executive shall be offered the option to be part of the TMAPS staff health and dental plan for one year during their term of office, and nominal compensation for cell phone services in accordance with the Executive Cell Phone Reimbursement Policy. Members of the Executive must select enrollment in the health plan at the beginning of their term of office.

Executive members are eligible for up to two (2) weeks of paid vacation , at five (5) hours per day, excluding the Winter Holiday and Reading Week shutdowns. This vacation is to be taken at times to be determined with the President and the Executive Director's, subject to their approval. During the Reading Week and Winter Holiday shutdowns, all Executive members are required to respond to email and correspondence , but are not required to maintain the minimum number of hours. An honourarium for this time period will be automatically issued, recognizing that the University is closed, but the work of the Executive continues.

During the Winter Holiday, Executive members will be remunerated for a full bi-weekly calculation of hours. Such calculation shall be based on the average bi-weekly hours between September 1 and

December 1 of that fiscal year. The calculation of average hours will include hours worked, sick days used, vacation days used and paid holidays.

## **Sick Days**

Executives can earn sick days at a rate of one day per month worked, beginning May 1st of their term. Sick days can accumulate to a maximum of twelve (12) days at five (5) hours per day. It is understood that upon resignation or termination of position, the Executive will not be issued pay in lieu of any accumulated sick day credits.

Executives will notify the Executive Director of their impending absence prior to the start of the workday. Telephone conversations, voicemail, and/or email will be accepted forms of notification should an executive use a sick day. Executives notify the Executive Director via text message, and an email is expected to follow within 24 hours to ensure a record is maintained.

## **Reporting**

To ensure that honourarium is issued on a bi-weekly schedule, each Executive member must submit a timesheet to the Executive Director every second Monday by noon. Timesheets must be submitted within four (4) weeks of the time worked; otherwise, it will be considered volunteer time, and no honorarium payment will be issued.

All timesheets will be kept and logged by the Executive Director. Any member who is concerned about the work conducted to service the membership may review the log in person with the President and Executive Director. Any disputes will be handled by the Executive Director.

If it is concluded that an Executive member is consistently failing to fulfill the expected hours of work, the process and grounds for disciplining the member, outlined in the Bylaws sections 5.4 and 5.5 will be followed.

# **Executive Cell Phone Reimbursement**

Amended: 2011-04-26; 2011-09-08; 2015-09-02

## **Preamble**

The Toronto Metropolitan Association of Part-time Students (TMAPS) recognizes that while members are elected to an Executive position they are also part-time students, and frequently have part-time or full-time employment. Therefore there is great benefit in having Executive cell phone numbers publically accessible, and providing and implementing a mechanism that will increase accessibility to the Executive. TMAPS also recognizes that having a publicly accessible cell phone number increases use of a cell phone and may also increase expenses for its services.

To ensure that members of the Executive are accessible and that the cost of a publicly available cell phone number does not become a financial burden, the following policy outlines a Cell Phone Reimbursement Operations Policy that is applicable to all elected members of the Executive during their term of office should the elected Executive choose.

## **Eligibility**

In order for an Executive member to receive a cell phone reimbursement for the phone and services, the cell phone number must be publicly available. A phone shall be deemed public when it is available through a minimum of the following media:

- The TMAPS website
- TMAPS business cards
- Standard email signature
- Promotional materials where the Executive member is the primary contact

## **Cell Phone and Data Reimbursement**

Each Executive can receive a maximum monthly reimbursement of up to \$100.00 which includes both cell phone rental and data expenses. Reimbursement for work related long-distance charges will be reviewed on a case-by-case basis.

Each member of the Executive shall be required to provide their own cell phone. TMAPS will not be responsible for the loss or damage of any cell phone. Should a member of the Executive seek full reimbursement including data expenses email must be added on to the cell phone.

## **Reimbursement Procedure**

Each month, the Executive member is required to submit a cheque requisition form to the Executive Director. Attached to this form will be the applicable cell phone bill for the Executive that is claiming reimbursement for their personal cell phone. The cheque requisition will be adjudicated through the standard financial procedures and issued directly.

Reimbursement will not be provided by email transfer to the cell phone carrier or to another party. TMAPS will only reimburse for the personal cell phone expense of the respective Executive member during their term of office, from May 1 to April 30.

# **Finance Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05; 2022-10-26

## **Mandate**

The Finance Committee is responsible for drafting the Operating Budget and recommending a budget to the TMAPS Board of Directors for their approval. The Committee will have oversight of the planning and budget activities, including but not limited to the short-term and long-term financial planning of the Union.

## **Membership**

- Vice-President Services and Finance whom shall act as the Chair, and the President.
- Membership is only open to members of the Board.
- The Committee is resourced by the Executive Director.

## **Meeting Procedures**

1. The Committee will meet at minimum once a term; or as required;
2. Agendas shall be prepared and circulated to all committee members by the Chair;
3. Minutes shall be taken at all committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is two committee members, one of whom should be the Vice-President Services and Finance who will be the chair;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Review the audit process;
2. Review the financials and make any recommendations for long-term financial stability;
3. Approve a draft operating budget to recommend to the TMAPS Board of Directors; and
4. Other duties as assigned by the Board of Directors.

# **Bursary Committee**

Adopted: 2006-09-06; Amended: 2011-09-08; 2012-01-18; 2015-11-05; 2020-11-10

## **Mandate**

The Bursary Committee is responsible for reviewing and recommending applications that qualify to receive the TMAPS bursaries for the Fall, Winter, Spring and Summer semesters. The Committee will review applications of those who are eligible; approve applicants who are in financial need and require assistance to cover costs associated with post-secondary education; and make a recommendation for approval to the Board.

## **Membership**

- Vice-President Services and Finance and three other Directors elected amongst the Board.
- In the case of a tie vote, the President shall be asked to make the deciding vote.
- Membership is only open to members of the Board.
- The Committee is resourced by the Internal Coordinator.

## **Meeting Procedures**

1. The Committee will meet once and as required each academic term;
2. Meetings require 48-hour notice;
3. Quorum is three of the four members of the Committee;
4. Proxies are not allowed; and
5. Recommendations of the Committee must be approved by the Board of Directors before being distributed.

## **Responsibilities**

1. Review the application and criteria for awarding bursaries;
2. Set dates for bursary deadlines and the process for bursary;
3. Review and select the bursary applicants each academic session to the number of bursaries available;
4. Communicate through the Internal Coordinator to all applicants if their application has been successful or not;
5. The Committee will provide the Board of Directors with updates and reports as necessary and put forward a recommendation to approve; and
6. Other duties as assigned by the Board of Directors.

# **Board of Directors' Accessibility**

Adopted: 2016-04-25, 2026-06-17

## **Preamble**

TMAPS understands that to be an elected representative and fulfil all assigned duties and responsibilities additional expenses may be required that disproportionately impact elected students from marginalized backgrounds.

## **Policy**

TMAPS will strive to accommodate and support all elected members of the Board of Directors in attending meetings and fulfilling responsibilities as set out in the TMAPS By-laws.

These expenses shall only be considered when directly related to their role.

Accessibility expenses may include, but are not limited to, for example:

- Accessible transit
- Accessible print material
- Food for dietary requirements
- Childcare

Any Board member may request up to a maximum of \$500 per semester, and all requests must be made to the Executive Director. Expenses will only be reimbursed when accompanied by proof of purchase. All accessibility expenses will be taken from the accessibility fund outlined in the budget.

## **Accessibility Fund**

Adopted: 2020-02-06

### **Preamble**

The Accessibility Fund exists to ensure that TMAPS has a stable pool of funding to cover any accessibility or accommodations requests that TMAPS members may reasonably request, regardless of the annual budgeted amount. The Accessibility Fund use shall be approved by the Executive Committee as necessary. The ultimate purpose of this fund is to ensure that TMAPS members can access all TMAPS events without budgetary constraints.

### **Annual Accessibility Fund**

TMAPS shall allocate \$2000.00 annually for the Accessibility Fund. The Executive Committee is empowered to use the Annual Accessibility Fund as required.

### **Resting Accessibility Fund**

Should any funds from the Annual Accessibility Fund not be used in the current fiscal year, the remaining funds should be transferred to a resting fund. The resting fund should not exceed \$5000.00.

The Executive Committee is empowered to approve allocations from the resting fund to accommodate any accessibility requests.

The Executive Committee is also empowered to approve allocations to proactively build barrier-free space if there is a reasonable expectation that such accommodations will be used. For greater clarity, the Executive Committee is able to book ASL interpretation or live-captioning services if there is a reasonable expectation that Deaf or hard of hearing people will be in attendance.

# **Budgeting & Planning Framework**

Adopted: 2020-04-08; Amended: 2022-02-23;

## **Preamble**

The TMAPS Budgeting & Planning Framework exists to ensure that an annual budgeting cycle is adhered to throughout the transition of Executive Officers, Board of Directors and staff. The framework indicates the annual cycle and steps to adopting and revising a budget.

## **Terminology**

**Preliminary Budget:** The Preliminary Budget is the budget recommended by the outgoing Vice-President Services & Finance, incoming Vice-President Services & Finance and Executive Director to be approved at the first Board of Directors Meeting of the fiscal year.

**Operating Budget:** The Operating Budget is the first TMAPS budget that has been adopted by the Board of Directors after recommendation from the Finance Committee.

**Revised Budget:** The Revised Budget is any budget that is amended by the Board of Directors after the Operating Budget has been approved. There can be various revisions to the Operating Budget and should be dated accordingly.

**Finance Committee:** The TMAPS Finance Committee is a standing committee of TMAPS.

## **Budgeting & Planning Cycle (Fiscal Year May 1 – April 30)**

The process by which the students' union creates its budget each year is as follows:

### **Step 1 – Review of the Budgeting and Planning Framework and Adoption of Preliminary Budget**

**Decision-Making Body:** Board of Directors

**Estimated Timeline:** First Board of Directors Meeting

The Board of Directors will be advised of the Budgeting & Planning Framework before voting on the Preliminary Budget. The Preliminary Budget will be presented to the Board of Directors for approval. The Board of Directors (and Full-time staff) will be advised of Budget & Planning Cycle important dates by the Vice-President Services & Finance.

### **Step 2 – Call for Proposals**

**Decision-Making Body:** Executives, Board Members, Full-time Staff, Committees

**Estimated Timeline:** May to mid-July

The Vice-President Services & Finance will invite Executives, Board Members, Full-time Staff and Committees to make recommendations for the TMAPS Operating Budget. Budget proposals shall be submitted to the Vice-President Services & Finance and Executive Director. The Vice-President Services & Finance shall make a template budget proposal that must be adhered to.

### Step 3 – Review of Proposals and Recommendation of Operating Budget

Decision-Making Body: Finance Committee

Estimated Timeline: Late July

The Finance Committee will review all proposals from Executive Members, Board Members, Full-time Staff and Committees to consider incorporation into the TMAPS Operating Budget. Original proposals shall be made available to the Board of Directors at the discretion of the Finance Committee. To ensure fair process, Finance Committee members should recuse themselves from votes on proposals that they have submitted themselves. However, notwithstanding conflicts of interest, Finance Committee members are able to vote on the recommendation of the Operating Budget as a whole.

### Step 4 – Adoption of Operating Budget

Decision-Making Body: Board of Directors

Estimated Timeline: August

The Board of Directors shall adopt an Operating Budget based on recommendations from the Finance Committee.

### Step 5 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: October

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Fall) to the Board of Directors.

### Step 6 – Revised Budget (Fall)

Decision-Making Body: Board of Directors

Estimated Timeline: November

The Board of Directors shall adopt a Revised Budget (Fall) based on recommendations from the Finance Committee.

### Step 7 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: February

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Winter) to the Board of Directors. The Finance Committee shall take into account recommendations from the TMAPS auditors.

### Step 8 – Revised Budget (Winter)

Decision-Making Body: Board of Directors

Estimated Timeline: Early March

The Board of Directors shall adopt a Revised Budget (Winter) based on recommendations from the Finance Committee.

### Step 9 – Executive Transition and Preliminary Budget Discussion

Decision-Making Body: Outgoing and Incoming Vice-President Services & Finance, and Executive Director

Estimated Timeline: March

The outgoing and incoming Vice-President Services & Finance shall meet with the Executive Director to review the Budgeting & Planning Framework, the current revised budget and projections for the upcoming fiscal year. Both the outgoing and incoming Vice-President Services & Finance can make recommendations to the Executive Director to incorporate revised numbers into the Draft Preliminary Budget. Should a scheduling conflict emerge where a meeting cannot occur, the Executive Director shall accommodate second meetings and send notes to each party.

### Step 10 – Draft Preliminary Budget

Decision-Making Body: Executive Director

Estimated Timeline: April

The Draft Preliminary Budget will be finalised by the Executive Director for approval at the first Board of Directors meeting for the fiscal year. The Preliminary Budget will be prepared with the intention for the incoming Board of Directors to revise and incorporate the direction of the incoming Board.

## **Monthly Budget Oversight**

The Vice-President Services & Finance will be responsible to work with the Executive Director to prepare monthly financial updates to the Board of Directors.

# **Joint Health & Safety Committee**

Adopted: 2018-09-27; Amended: 2022-03-22

## **Mandate**

The TMAPS Joint Health and Safety Committee is responsible for ensuring that TMAPS upholds the standards set out in Ontario's Occupational Health and Safety Act (OHSA). This committee will work together to identify health and safety problems in the workplace and recommend solutions. Members will meet regularly to:

- Discuss health and safety concerns; and
- Make recommendations to the employer; and
- Follow up on progress made.

## **Membership**

- The Staff Relations Officer, who shall act as a Co-Chair.
- The Shop Steward of the TMAPS bargaining unit for Canadian Union of Public Employees (CUPE) Local 1281, who shall act as a Co-Chair.

The committee shall have two members of the Executive Committee selected by the employer group and two staff who are members of the bargaining unit for CUPE Local 1281 selected by the unionised staff members. Contract student staff are also eligible to sit on the committee but shall not count towards the two staff member quorum. There should always be equal worker and management representation on this committee. At least one of the members representing workers and one of the members representing management should be certified by the Workplace Safety and Insurance Board (WSIB) and receive special training in occupational health and safety.

## **Meeting Procedures**

1. The Committee will meet at minimum once a semester, including through the spring/summer term; or as required;
2. Agendas shall be prepared and circulated to all committee members by the Co-Chairs;
3. Minutes shall be taken by a rotating member of the committee at all committee meetings;
4. Quorum is two committee members from the Employer group and two workers who are members of CUPE Local 1281, and at least one of the Co-Chairs must be present;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Undertake health and safety inspections of the workplace at least every three months;
2. Investigate work refusals due to health or safety concerns;
3. Investigate workplace injuries;

4. Report on health and safety issues at the workplace and make recommendations to the Board of Directors; and
5. Review Workplace Hazardous Materials Information System (WHMIS) Sheets, Ergonomics Assessments, Mental Wellness Assessments, Discrimination and Harassment Policy and Committee Terms of Reference on an annual basis; and
6. Other duties as assigned by the Board of Directors.

# **Donations**

Adopted: 2022-06-30

## **Preamble**

The Toronto Metropolitan Association of Part-time Students (TMAPS) from time to time provides financial and in-kind support for external groups and fundraisers as approved by the Board of Directors. The goal of the policy is to outline the process for Board Members to propose and approve donations.

## **Scope**

Donations are understood as a financial support initiated or proposed by a member of the Board of Directors. Financial support proposed by non-Board members shall be considered via Sponsorship & Endorsement Policy.

## **Policy**

A TMAPS Board Member may initiate a donation proposal to the Board of Directors valued up to \$1000.00. The Board Member must disclose any real or perceived conflict of interest.

The Board of Directors must approve this donation by the support of a majority vote. After the motion is approved, the Vice-President Services & Finances or their designate will be assigned to communicate and liaise with the external organisation on behalf of TMAPS as the primary contact.

## **Procedure**

1. A motion is required to approve any donation and is approved with a majority vote. The motion must include "Be it Resolved" clauses regarding the amount of the donation, the recipient and the purpose of the donation. The motion should also include accurate "Whereas" clauses on the connection to TMAPS's mandate.
2. Motions may be submitted online and follow electronic voting procedures laid out in the Union's Bylaws (5.8). All online motions must be ratified and documented at the following Board of Directors Meeting.
3. Once the donation is approved, the Vice-President Services & Finance or their designate will submit a financial request form with attached minutes or electronic vote verification.
4. A copy of any pertinent correspondence regarding donation, co-sponsorship or endorsement shall be kept as an official record and filed with the Internal Coordinator.

## **Reporting to Members**

All donations shall be reported on in the Annual General Meeting Report to the membership.

# **By-laws & Policy Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05; 2022-10-26; 2024-02-28

## **Mandate**

The TMAPS By-laws and Policy Committee is responsible for reviewing and proposing changes to the TMAPS By-laws, Constitution and Policies.

## **Membership**

- The Vice-President Governance and Academic Policy, who shall act as the Chair.
- Open to all current TMAPS members in good standing with the organisation and Directors.
- The Committee shall be resourced by the Student Rights Coordinator.

## **Meeting Procedures**

1. The Committee will meet at minimum once a semester; or as required;
2. Agendas shall be prepared and circulated to all known interested committee members by the Chair;
3. Minutes shall be taken by the Student Rights Coordinator at all committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is three committee members, one of whom should be the Vice-President Governance and Academic Policy;
5. Meetings require 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Review and update the TMAPS Policy Manual and By-laws as necessary to reflect the mandate of TMAPS;
2. Present any recommended amendments for changes to the Board of Directors for approval; and
3. Other duties as assigned by the Board of Directors.

# **Campaigns and Equity Committee**

Adopted: 2012-01-18; Amended: 2015-11-05; 2022-10-26

## **Mandate**

The Campaigns and Equity Committee shall oversee the planning of campaigns work and continue to work to make TMAPS more equitable.

## **Membership**

- Vice-President Equity and Campaigns and Campaigns, who shall act as Chair.
- Open to all TMAPS Members in good standing and Directors.
- The Committee shall be resourced by the Communications Coordinator.

## **Meeting Procedures**

1. The Committee will meet at minimum once per term; or as required;
2. Agendas shall be prepared and circulated to all interested known Committee members by the Chair;
3. Minutes shall be taken at all Committee meetings and shall be circulated by an individual appointed by the Committee;
4. Quorum is three Committee members, one of whom should be the Vice-President Equity and Campaigns;
5. Meetings require a minimum of 48-hour notice and will be called by the Vice-President Equity and Campaigns;
6. Proxies are not allowed.

## **Responsibilities**

1. Develop an annual campaigns strategy and plan the implementation of campaign actions;
2. Create policy recommendations, education and materials for making TMAPS more equitable;
3. Establish a schedule for campaigns and equity outreach;
4. The Committee will provide the Board of Directors with updates and reports as necessary;
5. Campaign priorities must be approved by the Board of Directors; and
6. Other duties as assigned by the Board of Directors.

# **Events Committee**

Adopted: 2006-09-06; Amended: 2011-04-26; 2012-01-18; 2015-11-05; 2022-10-26

## **Mandate**

The Events Committee shall focus on improving student life for TMAPS members. The Committee will plan and implement projects, events and workshops that enhance student life at the University and that encourages member participation in TMAPS.

## **Membership**

- Vice-President Events and Outreach and Outreach, who shall act as the Chair.
- Open to all TMAPS Members in good standing and Directors.
- The Committee shall be resourced by the Events and Outreach Coordinator.

## **Meeting Procedures**

1. The Committee will meet at minimum once per term, or as required;
2. Agendas shall be prepared and circulated to all interested known Committee members by the Chair;
3. Minutes shall be taken at all Committee meetings by the Events and Outreach Coordinator and shall be circulated by an individual appointed by the Committee;
4. Quorum is three members, one of whom should be the Vice-President Events and Outreach;
5. Meetings require a minimum of 48-hour notice;
6. Proxies are not allowed.

## **Responsibilities**

1. Creating an Events strategy and planning events and outreach needs;
2. The Committee will provide the Board of Directors with updates and reports as necessary; and
3. Other duties as assigned by the Board of Directors.

# **Student Group Sponsorship & Endorsement**

Adopted: 2022-06-30

## **Preamble**

The Toronto Metropolitan Association of Part-time Students (TMAPS) from time to time supports on and off-campus organizations with either monetary funding or gifts in-kind. The goal of this policy is to outline the procedure for any sponsorship or endorsement for outside of TMAPS.

## **Scope**

This policy applies to groups and projects making proposals or requests to TMAPS. Donations initiated by the Board of Directors shall be considered under the Donations Policy. Should the Vice-President Services & Finance be unable to administer their duties under this policy, the Vice-President Events & Outreach shall administer the executive's duties.

## **Eligibility**

"Groups" shall refer to any of the categories listed below. Examples are provided to provide clarity between categories but are not exhaustive in their scope.

### Campus Groups & Projects

Campus Groups & Projects are described as events, campaigns and initiatives within Toronto Metropolitan University. Eligible applications must be submitted by current TMAPS members.

Examples: "Student Parents at Toronto Metropolitan University," "Students for Harm Reduction at Toronto Metropolitan University," etc

### External Groups & Projects

External Groups & Projects are described as events, campaigns and initiatives outside the explicit community of Toronto Metropolitan University but have a strong connection to Toronto Metropolitan University members. Eligible applications must be submitted by current TMAPS members.

Examples: "Toronto Prisoners' Rights Project," "Ethnoracial-Racial Disability Committee of Ontario," etc

### Course Unions

Course Unions are described as an organization of students within specific part-time undergraduate degree academic departments. Course unions must have a basic governance structure, operated by students and adhere to other guidelines set by TMAPS. Eligible course unions must have current part-time undergraduate degree student members involved in their governance structure.

Examples: "Disability Studies Course Union," "Association of Ryerson Midwifery Students" etc

### Adherence to Principles

- a. Compliance with relevant TMAPS policies and bylaws;
- b. Compliance with Toronto Metropolitan University's Discrimination and Harassment Prevention Policy;
- c. Groups supported by TMAPS must be open to all TMAPS members, aside from course unions which must be open to all TMAPS members in their respective program;

- d. Groups supported by TMAPS must have practices, policies or intentions to meaningfully engage part-time degree, certificate and continuing education students. TMAPS support shall not be provided to organizations simply seeking additional resources to their current operations [see Exclusions].

## Exclusions

As a part-time and continuing education students' association, TMAPS will not fund groups that are primarily consisting of TMSU or TMGSU members.

## **Procedure**

### 1. Submission of Application

*Parties Involved: Applicant*

Groups will complete the full application through the TMAPS website. The application will be sent to the Vice-President Services & Finances and the Services Coordinator.

### 2. Review of Application

*Parties Involved: Vice-President Services & Finance*

The Vice-President Services & Finances will review the application and request additional details as required to make a recommendation. The application may be denied at this stage should the Vice-President Services & Finance deem the application incomplete or ineligible.

### 3. Recommendation to Board of Directors

*Parties Involved: Vice-President Services & Finance and Board of Directors*

The Vice-President Services & Finance will make a recommendation to the Board of Directors (ie. recommendation to adopt and the supports that will be provided), or request a review and recommendation from the Board of Directors (ie. present the application and ask for the Board to recommend). The recommendation should include all levels of support in a standard motion format. Such a motion will require a simple majority vote.

### 4. Communication of Recommendation Outcome

*Parties Involved: Vice-President Services & Finance and Applicant*

The Vice-President Services & Finance will communicate the outcome of the Board of Directors decision to the applicant and the organizational supports that may be provided. The Vice-President Services & Finance will communicate timelines and expectations for the group as well as the post-project reporting expectations. The applicant will confirm which supports will be accessed.

### 5. Support Provision

*Parties Involved: Vice-President Services & Finance and Full-time Staff*

The Vice-President Services & Finance will coordinate with staff members on the supports that will be provided to the group.

## 6. Group Reporting

*Parties Involved: Applicant*

The group will submit the necessary reporting items through the form provided by the Vice-President Services & Finances.

## 7. Internal Record Keeping

*Parties Involved: Vice-President Services & Finance*

The Vice-President Services & Finance will report all sponsorships to the Services Coordinator and at the Semi-Annual and Annual General Meetings.

## **Resources & Privileges**

TMAPS shall compile a guide for applicants to better understand the resources that applicants may request, which includes details on space bookings, printing calculations and expenses, promotional opportunities and funding processes. Such a guide shall be compiled with the Vice-President Services & Finance and relevant full-time staff.

### Space Bookings

Groups may request access to space in the Student Centre, including the TMAPS Board Room. Student Centre space bookings should be understood as a large in-kind donation for groups and should not be used to undermine the revenue streams of the Palin Foundation. Groups should be encouraged to use Student Centre catering when feasible. Groups that fail to use booked student space or greatly exaggerate their attendance may be ineligible to access space bookings in the future.

Booking requests must be requested at least two weeks in advance of the booking date and shall be coordinated with the Vice-President Services & Finance and Internal Coordinator.

### Printing

Groups may request assistance in printing materials and billed directly to TMAPS. This request will be calculated within their total funding approval based on TMAPS in-house prices or CopyRITE fees.

Printing requests must be requested at least twenty-hour (24) hours in advance and shall be coordinated with the Vice-President Services & Finance and Internal Coordinator.

### Promotional

Groups may request promotional assistance from TMAPS in promoting their event, campaign or initiative.

Large promotional requests, such as email listserv or website posts, must be requested at least two (2) weeks in advance of the post date and shall be coordinated with the Vice-President Services & Finance and Communications & Campaigns Coordinator. Simple social media or one-off requests may be coordinated in shorter timelines.

### Funding

Groups may request financial assistance from TMAPS for their event, campaign or initiative. Any in-kind assistance, such as printing or space bookings, may be subtracted from the group's funding. Campus and External Groups or Projects are eligible for funding up to \$1000 per fiscal year. Course Unions may be eligible for additional funding [read below].

Funding requests will be coordinated through the Vice-President Services & Finance and the Services

Coordinator. Funding may be pre-coordinated through direct billing to TMAPS, cheque or e-transfer reimbursement or other methods established by the Board of Directors.

### **Course Union-specific Funding**

Course Unions that are solely for part-time undergraduate degree programs are eligible for funding up to \$3000 per fiscal year. Course Unions that have shared membership for part-time undergraduate degree programs are eligible for funding up to \$1500, but must show substantial proof of part-time undergraduate degree student involvement.

Course Unions may request additional supports such as accounting support through designated funds, use of the TMAPS university cost-centre and organizational governance support.

### Other

TMAPS will accept other areas of potential support on a case-by-case basis. TMAPS will incorporate recurring requests into this operational policy.

## **Reporting**

All campus group and sponsorship approvals will be required to complete a simple financial report with receipts via a digital form administered by the Vice-President Services & Finance. The Vice-President Services and Finances shall report campus group and sponsorship approvals in the Annual General Meeting Report to the membership.

# **Recognition of and Respect for Unceded Traditional Territories of Indigenous People**

Adopted: 2010-09-23; Amended: 2016, 2020-02-06, 2024-02-28

## **Preamble**

Respect for and recognition of the rights and land of the first Nations people shall be demonstrated at all general meetings and events of the Toronto Metropolitan Association of Part-time Students. This will be done by acknowledging the space on which such events occur as being the traditional land and the need to respect, honour and maintain that land for at least the next seven generations.

## **Statement**

A statement such as the following should be said aloud during the opening address of all meetings and events of the Toronto Metropolitan Association of Part-time Students:

“We can never work to end systematic and institutional violence if we do not centre the narratives of Indigenous peoples in our collective decision making for social justice and equity. Many of us directly benefit from the colonization and genocide of the Indigenous people of this land. In order to engage in resistance and solidarity against the injustices inflicted on the Indigenous people it is imperative we constantly engage in acts of decolonization.

Toronto and Toronto Metropolitan University are in the “Dish with One Spoon Territory.” The Dish with One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers, have been invited into this treaty in the spirit of peace, friendship and respect.”

## **Reflection**

Speakers of the Land Acknowledgement will be encouraged to reflect on the statement before or after the official statement.

## **Class Representatives Confirmation**

Approved: 2016-04-05; Amended: 2017-02

### **Class Consensus and Confirmation**

- a. According to the TMAPS By-laws, section 3.1 Class Representatives, "Class Representatives must be selected each academic term by class consensus for the class that they represent."
- b. Class consensus shall be understood to mean the absence of any objection from any student in the course section at the time of the selection of the Class Representative(s).
- c. When a student volunteers to be a Class Representative in the presence of the majority of the students enrolled in that course section and there are no objections, that student is considered confirmed as a Class Representative for the course.
- d. No more than two (2) students can be Class Representatives for one course section per academic term.

### **Process Following an Objection**

- a. In the event that a student in the course section objects to another student acting as Class Representative then a vote will be held to determine whether the student in question will be confirmed as Class Representative.
- b. Students in the course will be asked to vote on whether they approve or disapprove of the student in question acting as Class Representative. The vote will be administered and overseen by any TMAPS representative designated by the TMAPS Board of Directors or appropriate staff member to recruit Class Representatives. The vote will be carried out in whatever manner considered most expedient by the TMAPS representative, either by a raising of hands or secret ballot.

### **Class Representatives who Volunteer when not in the presence of the majority of their class:**

- a. When a student volunteers to be a Class Representative when they are not in the presence of the classroom or the students enrolled in their course section, they must seek approval from the majority of students in their course section before being confirmed as Class Representatives.
- b. The volunteer will be asked to communicate the following five points to the majority of the students enrolled in their course section. They may communicate those five points in whatever way they feel is expedient and can reasonably be expected to be an effective means of communicating to the students in the course section.
  - i. TMAPS is the students' union representing continuing education students, distance education, part-time degree students, and anyone taking a Chang School course.
  - ii. The student should state their name and indicate they are volunteering to be the TMAPS Class Representative for the course for this term;
  - iii. As a Class Representative the student will provide TMAPS updates to the class and represent the class;
  - iv. Every course section is allowed two (2) Class Representatives, if a classmate is interested they need to contact TMAPS. ;

- v. If anyone has any objection to the student being a Class Representative, they can contact TMAPS within 24 hours otherwise the volunteer is considered confirmed.
- c. After communicating the above points to their class, the volunteer must contact the TMAPS Events and Outreach Coordinator via email to confirm they have made the announcement. If TMAPS does not receive an objection from any student in that course section within 24 hours of the volunteer communicating the above points, the volunteer will be considered confirmed as Class Representative for that course section.
- d. Volunteers will be taken at their word regarding whether or not they communicated the above points to their class, and when they did so.

# **TTC Fare Reimbursement Policy**

Adopted: 2011-08-17; Amended 2015-01-06; 2015-09-02; 2021-09-02

## **Preamble**

In recognition that several TMAPS members commute to campus, it is necessary to establish a Toronto Transit Commission (TTC) Fare Reimbursement policy in order to encourage and promote the active participation of its general membership in TMAPS meetings and events.

To ensure accountability and transparency with respect to TMAPS fare reimbursements, the following policy guidelines have been created.

## **Meetings**

Every member who attends a TMAPS General Meeting (i.e. Annual General Meetings, Semi-Annual General Meetings, special general meetings, and by-election meetings), or a TMAPS Committee meeting, may be reimbursed up to one TTC fare if they have a class on the evening of the meeting, and up to two TTC fares if they do not for their travels. Members' names must be noted in attendance in meeting minutes in order for the reimbursement to be processed.

## **Outreach**

TMAPS members who are tasked with taking part in a scheduled TMAPS outreach session may be reimbursed up to one TTC fare if they have a class on the evening of scheduled outreach, and up to two TTC fares if they do not. TTC fare reimbursements can only be given for completed outreach.

## **Procedure**

Members must RSVP before the event or meeting through promoted channels. Members must provide their student ID or student number at the time of request, and the time of reimbursement. The Vice-President Services and Finance and Finance, the Vice-President Events and Outreach and Outreach, or the Events & Outreach Coordinator should pre-approve TTC fare reimbursements for the members who have RSVP'ed. Any designated staff member of TMAPS may distribute or process the reimbursement, as long as the necessary procedure and criteria are confirmed at the time of distribution and proper record keeping processes are followed. Members should not be reimbursed for transportation to social events unless they are tasked with volunteer work or specific assignments.

## **Special Events**

TMAPS members who are tasked with attending a TMAPS special event in advance may be reimbursed up to two TTC fares for their travels. Requests for reimbursements must be made in advance to either the Vice-President Events and Outreach, the Vice-President Services and Finance, or the Events and Outreach Coordinator.

# Emergency Grant

Approved: 04-11-2014; Amended: 2022-02-23;

## **Preamble**

The Toronto Metropolitan Association of Part-time Students (TMAPS) understands that students often struggle to make ends meet due to the high cost of post-secondary education and ever-increasing tuition fees, along with their day-to-day living expenses. These situations only deteriorate when unexpected events arise, which would warrant emergency funding as short-term financial relief to qualifying members faced with such financial hardships. TMAPS, therefore, proposes the implementation of an Emergency Grant fund to help students in these situations.

TMAPS awards bursaries in the amount of approximately \$150,000 per year, and based on information from much larger students' unions who only disburse in the range of \$30,000 per year on bursaries and/or grants, the TMAPS Executive propose to create a separate Emergency Grant reserve fund in the amount of \$75,000, of which a maximum of \$25,000 per fiscal year can be distributed to qualifying members, awarding up to \$500 per student, per fiscal year.

Monies allocated to this fund will be kept separate from the operational accounts. The Board of Directors shall develop a top-up plan when the Emergency Grant reserve is budgeted to go below \$25,000.

## **TMAPS Emergency Grant Eligibility and Process**

### Eligibility

- a. Students who are enrolled in a part-time degree program or a continuing education or distance education course at Toronto Metropolitan University through the G. Raymond Chang School of Continuing Education during the term of their application are eligible to apply for this grant.
- b. The applicants have to demonstrate serious financial need due to unexpected circumstances beyond their control.
- c. Full-time undergraduate degree students and all graduate degree students will **not be** eligible for this grant as they are entitled to obtain the Emergency Bursary through the Ryerson Students' Union and Ryerson Graduate Students' Union.
- d. Alumni **are not eligible** for a TMAPS Emergency Grant.

### Process

- a. Applications shall be available on the TMAPS website.
- b. It is the responsibility of the applicant to carefully complete all sections of the TMAPS Emergency Grant application form, to include a letter outlining the extenuating circumstances, and to provide a financial summary, along with supporting documentation, in order to expedite the process.
- c. If necessary, the Vice-President Services and Finance may request a meeting or telephone interview with the applicant to obtain further information and details.

- d. Applications will be reviewed by the TMAPS Vice-President Services & Finance, who based on the merits of the application, makes a presentation at an upcoming Executive Committee meeting to obtain a decision as to the amount and possibility of awarding the grant.
- e. The Internal Coordinator, or another full-time staff member, shall verify student enrollment status and eligibility.
- f. Grants of up to \$500 can be awarded to students, one time per academic year.
- g. Applicants will be advised by email of the decision of the Executive Committee.
- h. All decisions of the Executive Committee are final.
- i. A decision will be made within no more than twelve (12) business days of receiving the application, provided all relevant information/documentation is provided by the applicant.
- j. All information collected is used for the sole purpose of evaluating the candidate's needs, and will be kept private and confidential.
- k. Applications may take up to one (1) week to process, after a decision to award the Emergency Grant has been made by the Executive Committee.

Typically grants can be awarded on medical and compassionate grounds, such as in cases of serious illness, death of a family member, eviction, and layoffs to name a few. Season specific challenges may be considered as compounding on other life factors and cause life-threatening emergencies including but not limited to precarious housing and homelessness, unaffordable heating or cooling, health emergencies, and barriers acquiring essential items for individuals with mobility challenges. Supporting documentation will validate claims.

# **Member Accessibility Policy**

Approved: 2013 (date unknown); Amended 2017

## **Preamble**

TMAPS recognizes the diverse needs of its membership base. As such, TMAPS will make accommodations for members with the following needs.

## **Child Care**

TMAPS will provide child-minding services for members at general membership meetings upon request. Requests must be made in writing to the President two weeks prior to the meeting.

## **Accommodations for Members with Disabilities**

TMAPS will strive to ensure all TMAPS general membership meetings and events are accessible to members. Members must make accommodation requests which are reasonable [i.e. accommodation that does not pose undue hardship on TMAPS, considering the cost, outside sources of funding and health and safety requirements].

Members are responsible for advising the President of the need to accommodation two weeks prior to the TMAPS general membership meeting and events.

Members are expected to cooperate and notify immediately any changes in circumstances that affect the accommodation plan to any persons besides the President whose assistance is required to manage the process.

TMAPS will accommodate the needs of members with a disability in a manner which most respects the person's dignity and which recognizes the privacy, confidentiality, comfort, autonomy, and self-esteem of persons.

## **American Sign Language (ASL) Interpretation**

Members can request ASL interpretation to be able to fully participate during general membership meetings. Requests must be made in writing to the President two weeks prior to the meeting. TMAPS will provide accommodation to persons with disabilities to the extent it does not cause undue hardship.

# **TMAPS Health & Dental Plan Policy and Procedure**

Adopted: 2016-05; Amended: 2016-10-14, 2018-04-05, 2021-12-01, 2026-06-17

## **1. Coverage**

### **1.1. Coverage Period**

The TMAPS Health and Dental Plan covers part-time undergraduate degree students at Toronto Metropolitan University (TMU). Coverage under the 12-month Health & Dental Plan runs for an entire academic year, from September 1 through to and including August 31. Students who first enroll in the winter term are covered under the 8-month Health & Dental Plan from the beginning of the winter term, from January 1, through to and including August 31 of that same year.

### **1.2. Health & Dental Plan Assessment**

Students enrolled in a part-time undergraduate degree program at TMU will automatically be enrolled in the TMAPS Health & Dental Plan. Students enrolled in continuing education programs, Chang School classes and/or full-time undergraduate degree programs are not automatically enrolled in the TMAPS Health & Dental plan.

## **2. Opt-Out**

### **2.1. Opt Out Process**

Part-time undergraduate degree students with existing health and dental coverage, comparable to the coverage currently provided by the TMAPS plan, are eligible to apply for an opt-out refund before the advertised deadline. Successful applicants who provide proof of alternative, equivalent health & dental coverage by the deadline will receive a refund of the full plan amount and thus forfeit all rights to any coverage otherwise available to them under the applicable TMAPS plan.

Part-time undergraduate degree students without alternative equivalent health & dental coverage are not eligible to opt out. The opt-out process is non-reversible once approved by the insurance provider.

Eligible part-time undergraduate degree students who intend to opt out of the Plan must submit an opt-out request every academic year in which they are enrolled in classes, during any of the fall and winter terms.

No coverage is provided to students who start during the spring and/or summer terms.

## **2.2. Deadlines**

Students will only be able to opt out, or opt in dependents, prior to the deadline set by the TMAPS Executive in consultation with the Insurance carrier and the Services Coordinator. The opt-out and ~~opt in~~ **enrollment** period for the TMAPS Health and Dental Plan takes place during the first 9 weeks of each fall and winter term, each academic year. The beginning of each academic year is when the opt out and opt in period begins. September 1 marks the start of the fall period, and January 1 marks the start of the winter period. There are no opt outs or opt ins during the spring and summer terms. All deadlines for the opt out & opt in period will be posted on the TMAPS website before the start of the benefit year.

It is entirely the student's responsibility to pay the health & dental plan fee. This is a mandatory ancillary fee included in the overall program cost and is due at the same time as the tuition fee deadline set by Toronto Metropolitan University.

## **2.3. Missed Deadline**

There are no exceptions to the opt-out deadline. Students who miss the opt-out deadline will not be eligible for a refund.

Students who provide dated, verifiable proof of their attempt to opt out before the deadline or during the designated opt-out period may be eligible for a refund. Students who do not provide dated proof of their attempt to opt out within the deadline are not eligible for a refund.

Exceptional cases may be considered based on a student's circumstances (see 5.2 Exceptional Circumstances.)

## **2.4. Comparable Coverage**

The policy number, the name of the insurance company, and the name of the policyholder must be submitted on the opt-out application. The opt-out application is completed online by the student and audited by the insurance company. Forgery of any information provided is considered to be a serious form of fraud, and TMAPS reserves the right to take appropriate action if any student illegally submits an opt out of this mandatory service.

Provincial health programs do not qualify as comparable coverage to the insurance provided by the TMAPS Plan, which extends coverage beyond the Ontario Health Insurance Plan (OHIP). Proof of coverage provided by the Ontario Disability Support Program (ODSP), Ontario Works (OW), Non-insured Health Benefits for First Nations and Inuit (NIHB) and Interim Federal Health Program (IFHB) may be considered comparable coverage.

## **2.5. Non-Canadian Insurance Companies**

TMAPS members who reside outside of Canada and access non-Canadian health and dental insurance are eligible to opt out of the TMAPS health and dental plan during the designated opt-out period.

## **2.6. Confirmation Email**

Students will receive a confirmation email upon successful submission of their opt-out application. This email must be kept as a record of submitting the opt-out application before the deadline. Students who do not receive a confirmation e-mail must contact TMAPS within the designated opt-out period as this indicates an error in the application.

## **3. Enrollment**

### **3.1. Enrollment Process**

Part-time undergraduate degree students who are interested in enrolling their spouse, including a common-law or same sex partner, and/or their dependents or children (under the age of 21) onto the TMAPS Plan may do so at the beginning of their first eligible term. Students must complete and submit the Couple & Family Enrollment Form before the posted deadline. Students have five (5) weeks at the beginning of their first eligible term to submit the Enrollment Form.

### **3.2. Individual Enrollment**

A student whose program status makes them eligible for the TMAPS Health and Dental Plan, but who has been excluded from the automatic tuition fee charged by the University, may apply for enrollment in their eligible health & dental plan (either the 12-month plan or 8-month plan, depending on their enrollment date.) Students will be required to pay the applicable health & dental plan fee, which will be posted to their MyServiceHub Account by the TMU Fees Office. Enrollment exceptions may be made for students typically deemed ineligible on a case by case basis (see 5.2 Exceptional Circumstances.)

### **3.3. Family and Couple Enrollment**

Part-time undergraduate degree students who have been assessed the Health & Dental Plan fee may enroll their spouse, including a common-law or same sex partner, and/or dependents or children (under the age of 21) onto the TMAPS Plan at the beginning of their first eligible term.

Students may enroll a maximum of five (5) dependents in the Plan. All family members enrolled for coverage under this Plan must be residents of Canada.

Students who wish to submit a request to enroll dependents must do so before the posted deadline. The enrollment period follows the same 5-week timeframe as the Health & Dental Plan opt out. Students who submit an enrollment request form will receive a confirmation email and follow up communication containing a payment request link. Students will be required to pay the applicable fees directly to the broker via credit card.

### **3.4. Lifestyle Changes**

Part-time undergraduate degree students who undergo lifestyle changes, such as getting married, entering common-law status, adopting or having a child, or losing their alternate coverage, may make changes to their enrollment status within thirty (30) days of the change to add additional coverage. There is, however, no exception to enrollment in the plan once the deadline has passed.

### **3.5. Loss of Coverage**

Part-time undergraduate degree students who successfully opt out of the TMAPS Health and Dental Plan will lose coverage during the year. TMAPS coverage will be reinstated at the start of the next eligible benefit period; the next winter term on January 1, or on the policy anniversary, which is September 1 of each year. The next anniversary period for students enrolled in the TMAPS Health & Dental Plan in September would begin the following September.

Students who successfully opt out of the TMAPS Health & Dental Plan for their current coverage period may apply to re-enroll in the plan if they lose their alternate coverage. Re-enrollment requests must be submitted within thirty (30) days of losing coverage. There is no exception to re-enrollment once the thirty day deadline has passed.

## **4. Reimbursement**

### **4.1. Opt Out Refunds**

Students who successfully opt out by the deadline will have the full cost of the Health & Dental Plan credited to their MyServiceHub account by Toronto Metropolitan University (TMU). As of September 2025, TMAPS will no longer be issuing reimbursements to students in the form of electronic transfers or cheques. Financial transactions related to the opt out or enrollment processes will be handled externally by the broker.

### **4.2. Mailing Services**

TMAPS offers free mailing services to students enrolled in the Health and Dental plan for submitting claims to GreenShield Canada (GSC). TMAPS bears no responsibility for the time and delivery of postal mail. Any cheques mailed will be sent by regular postal mail.

## **5. Health & Dental Plan Administration**

## **5.1. Plan Review**

TMAPS will undergo a review of the Health and Dental Plan and opt-out process every three (3) years. This is to ensure that this service meets the ever-changing needs of our membership and to assess for any gaps in coverage or needed improvements. This review will be conducted as a virtual feedback survey distributed to the membership. All private information collected will be kept confidential and used solely to improve the plan, opt-out, and enrollment processes.

## **5.2. Exceptional Circumstances**

TMAPS recognizes that exceptional circumstances may prevent students from following the opt-out process outlined in this policy. In rare circumstances, a student may have grounds to appeal the Health & Dental Plan fee, seeking either a reversal or a refund within the applicable benefit year between September 1 and August 31.

Appeals may be considered on the following grounds:

**Medical Grounds:** Normally, would include the unanticipated onset of physical or psychological illness, condition, or crisis. Requires that documentation from a physician or psychologist be submitted to support the claims made in the appeal.

**Compassionate Grounds:** May be related to unanticipated circumstances, such as an eviction, the death of a family member, or other life crisis. Supporting documentation is also required.

Each request should be made in writing to the Health Plan Administrator, who will then escalate the request to the TMAPS Executive. Students will be required to submit a formal request via the Exceptional Circumstances Request Form. Exceptional circumstance consideration related to the opt-out of the Health & Dental Plan will be granted only once during the student's duration of study at Toronto Metropolitan University. All decisions of the TMAPS Executive Committee are final and binding, with no appeal process.

## **5.3. Administrative Fee**

A standard administrative fee of 4% is added to the annual health & dental plan fee to ensure the effective management and sustainability of running the plan. This fee is applied to all eligible plan members and their dependents. The fee covers essential operational costs associated with administering the plan, such as customer service, financial management, outreach efforts, and continuous improvements to ensure quality and reliable service to TMAPS members.

## **Cheque and Payments Expirations**

Adopted: 2018-04-05; Amended: 2022-02-23;

### **Preamble**

To ensure accounting practices are sound and sustainable year to year, and to ensure members' money is properly allocated to the appropriate year of membership; TMAPS must enforce 12-month expiration dates on all cheques, electronic transfers and other payments (known hereafter collectively as "the payment") issued.

### **Cheque Expiration**

All TMAPS cheques, as is standard with all cheques, will go stale six months after the date of issue. Anyone who does not cash their TMAPS cheque within this time is allowed up to a maximum of 6 months from the stale date to request a new cheque. In total, cheques will be honoured up to 12 months from the issue date.

If the cheque is not cashed within 12 months after the issue date, the payment expires, and the funds will be allocated back to the operation of TMAPS and the applicable program or service.

### **Expired Electronic Transfers**

E-transfers expire within one (1) month of the date of issue. Students who do not claim their electronic transfer within this time are allowed up to a maximum of twelve (12) months from the original e-transfer date of issue to request a new e-transfer or cheque. If the student does not claim or cash the second electronic transfer within one (1) month the funds will be allocated back to the operation of TMAPS and the applicable program or service.

### **Responsibility of Payee**

It is the sole responsibility of the TMAPS payment recipient to ensure the payment is deposited in a timely manner. It is also the responsibility of the student or receiver of the payment to read, and respond if necessary, to all TMAPS emails and communications. It is the responsibility of the student or receiver of the payment to communicate in a timely manner with TMAPS if an issue arises.

# **Reproductive Justice Policy**

Adopted: 2018-10-31

## **Preamble**

The Toronto Metropolitan Association of Part-time Students (TMAPS) prohibits all forms of harassment and discrimination on the basis of grounds protected by the Ontario Human Rights Code. Beyond this minimum of legal protection, TMAPS strives to uphold anti-oppressive frameworks. It is in this spirit that TMAPS strives to create a safe space on campus and supports principles of Reproductive Justice and an individual's right to choose what to do with their body.

## **Definitions**

1. Reproductive Justice is the human right to maintain personal bodily autonomy, have children, not have children, and parent the children in safe and sustainable communities. It includes reproductive rights, like the legal right to abortion, but also includes access to affordable healthcare, adequate prenatal and pregnancy care, and comprehensive and LGBTQ+ inclusive sex education. Reproductive justice is the idea that everyone has the human right to full bodily autonomy, free from any form of reproductive oppression.
2. Anti-choice groups or organizations are those which compromise and, or threaten the freedom or wellbeing of any individual who may contemplate an abortion or have chosen to have an abortion.

## **Protocol**

TMAPS respects and affirms the individual right to control one's body.

No TMAPS resources, space, recognition, or funding will be allocated to enhance groups or individuals whose purpose is anti-choice activities. Such activities are defined as campaigns, actions, distribution, solicitation, or lobbying efforts that seek to limit an individual's right to choose what they can or cannot do with their body.

# **Staff Media Protocol**

Adopted 2014

## **Preamble**

Staff members, full-time, part-time, work-study and contract employees, all play important roles in the maintaining, growing and sustaining TMAPS. Without their work the organization would not be able to provide an excellent level of service and quality representation. The work of employees should focus on creating actions or implementation on behalf of TMAPS, however Executive members, namely the President, must remain and continue to be the spokesperson(s) for TMAPS.

To ensure accurate information to the media, member(s) of the Executive will consult with staff members about issues in their area of work that the media are reporting on. It is important that staff members do not directly speak with the media without approval or direction from the Employer's Representative; as such the following protocol is put in place for all employees of TMAPS.

This protocol governs all staff members including, full-time, part-time, work-study and contract employees who are employed by TMAPS; and is in effect for the duration that they are employed.

## **Protocol**

### **1. DEFER**

If a staff member is approached for an interview, the staff member should always defer the interview to the President, or another member of the Executive who's portfolio is responsible for the issue; best practice is to always defer to the official spokesperson who is the person in the President's position. In deferring the interview or making a comment, it is important to ask the media representative the following questions so that all vital details can be passed on to the Executive member.

#### *a. ASK FOUR QUESTIONS*

- i. What is your story about
- ii. What information are you looking for from me
- iii. What is your timeline/deadline
- iv. What is the best method to contact you, and do you have the email address for the President?

#### *b. RECORD THE ANSWERS TO EACH OF THE QUESTIONS.*

- i. Direct the information via email to the President (president@myTMAPS.ca).

### **2. CONSULT**

The staff member should consult first with the Employer's Representative about speaking to the media, and secondarily if approved the staff members should consult and check in with the

member of the Executive who is responsible for the area that the interview involves. If you cannot reach/locate the responsible Executive member on the issue, please consult with the President. All contact information for the media representative and the interview should be passed on to the President.

### 3. SEEK AUTHORISATION

The staff member should inquire if they can conduct the interview on behalf of the Executive member to ensure the timeline is met and an important media opportunity is not lost. This may also be useful if the staff member is more knowledgeable about the area or issue.

### 4. SEND PROGRESS REPORT

If the Employer's Representative provided authorisation for the staff person to conduct an interview on behalf of TMAPS, the staff person should send an email regarding the outcome of the interview. After the media interview takes place jot down a couple of points. By the end of the day that the interview took place be sure to send an email to all Executive members and to copy the Internal Coordinator outlining what the interview was about, when it will go to print or on air. Be sure to include the name and contact information for the person who conducted the interview and for what media outlet it was.

### 5. KEEP A RECORD

If a staff person was interviewed, they will take the responsibility to locate or inform the Internal Coordinator of where to locate a copy of the print version and place it in the media binder, in the event it is radio or television a log sheet will be filled out to document this.

# **Sustainability Policy**

Amended: 2011-03-10; 2016-04-05

## **Preamble**

TMAPS supports environmentally sustainable practices and aims to preserve natural resources.

Wherever possible the students' union will aim to use environmentally friendly products and recycle waste or unwanted objects. In keeping with these principles, the guidelines below should be followed.

## **Paper**

1. All documents will be printed on paper with 100% post-consumer recycled content, FSC certification, or combinations thereof where possible;
2. As much as possible, all documents, including external and administrative communications, will be printed on both sides of the paper;
3. Where technology permits, double-sided printing (duplexing) will be set as the default for all computers, printers and photocopiers;
4. All paper which has been printed on one side, does not contain sensitive information, and is no longer needed, will be placed into a basket to be reused as scrap paper.

## **Green Purchasing**

1. TMAPS should establish preferred business relationships with socially responsible and environmentally sustainable companies, such as Greenshift or re-orient established business relationships to focus on environmentally sustainable products (increase purchases of sustainable products from companies we currently buy from);
2. As much as possible, ensure that appliances are Energy Star rated and include energy consumption of all equipment as a factor when purchasing;
3. Purchase materials and equipment with an emphasis on long-term material and energy reduction;
4. Purchase high efficiency compact fluorescent light bulbs;
5. Create an environmentally-conscious "catering list" of food services and suppliers on campus and near campus that are leaders in sustainability;
6. Serve food with re-useable containers and utensils as much as possible;
7. Serve food with biodegradable containers and utensils as much as possible;
8. Purchase cleaning products that are biodegradable and environmentally friendly.

## **Bottled Water Free**

1. TMAPS will not purchase bottled water. As a replacement for hauling bottled water to events, the students' union should provide biodegradable cups or reusable containers and tap water. In addition, TMAPS will provide reusable water bottles where and when possible and will encourage

other campus groups, coalition partners etc. to restrict the use of bottled water at events. When sponsoring events, TMAPS will remind partners of this policy.

## **Sustainable Transportation**

1. TMAPS will encourage the use of bicycles and other forms of active transportation as much as possible; when active transportation is not possible, the use of public transit will be prioritized;
2. When rental cars are absolutely necessary, the renting of hybrids or fuel efficient cars are encouraged;
3. Use of public transportation and discounted or subsidized monthly passes/tickets/U-Passes is encouraged where possible.

## **Promotion of the Sustainability Policy**

1. The students' union will share this policy with all members, volunteers, and staff via electronic means on the website;
2. During training, incoming staff and elected members should be informed of this policy;
3. This policy will be shared with other groups and TMAPS will review similar policies on environmental sustainability to keep this policy as relevant as possible.

# **Workplace Violence and Harassment Policy**

Approved: 2011-08-17

## **Preamble**

TMAPS will comply with occupational health and safety legislation to maintain a safe workplace and a pleasant working environment for all employees. TMAPS does not tolerate any type of workplace violence or workplace harassment committed by or against employees.

To ensure a safe and pleasant workplace and to reduce the risk of workplace violence and workplace harassment, all employees should review and understand all provisions of this Workplace Violence and Workplace Harassment Policy.

## **Who does this policy apply to?**

This policy applies to all full time and part time employees, temporary staff, contractors, Directors and Officers, and volunteers of TMAPS. The use of the term employee throughout this policy shall include all those positions listed above.

## **WORKPLACE VIOLENCE**

### **What is workplace violence?**

Workplace violence is:

- (a) The exercise of physical and/or psychological force by a person against a worker, in a workplace, that causes or could cause physical and/or psychological injury to the worker;
- (b) An attempt to exercise physical and/or psychological force against a worker, in a workplace, that could cause physical and/or psychological injury to the worker;
- (c) A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical and/or psychological force against the worker, in a workplace, that could cause physical and/or psychological injury to the worker.

### **What should you do if you witness workplace violence?**

In the event of an emergency, Campus Security should be contacted immediately, unless the situation appears to require the police or other emergency services, in which case they should be called.

Take all necessary and reasonable steps to ensure your own safety and the safety of others.

TMAPS will actively respond to any indication of a possibly hostile or violent situation. This response may include calling the police and/or Campus Security.

## Domestic Violence

Employees are encouraged to advise TMAPS's Staff Relations Officer, or a member of the TMAPS Health and Safety Committee of an issue in the employee's non-work life that might impact on the safety of the employee or a co-worker at the workplace.

Any employee who applies for or obtains a restraining order or peace bond, which lists TMAPS's location or the work or other location of another employee as being a protected area must provide TMAPS's Staff Relations Officer with a copy of the restraining order or peace bond and any other relevant documents or information requested.

If TMAPS is aware that domestic violence is likely to expose an employee to workplace violence, every reasonable precaution reasonable in the circumstance will be implemented to protect the employee at the workplace.

## History of Violent Behaviour

If TMAPS is aware that a person with a history of violent behaviour is likely to expose an employee to workplace violence, every precaution reasonable in the circumstance will be implemented to protect the employee at the workplace.

## **WORKPLACE HARASSMENT**

### What is workplace harassment?

Workplace harassment is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment generally involves a course of conduct and a single incident is generally not sufficient to amount to workplace harassment. In addition, the conduct must be vexatious, meaning it must generally be without reasonable grounds and intended to annoy, harass or bother an individual.

Performance management and work related feedback are not workplace harassment.

### What should you do if you witness workplace harassment?

Report the workplace harassment to TMAPS's Staff Relations Officer, or a member of the TMAPS Health and Safety Committee.

TMAPS will actively respond to any indication of a possibly hostile or violent situation. This response may include Campus Security and/or the police.

## REPORTING/INVESTIGATING WORKPLACE HARASSMENT

### Alerting TMAPS

A complaint of workplace violence or workplace harassment may be made orally or in writing to TMAPS's Executive Director, and should be made as soon as possible after the incident.

If you witness or are aware of an incident of workplace violence or workplace harassment, notify TMAPS's Executive Director as soon as possible after the incident.

### What will TMAPS do if an incident is reported?

#### *Investigating Complaints*

All reported incidents will be investigated in an appropriate manner and in an effort to resolve the matter.

Before an incident is investigated, the individual reporting the incident may be asked to make a written report of the incident.

The individual reporting the incident will be consulted as appropriate during the investigation and will be advised of the results of the investigation and the resolution, if any, and where appropriate. Reports of incidents will be kept confidential except as necessary to investigate or resolve the matter or as required by law.

Investigations will usually involve speaking with the following people:

- Anyone who is alleged to have committed Workplace Violence or Workplace Harassment;
- Anyone who claims to have been targeted or harmed by Workplace Violence or Workplace Harassment;
- Anyone who may have witnessed Workplace Violence or Workplace Harassment

The Investigation may also include additional steps such as reviewing TMAPS records (including emails and internet traffic logs) and speaking to health care professionals (with the patient's consent).

Employees are encouraged to report any act that they believe may constitute workplace violence or workplace harassment. TMAPS will not punish an employee for reporting, in good faith, an act of suspected workplace violence or workplace harassment.

### What will TMAPS do to a person who commits workplace violence or workplace harassment?

Depending on the circumstances, the TMAPS Health and Safety Committee may recommend one or more of the following to the Board of Directors:

- a. That TMAPS make a note of the incident on the employee's record;
- b. That TMAPS provide the employee a written warning in an appropriate form;

- c. That TMAPS require the employee to attend training;
- d. That TMAPS require that the employee attend counselling;
- e. That TMAPS suspend the employee without pay and/or on other appropriate terms;
- f. That TMAPS terminate the employee's employment and/or other involvement with TMAPS for just cause; and/or
- g. That TMAPS ask the police to charge the employee with an offence under the Canada Criminal Code.

# **Support for Harm Reduction Policy**

Adopted: 2023-04-28

## **Preamble**

Canada is in the midst of a public health crisis due to the dangerous, unregulated supply of illicit substances. Accidental overdoses from a toxic drug supply have steadily risen since 2016, with a rapid increase across age, race, and socioeconomic categories since the start of the COVID-19 pandemic. Many social services designed by and for People Who Use Drugs (PWUD) are located in the downtown core of Toronto near Toronto Metropolitan University (TMU) Campus. Students attending TMU have a high probability of encountering someone who is experiencing respiratory impairment or active overdose from consuming a contaminated substance.

## **Policy**

Toronto Metropolitan Association of Part-time Students Supports:

1. The self-determination of People Who Use Drugs.
2. The establishment of a regulated, safe supply of drugs from all substance categories.
3. Federal decriminalization of controlled substances used for medicinal or recreational purposes.
4. Safe supply and decriminalization efforts led by diverse people with lived and living experience of substance use.
5. University and campus group efforts to educate students on the framework of harm reduction and overdose prevention and response.
6. Federal policies that promote harm reduction services without the involvement of law enforcement.
7. Community health and housing organizations that offer supervised consumption services, sterile equipment, drug testing and nursing services.

Toronto Metropolitan Association of Part-time Students Opposes:

1. The War on Drugs
2. Prohibitive substance laws
3. The criminalization of People Who Use Drugs
4. Enforcement-driven responses to the drug poisoning crisis

# **Boycott, Divestment, and Sanctions Policy**

Adopted: 2026-03-23

The Boycott, Divestment, and Sanctions (BDS) Movement works to end international support for Israel's oppression of Palestinians and pressure Israel to comply with international law. It is a call from Palestinian civil society, which non-violently targets institutional and economic complicity with occupation forces and human rights abuses.

TMAPS supports the BDS Movement and will divest from corporations that are proven to actively support mechanisms of Israeli militarism, war and genocide; and profit from the oppression of the Palestinian people.

TMAPS urges the Toronto Metropolitan University to establish an ethical investment framework for all funds invested. It is imperative to divest from industries and companies that actively support war and occupation, including the apartheid regime of the state of Israel against the Palestinian population. It is essential for Toronto Metropolitan University to collaborate with the entire university community to develop, adopt, disclose, and implement a comprehensive Socially Responsible Investment (SRI) policy for its Pension Fund and other investments, through a transparent and effective process.

## **Campaigns and Lobbying Efforts**

TMAPS will engage in campaigns and lobbying efforts to persuade the TMU administration and wider community to divest from companies that support apartheid, weapons manufacturing or war broadly. TMAPS will consult with campus groups to collaborate on campaign efforts.

This issue-based policy supports campaigns and lobbying efforts that put pressure on the university administration to re-examine its investments and adhere to Socially Responsible Investment Practices.

## References

<https://bdsmovement.net/what-is-bds>

<https://bdsmovement.net/get-involved/what-to-boycott>