

**Trent Central Student Association  
Meeting #9 of the 2022-2023 Board of Directors  
Sunday, March 26th, 2023, at 1:00 pm- Online**

**1. Call to Order**

**Start time: 1:04 PM**

This meeting took place virtually over Zoom.

**2. Roll Call**

**Chair** Rob Monico (he/him)

**Present**

TCSA President Zoe Litow-Daye (she/they)

VP Campaigns Aimee Ancil (she/they)

VP University & Colleges Shay Surujnarain (she/they)

Racialized Students Commissioner Juman Zanzoul (she/her)

LEC Prime Minister Deondrae Thompson (he/him)

CC President Campbell Deck (he/him)

CC Commissioner Hibah Rehman (she/her)

TC President Krista Kartick (she/her)

OC President Meaghan Kemp (they/them)

**Regrets**

On-Campus Commissioner Craig Stoddart (he/him)

**Absent**

OC Commissioner Annalise Smart (she/they)

GC Commissioner Manpreet Kaur (he/him)

Indigenous Commissioner Fionna McKenna (she/they)

TISA Commissioner Astha Patel (she/her)

Off-Campus Commissioner Harshit Jain (he/him)

LEC Commissioner Maddy McKay (she/her)

TC Commissioner Aidan Cooke (he/him)

**Association Staff**

Resource Manager Wendy Walker (she/her)

General Manager Tracy Milne (she/her)

Freedom Lounge Ambassador Alexx Bodden (she/her)

## Members of the Public

Noah Edwards (he/him)

Rukshani Adikari (she/her)

Sofiat Olabimtan (she/her)

Alex Roy (she/her) Trent Durham Students Association

Sebastian Johnston-Lindsay (he/him) The Arthur Newspaper

Matthew Seaby (he/him)

## 3. Land Acknowledgement

Chair Monico reads “The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugueeg Anishnaabeg people of Treaty 20 and the Williams Treaty, who have been taking care of this land since creation. As visitors to these lands, we would like to acknowledge the displacement and sacrifices of all Indigenous peoples who lived, learned and gathered here, much like we are today. Peterborough, or Nogojiwanong, as it was originally called, has become home to many, and we would like to recognize the contributions made by other First Nations, Metis and Inuit peoples to this community. We give further thanks to the people of Curve Lake First Nation and Hiawatha First Nations for welcoming us onto this beautiful land. While settler-colonialism is still very evident within the structure of our society and institutions, the TCSA is committed to furthering the work of a de-colonial student union and campus, in partnership with Indigenous university staff, students, and community groups”

## 4. Chairs Remarks

Chair Monico states the following “The **big-fish–little-pond effect (BFLPE)** is a frame of reference model introduced by Herbert W. Marsh and John W. Parker in 1984. According to the model, individuals compare their own self-concept with their peers. For those graduating you’re the big fish who are outgrowing the “little” pond of Trent University and are about to embark on your journeys. Know that you are going to feel like a little fish again and that is okay. You will continue to grow and learn and once again become the bigger fish. This is the cycle of this model.

For those who are not graduating as you continue to move among your academic journey you are now becoming the big fish in the pond of trent University and others in this “pond” will continue to look to your example and leadership so please keep that in mind as you progress in your journeys.”

## 5. Approval of the Agenda

**MOTION:** Be it resolved that the agenda for the 26.3.2023 Board of Directors Meeting be approved.

MOVED: President Litow-Daye, seconded by Commissioner Zanzoul  
Motion Carries

## 6. Approval of Minutes

**MOTION:** Be it resolved that the minutes from the 12.3.2023 Board of Directors Meeting be approved with the necessary corrections.

MOVE: President Litow-Daye, VP Surujnarain  
Motion Carries

## 7. Executive Transition

**MOTION:** Be it resolved that the Executive transition reports be accepted.  
MOVED: VP Surujnarain, seconded by Commissioner Zanzoul  
Motion Carries

President Deck requests a point of information, asking if all the candidates who won their positions in the election are present. Resource Manager Walker states that the majority are present, but not everyone.

President Litow-Daye provides an overview of her transition report to the board. She highlights the multiple committee responsibilities and planning expectations for the semester. They also touch upon recommended training for new executives and information regarding advocacy, media training and budget.

VP Surujnarain presents her transition report next, highlighting key areas such as Orientation Week, Event Planning, important contacts, Clubs, and the Colleges.

VP Anctil reviews her transition report with the board, focusing on committees, the Freedom Lounge and summer planning. She has a large section covering events and campaigns, as that is crucial to the role.

## 8. Elections

**MOTION:** Be it resolved that the Board ratify the Spring 2023 election results.  
MOVED: President Litow-Daye, seconded by Commissioner Zanzoul  
Motion Carries

Resource Manager Walker, presents her elections report to the board. She gives thanks to the Elections Committee as this election season was quite busy, especially President Litow-Daye, who served as Deputy Electoral Officer. The committee met weekly throughout the election period and additionally, as concerns and complaints were brought forward. There were 15 candidates total, with one candidate dropping out prior to campaigning. There were multiple promotional events held, including *Your Vote Matters a Latte*, *Meet the Candidates* and *Pop Off for Elections*. These events and campaigning from candidates resulted in a 22.7% voter turnout, which is one of the highest voter turnouts for the Association. Students who voted could be entered into a draw to win 1 of 3 \$100 Trent Cash prizes, this was done through a secure link at the end of their ballot. Manager Walker states that she is hoping to reevaluate current election resources and provide more comprehensive rules regarding social media as that has become a main campaigning platform. She continues saying that because it is her first year as Chief Electoral Officer and she is getting a greater understanding of the bylaws, the Association had an elections audit to review the process as well as the bylaws that govern the Association's electoral procedures. The Association had Matthew Seaby, the previous Resource Manager, complete the audit as he has an extensive background with the Association's governing documents and operational procedures. The goal of this audit was to ensure that the election process was as transparent and accessible to the membership as possible and to address any concerns regarding the process.

Noah Edwards asks when candidates are supposed to have their campaign materials removed from campus. Manager Walker states that the weekend concluding elections is considered a grace period to give candidates the opportunity to do so, but she will be doing a sweep of campus on Monday. Edwards thanks Walker for the reminder and encourages candidates to remove their posters so they aren't a nuisance.

President Deck notes that three candidates had infractions raised against them. He asks if that is an unusual amount and, if so, if there is a common factor. Manager Walker explains that infractions aren't uncommon or unusual to give out during elections. The last two years of elections have been much smaller due to COVID, but previous to that, infractions were a common part of elections, especially in elections with many candidates and contested positions. All candidates are explained the rules prior to campaigning and made aware of expectations. The three infractions were for different issues, so there isn't reason to believe there is a common factor. The first infraction was given to Candidate Chanel Bowen for campaigning before the campaign period, this included posts on Instagram. The second was given to Candidate Rukshani for endorsements from a campus club or group; endorsements were discussed extensively at the All-Candidates Meeting. The third infraction was given to Candidate Juman Zanzoul for postering, which was discussed at the All-Candidates Meeting and in multiple emails. Manager Walker elaborates that it takes 3 infractions before a candidate can be removed. The infractions are noted on their candidate profile but do not appear on the ballot.

Noah Edwards speaks in favour of more comprehensive rules regarding online campaigning and social media. He also thinks stricter rules regarding candidates messaging other students should be considered as being bombarded by candidates can be a deterrent to voting for some students. President Litow-Daye adds that social media has become a much bigger piece with elections, COVID forced the majority of campaigning online, which was primarily in person prior.

Sofiat Olabimtan asks for clarification regarding the rules for endorsements and how that relates to Trent Radio or other campus media. Manager Walker explains that candidates are more than welcome to connect with campus media, like Trent Radio to do interviews promoting their candidacy. As long as other candidates have the same opportunities, that isn't an issue. If groups are telling students to vote for one candidate over another, or are not giving candidates equal opportunity, that is when it could be considered an endorsement.

President Deck asks for an update regarding the proposed referendum question regarding making The Arthur's currently non-refundable fee into a refundable fee. Many students were disappointed that it wasn't included on the ballot and are asking for clarification. Matthew Seaby responds by stating that the timeline of the petition being brought to the board was problematic, but removing the question due to lack of signatures was appropriate. He reiterates that it is the responsibility of the instigators of the petition to ensure that all proper steps are taken prior to being brought forward. His suggested changes to the bylaws would help to make this process more clear for students.

Matthew Seaby presents his report to the board, he states that Manager Walker had requested the review to provide additional reassurance to the election process as a whole and recommendations for general policy change. Regarding elections everything proceeded as it should. He states that this election season was much busier than elections he had overseen in the past, noting over 150 email chains during the electoral period. Some of these emails were regarding the referendum, but once announced it would not be going forward, the majority was

regarding candidates. Seaby reviewed all correspondence regarding the issued infractions and independently counted votes for all the ballots prior to reviewing the unofficial results, which matched exactly. All security settings regarding the ballot were also secure. He continues that all procedures regarding the election of directors were done and is confident in ratifying the presented results.

Seaby continues his report by discussing the proposed referendum question. He explains that while the referendum process is outlined in the Association's bylaws, the whole section needs to be read through to understand the full picture. He explains that the Spring Electoral period for the Association begins in February, so most petitions come forward in January with notice given at the February board meeting. Petitions regarding referendum can continue to collect signatures throughout the month of February as long as notice is given to the board. Because the petition was brought to the board at the March 12th meeting, this condensed the timeline and brought forward issues with notice. Seaby recognizes that students have a right to bring questions forward for the ballot but does want to be mindful of all parties involved. His findings are as follows: *"The bylaws distinctly list matters about referendum separately from the election of directors. In certain instances, the bylaws don't provide the clearest information like I said, you have to read the whole body of text to really get the full picture. This aspect of the Association's democratic process is very important as a lot of students and groups rely on it for things like questions being presented in our elections so blurry timelines, and onerous rules, which is what the bylaws do, but for good reason, left the association's staff at the discretion of the petition instigators. It was being collected in a way that suited those students based on when they brought it forward, not to be critical of them, because I'm sure it was an honest lapse, at least being aware of the bylaws in their whole. Nevertheless, this conflicts with the Association's rules regarding petitions generally, and it left the Association in a position where it had to bring forward the petition to the board on a timeline that conflicted with its bylaws."* He states that, ultimately, not including the question on the ballot was the correct outcome.

Seaby concludes that reviewing the bylaws and having the process presented in a way that is more accessible to the membership will help mitigate any confusion in the future and will help future board members when navigating these processes. He states that while some groups may not be happy with the question, it is a student-led democratic process, and ultimately everyone is responsible for respecting the Association's membership and what is taking place. He then provides a brief overview of his suggested amendments to the Bylaws and Operating Resolutions regarding Elections and Referendum. Key recommendations include separating the two processes and clearly outlining the Elections Committee's responsibilities regarding both, lowering the minimum threshold for a petition to be considered valid and increasing the threshold for binding petitions to better reflect Trent's increasing student population and engagement within elections.

President Deck thanks Matthew Seaby for the review and appreciates the recommendations to make the process more clear. He asks Seaby, in his professional opinion, were the flaws of the petition associated with the rules and guidelines themselves or a mishandling of the process. Seaby responds that some procedural elements were missed but does not think it was intentional. The petition instigators aren't operating with a great level of detail regarding our regulations, and the bylaws can be confusing if you are not familiar with the process. He continues that this election period was exceptionally busy, and mistakes can happen with multiple timelines. Fortunately, those mistakes are recognized, and nothing is taking place now that shouldn't be, as the question did not appear on the ballot. He states that the key takeaways

from this are to make the process more clear and straightforward for all parties. He reaffirms that no one was operating with ill intent, further stating it is a matter of student opinion and was presented with significant support from students, which should prompt consideration from the impacted groups that are concerned about the question and why the petition is taking place.

Noah Edwards thanks Seaby for his report and asks if the report will be made public to the membership. Manager Walker states that it will be posted to the Association website. Edwards asks Seaby for clarification regarding the collection of signatures as there were concerns at the previous board meeting regarding paper vs digital format and keeping records. Seaby states that the petition should be submitted in full, ideally in one format (either paper or digital), and that is what gets certified. Transferring paper submissions to a digital Excel sheet is allowed, but paper signature forms should still be submitted to the Resource Manager and kept on file until after ratification. The completed petition should not be able to be accessed by the instigators once submitted to the Resource Manager for verification. Chair Monico clarifies that all original documentation, whether digital or pen, should be submitted and not able to be adjusted; Seaby confirms. Seaby states that in the past, he has received petitions with digital and paper signatures and that using the two mediums can make it more difficult to track the number of signatures, especially with illegible and duplicate signatures. He continues that his recommendation to lower the threshold would help mitigate this as there is less pressure on the instigator and being clear about deadlines for submission.

Edwards asks Seaby's thoughts on the original paper copies being destroyed. Seaby reaffirms that these should all have been included in the original submission and has included in the bylaw amendment recommendations that petitions should be kept on file with the Resource Manager until results have been ratified. He continues that destroying the original copies invalidates the petition as those signatures can't be verified.

Edwards asks for clarification of Seaby's recommendation 5. C. *"The current requirement that a petition be binding on the Association (achieve 10% of the membership's signatures) if it concerns a referendum about a levy group fee is onerous and inhibits the membership from being able to petition the Board on these matters. It should be changed."*

Edwards asks if the purpose of that bylaw is to protect Levy groups from being attacked by Boards, and wants to ensure that directors have backing in their decisions. Seaby states that all levy group referendums have to be instigated by petition, which is separate from the Board of Director's responsibilities to certify those petitions. Petitions need to come from the membership, so regardless of the threshold, it is the decision of the membership. That being said, Directors of the board are members and have the same rights as all other members, including initiating referendum by petition if they desire. The lowering to 5% to make a petition valid would ensure that it is brought to the attention of the board, but the 15% is what would make it binding. Edwards agrees that the 5% threshold to bring it to the board for a vote is a positive addition as 500 students are still a large number, and 15% to be made binding is also appropriate, especially when contrasted to the 22% voter turnout last election.

Manager Milne thanks Matthew Seaby for his extensive report and assistance throughout the process.

Matthew Seaby thanks the board and hopes his recommendations will constructively address any concerns.

## 9. Operating Resolution Changes

**MOTION:** Be it resolved that the board approve changes to the presented Operating Resolutions

**MOVED:** President Litow-Daye, seconded by President Deck  
Motion Carries

Manager Walker briefly reviews the proposed changes to Operating Resolutions that were presented to the board at the March 12th meeting.

President Litow-Daye asks for clarification regarding the missing key fee in the proposed Room Booking resolution. Manager Walker explains that there have been issues with groups booking rooms, especially later at night and the key isn't returned. The daily fee would encourage those who book to return the key as soon as possible, ensuring the next booking has key access. She further explains that for safety reasons if a key is lost the whole lock needs to be replaced, the cost for this is reflected in the fee for losing a key.

Regarding the Room Booking resolution, Sofiat Olabimtan asks if the Association will be removing room bookings for the study spaces within the Freedom Lounge. During campaigning, she heard concerns from students not being able to book or being booked inappropriately. Manager Walker explains that this policy mostly refers to booking done by Clubs or University events and ensuring they are in line with the goals of the space. The Association doesn't monitor individual study space bookings to ensure students are racialized and act in "good faith" unless a student complains otherwise. If students are having issues, she encourages them to come to the TCSA office, where a staff member can assist them. Freedom Lounge Ambassador Alexx Bodden adds that most bookings are done on a first-come, first-served basis and that the lounge is open to all students. She says that if students have concerns, they can also email [freedomlounge@trentcentral.ca](mailto:freedomlounge@trentcentral.ca), and she's happy to connect with them. President Litow-Daye adds that the Association can't "mandate" the use of the space for certain students. Their goal is to educate students on what it means to take up space and be in certain spaces so students can make informed decisions. They want to avoid micromanaging students and are hoping to educate students on the goals of the space.

Regarding the Student Caucus resolution, Noah Edwards states that college cabinets often have Inclusivity or Accessibility Ministers, though their names sometimes differ. He asks if these students could be included in the Disability Caucus. Manager Walker explains that the listed membership is more of a suggestion, but cabinets are welcome to send any students who are interested in the caucus topic. Addressing the Student Senate Caucus, Edwards adds that Lady Eaton Cabinet no longer has a junior senator position.

President Litow-Daye thanks the BIPOC Student Organizer for her work in creating the Caucus resolution and to all of the Policy & Governance Committee for their work over the past few months.

## 10. Any Other Business

President Litow-Daye thanks the board and reflects on her time with the Association. They give special thanks to VP Anctil and VP Surujnarain for their work over the past year despite many challenges.

Noah Edwards also extends thanks to the TCSA Board of Directors for their work this year. He emphasizes that much of the director's work is done behind the scenes, which students may not recognize but appreciates the dedication.

Commissioner Zanzoul asks when the official results from the election will be released to the membership. Manager Walker responds that because they have been ratified they will be posted to the TCSA website following the conclusion of the Board Meeting.

### **11. Association Resource Manager Update**

Manager Walker updates the board on what she will be working on now that the Spring Electoral period has concluded. She will be hiring a new team of Brand Ambassadors and Front Desk staff, she encourages those who are interested to check out the job posting on the student job board or on the Association website. She will also be updating the policy book with the new changes and assisting with the transition of the Executive team. She thanks the board for the year and their support as she completes her first year as Resource Manager.

### **12. Adjournment**

**MOTION:** Be it resolved that the 26.3.2023 Board of Directors Meeting be adjourned.

MOVERS Campbell Moves Juman Seconds

Motion Passes

**MEETING ENDS 2:56 pm**



# VP of Campaigns and Equity

Transition Report 2023

Aimee Ancil

## **Introduction:**

Hi VP Campaigns and Equity,

Welcome to the new and exciting world of the TCSA and advocacy at Trent! Though since you've been elected I'm certain you're already somewhat familiar with how complex and deeply intertwined campus politics are. Congratulations on winning the election, you have my faith, as well as the student body's that you will represent their needs, calls for accountability, and much more. I won't lie and say this role is simple, you juggle a lot of different perspectives and voices. Nonetheless, your capacity to speak with tact, and stick to your values is essential.

There are a lot of moments in the role that are incredibly rewarding, savour those moments of true connection, camaraderie, and passionate collaboration. These will remind you throughout your journey why you continue to do what you do. No matter what you accomplish, you will have an impact on the community. Remember that it isn't about what immediate impacts are made, but rather the long term. You fight so those after you won't have to.

Learn about the history of advocacy at Trent. Take time to look into what has already been done and what you can build off of. Sara Ahmed's writing looks into this quite a bit more, and I would recommend doing a bit of reading on her perspective of initiating institutional change.

You have an entire team working beside you. Remember your strengths and lean on others when you need to. Everyone is incredibly kind and thoughtful, and I promise you'll never be disappointed when asking a question.

I look forward to the work you will accomplish. You've got this, and I'm an email away if you wanna soundboard any ideas.

All the best,

Aimee Anctil

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## **Committees:**

**Finance Committee:** This committee is very fascinating. You'll get to be in tune with students' experiences on campus particularly at the margins of intersectionality and discrepancies the university should be addressing. This may instigate you to lobby the university to address different gaps. What is this committee? Basically you'll meet with some executives and boardmembers once a week and review student funding lines, grants, and bursaries. This committee also reviews, creates, and edits the Association's budget.

**Events Committee:** This is a weekly committee consisting of staff members and the executive. This committee is essential for collaboration and maintaining accountability about outcomes/outputs of events/campaigns that you are holding. This is a great opportunity to soundboard ideas, and get feedback from the committee.

**IT:** This committee meets intermittently throughout the year. There are several department representatives from the university. IT approves new projects and enhances the digital infrastructure of campus year to year. Whether you'd like to hybridize a classroom, create a new website, form, etc. This is the place to ask anything and all things tech.

**Housing Advisory Committee:** This committee typically meets once a month, though this year it was rather sparse. Given the ongoing housing crisis, this committee is great to discuss ways to address housing insecurity. The Student Housing department often goes over their budgets, new building plans, and ongoing residence updates. This committee consists of several student leaders so use that to your advantage during ancillary fee discussions, coordinate ahead of time so they don't raise the fees. Cabinet Presidents/Prime Ministers are great to coordinate with about this.

**Policy and Governance Committee:** This committee is my personal favourite. Basically we review our policies and operating resolutions that drive our decision making and advocacy routes throughout the year. This helps create tangible benchmarks and creates the basis for the advocacy we engage in the future.

**Transit Committee:** This committee came about due to Peterborough Transit's inconsistency and cancellations impeding students from coming to their classes on time. Committees like this get struck to address ongoing and urgent issues. This committee consisted of board members and executives to determine our plan of action to address the city's and Peterborough Transit's inaction. If you have questions about this it's a good idea to talk to Tracy and Zoe since they lead the charge. Navigating discussions with the city is difficult, but collective action is really powerful in changing their minds.

**Excaliburnt Out Task Force:** This Task Force consists of board members, executive, staff members, and members of the public interested in Excaliburnt Out advocacy. The goal of this Task Force is to direct the Excaliburnt Out campaign and initiatives. Outputs included SWORD month, the Burnout Bonfire Bash, the Excalagala: Challenge the Way They Think Exhibit. Collaboration with CFS, TDSA, TGSA, OPSEU, the cabinets, and TUFA. Large scale and long term campaigns often require larger groups of people steering it to ensure you're following the needs and voices of the student body. Excaliburnt Out especially reflects on all of us as students, so getting as much input as possible is important.

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## **Summer Semester:**

This is a 20 hour work week expectation, and it's a great time to develop your plans for the year and get your feet wet. If you're experimenting with ideas this is a great time to try things out and do some ground work. If needed, this is a good time to get a part-time job to supplement your income since you won't necessarily be busy with school work at the same time. I worked several jobs during the summer and during the school year so if you need advice about time management and work-life balance feel free to send me an email and we can chat!

Plan your term in advance, one event or two per month is a great goal. However, do not stress yourself out too much during exams or midterms, please take time to focus on your academics. Plus engagement/turnout during midterms and exams is more difficult, so strategically pick your dates for events.

**Freedom Lounge Re-jig:** In collaboration with the BIPOC Organizer we renovated the Freedom Lounge to accommodate more events and the creation of the Multi-Faith room. This effort was initiated to develop better dialogues regarding the Freedom Lounge's prioritization of a safe

space of acceptance, celebration, and communication for BIPOC students. As well as communicating that non-racialized students are allowed within the space so long as they are respectful of the space they occupy and are invited into the Freedom Lounge.

- Signage was ordered from the Print Shop/Maintenance.
- Furniture and additional decorative materials were budgeted by the BIPOC Organizer.

**BIPOC Queer Tea Party:** Hosted in the Freedom Lounge, planned in collaboration with the VPUC. Pre-registration required to account for the amount of food required. A smaller scale summer event like this could be budgeted for around \$200-\$300. The event was dedicated to creating a safe and inviting space for BIPOC & 2SLGBTQ+ students to meet fellow intersectional students and celebrate Pride month.

- Catered by Milk & Tea.
- Diverse cultural snacks and treats were bought from T&T.

**Campus Security Guard Hiring Committee:** In June I participated as a member of this committee as per the recommendations provided with the Campus Security Call to Action report. This I started during my term as Racialized Commissioner outlined the gaps and inequities faced by BIPOC students interacting with Campus Security. As such, in conversation with the head of Campus Safety and the director, and additional VPs several of the recommendations got put in place to further support racialized students. One of which was having a BIPOC/Racialized student leader sit on their hiring committee. This will be happening year to year so it is likely you will be asked to do this during the summer. Reach out to Campus Safety to confirm this, and be sure to refer to incidents and concerns our membership have brought up historically.

**Orientation Week: Resource Fair:** During Orientation week I held a resource fair with Campus Safety, TUEFRT, Student Housing, and Trent International. This was a sort of sit down Q/A chat with each department, around \$300 in budget. Ordered dietary restriction friendly pizza. Reach out to VPUC if you're interested in hosting an event during Orientation week, because usually you will be helping out with other association events during O-Week like the Welcome Bag event.

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## **Fall Semester:**

At this point in your term you will have already fleshed out some of your ideas for events for this semester and next. Start by determining a good balance for yourself in terms of work load and course load. Check out my old Google Calendar to see how I went about blocking out my time. Google Calendar is an asset, I cannot stress this enough haha! As well, to note, everything below is just events that I played a large part in hosting or collaborated with another Exec, Commissioners, Staff etc. So keep in mind there are a lot of events not listed here that other Executives took the lead on, that you might be volunteering at or supporting in another capacity.

**Pride Picnic (September):** Worked with the President on hosting an event at the Athletic Centre's Beach volleyball field. Dedicated to 2SLGBTQ+ and BIPOC community for Peterborough Pride. Catered by Blackhoney and Tragically Dipped. Budgetted around \$300-400. Very engaging because a lot of community and campus groups came out. Highly recommend disposable camera to provide students with a bit of a souvenir of the event afterwards.

**Decolonize the Way You Think (September):** I worked alongside the BIPOC organizer to put out this feedback based campaign in which students would respond on either a Qualtrics survey or physical postcard how they think the university, specific departments, or even courses should Decolonize and Indigenize their ways of educating, administrating, and assisting etc. The difficult aspect was doing the data collection of these physical responses since handwriting is hard to read sometimes. However, I think that the physical aspect of filling something out makes students feel more involved. These postcards got sent off to their respective departments/people they were addressed to and facilitated further analysis with Excaliburnt Out.

**Safety & Wellness Oriented Resource Directory (SWORD) (September):** A resource booklet made in conjunction with Trent International to help marginalized students report incidents of

hate bias or hate crimes. As well as access mental health/wellness support on and off campus. Did a lot of research on non-police justice-seeking methods.

**SWORD Personal Safety Training (November):** First session done in partnership with Trent International, they catered with Osmows. I purchased personal safety alarms and additional safety materials (ex. Hotel door lockers). I walked through each resource available on and off campus, and explained preventative and reactive measures that students could take in different scenarios. Personal safety training was a very big success overall.

- If you are looking to continue work on this campaign, reach out to Trent International at least a month in advance.

**Excaliburnt Out: Burnout Bonfire Bash (November):** A de-stressor event to launch the Excaliburnt Out campaign. Catered with Pizza Pizza. Lots of interactive activities like pumpkin bashing, linoprint making, and button-making.

- Reach out to other unions and groups on campus to collaborate. I got the pumpkins for free from LEC Cabinet and OPSEU who had excess from Halloween, and from their local farm. TUFA financially assisted us with purchasing pizza. Connections are wonderful to support mutually beneficial causes. Active Minds also supported by providing mental health resources, given its a burnout bash.
- All excess produce was salvaged and composted appropriately. Always important where possible to reduce waste for larger events, that's why pumpkins in this case were better than plates or old technology like you would typically see in a 'rage room'.

**Excaliburnt Out: Donut Stress (December):** I supported the Freedom Lounge Ambassador with this event and encouraged students to sign the petition and get involved with Excaliburnt Out. Made linoprints for students to take and scan the petition QR code. Also developed catchy donut related buttons because the event aligned with Excaliburnt Out's mental health advocacy goals.

**Winter Semester:**

Crunch time! Nearing the end of the year, but you've got this. Make sure you're checking in with your team and collaborating when possible.

**Excalibur Out: SWORD Month (January):** Three events, and a whole lotta collaboration! So I worked with Student Housing, Trent International, and Consent at Trent. Consent at Trent helped refine the presentations I created regarding SV/GBV, allyship, and support. Consent at Trent also attended to ensure students had support available during the session should they need help. Trent International provided Osmows catering. Student Housing supported advertising to students in residence. Raffle prize helped encourage people to attend multiple events, to further their learning on consent culture. This event was funded through the Safety and Wellness Grant \$1000.

- **Allyship Burnout Craft-a-Thon:** Led students through a workshop on consent, mental health, and supporting peers while doing crafts. Making bodyscrubs and linoprint carving.
- **Queer/Trans SWORD:** Personal Safety Training: Dedicated to 2SLGBTQ+ students, and resources specifically applicable and related to their needs or concerns. Overall a hit, similar to the previous SWORD personal safety event, purchased safety alarms and first aid kits etc.
- **SWORD: Personal Safety Training Black History Month Edition (February):** Dedicated specifically to the Black community at Trent, and BIPOC students more broadly were also invited. Catered by Trent International, hosted during their TI Wednesdays, great attendance from International Students. A larger space might be a good idea because of how much interest there was in this particular training.

**Challenging Islamophobia (January):** Collaborated with Spiritual Affairs and the BIPOC organizer. Held virtually, we provided speakers honouraria for their time. Very beautiful event, just ensure Zoom security where applicable.

**Just For You (February):** Collaborated the Racialized Students Commissioner to support 2SLGBTQ+/BIPOC students with mental health during heteronormative and consumerist based



holiday. Had a great conversation about capitalism and self-care beyond consumption. Approximately \$150 budget. Made bathbombs, and provided hot chocolate bombs.

**Chip In Fundraiser (February):** Raised funds for Syria and Turkiye with Racialized Students Commissioner. Budget of \$200, made several times over this amount. Purchased goods from Black Honey and Costco. Hosted at Promotions desk during a high volume traffic time in the Student Centre, \$4 per pack.

**Excaliburnt Out: Be Kind Rewind (February):** Held over Zoom, hosting discussion about the history of activism at Trent and providing a broader context of Excaliburnt Out and de-corporatization. Great outreach event overall.

**Excaliburnt Out: Mobilization Week (February):** Collaborated with TDSA, TGSA, and additional campus partners to encourage students to learn about the campaign and sign the petition. CFS played a great role in getting more signatures when they came to campus. If you want their support, definitely reach out at least a month or two in advance.

**Excaliburnt Out: Excalagala: Challenge The Way They Think Exhibit (March):** Approximately \$2200 budget (\$200 allocated to each student artist x 9). We had 11 submissions and these were approved by the Task Force. Catered by Blackhoney and the Seasoned Spoon. This event served as the launch of the Excaliburnt Out report. Reach out several months in advance for administration's attendance. Despite their innattendance, other departments, faculty, and staff attended and truly learned a lot from the experience. They had a lot of meaningful conversations about student experience, and where resources have significant gaps. Overall a positive event, just remember to get the artist's works printed well in advance, and follow up with those who attended to achieve your desired advocacy outcome.

**Time in My Shoes (March):** Collaborated with former Students with Disabilities Commissioner to host this event in the event space. Catered with pizza. Hosted by the PDC, established training for students regarding assisting people and understanding what disabilities are through experiential learning. Low turnout, high impact. This event may be more applicable to VPHW.

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## **Hosting Events:**

### **Plan Early:**

- Give yourself at least a few weeks to plan your event. Last minute becomes really stressful for you, and can impede the overall intended impact of the event. Collaborate with other commissioners, executives, etc. Soundboard ideas with your team.

### **Budgeting:**

- Draft a budget in advance, I recommend over-budgetting rather than under-budgetting just in case.
- Submit your Expense Requisition Form within a timely manner. Within 2 business days of purchasing at least. Tracy will appreciate your timeliness.

### **Advertising and Promotions:**

- Respect Christine's time and work by submitting your Promotional Materials request in a timely manner. At least two weeks in advance and be clear with what you are looking for.
- Discuss with BAT what they are promoting in a brief synopsis to ensure proper communication to students.

**Room Bookings:** Book super well in advance. As soon as you have the idea, book the room! You don't want to miss out on the room availability and scramble. When in doubt, host it outside where applicable.

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## **Canadian Federation of Students:**

CFS is a very enriching experience and you can learn a lot as the Local 71 representative for Trent University TCSA. These meetings run quite long, so earbuds are very recommended. You

can get a lot from participating actively because you could propel your work nationally. Like Excaliburnt Out! I recommend following what sort of programming they are already advocating for to get more traction regionally since its usually applicable and topical. For example, their anti-corporatization campaign aligns perfectly with Excaliburnt Out. As well, students love the Fight the Fees campaign, or Excaliburnt Out's take 'F\*\*\* the Fees!'.

Keep a good line of communication with CFSON representatives, and try to collaborate with other unions where possible. Just stay aware that other unions are also busy with their own universities advocacy ongoing, so follow up consistently where needed.

You will be attending the Annual General Meeting, Semi-annual General Meeting, and Ontario Meetings.

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## **Emails:**

- A good rule of thumb for staying on top of emails is never letting it exceed 5+ unread emails when possible. Its easy to fall behind, just take it one at a time, and do what you can. Do not answer emails on weekends or holidays, it sets poor boundaries.
- Make sure to set up an out of office email reply during holidays, if not be prepared for the slew of emails!
- You do not need to respond to students who DM you through social media. That's your personal account. However, if needed, provide them your email to follow up.

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## **Collaboration & Words of Advice**

This is a very busy job and you don't always have time to take a break or a mental health break. Make sure you are in communication with your team about how you're doing and how you will

be needing assistance for your programming. As long as you communicate your needs and concerns you will always be heard. Just be aware that when things slip without communicating, others have to take it on at the last minute, so don't load your plate too high when possible.

Do not say yes to everything. You can and likely bite off more than you can chew. Not that you cannot handle it of course, but it can become a lot. The more collaboration, the better. You do not need to be solely responsible for planning and coordinating events and campaigns. Collaborate with campus partners, departments, clubs, groups, commissioners, executives, staff members etc!

Make sure that what you're doing is aligned with your portfolio and don't dip too far into others since you may be doing work that has already been begun through another executive's agenda.

Your team is always available to take on additional tasks to support you, just communicate actively with them and they can assist accordingly.

You've got this. Remember that "riot is the language of the unheard," (Martin Luther King Jr.) do not always jump to a protest when a dialogue is possible. Kindness gets you there faster than polarizing an issue. Agitate with discretion and purpose.

Resistance is vital, but as is solidarity. You cannot get anywhere without the work of collaborators and other advocates. We follow in the footsteps of those who worked toward the goals before us so those after us can have an easier time in their work. Advocacy work is cyclical, learn the history, then pursue action.

In the wise words of any drama teacher, "many hands make light work."

## **2023 Spring Elections Report February 1<sup>st</sup> – March 23<sup>rd</sup>, 2023**

### **Elections Committee:**

- o Chief Electoral Officer - Wendy Walker
- o Deputy Electoral Officer - President Zoe Litow-Daye
- o BIPOC Student Organizer Moriah Hillyer
- o Indigenous Students Commissioner Fiona McKenna
- o On-Campus Commissioner Craig Stoddart
- o LEC Prime Minister Deondrae Thompson

### **Candidates Registered & Elected:**

- 1) **Bri Policicchio - VP Health & Wellness Candidate**
- 2) **Alexx Bodden – VP Campaigns & Equity Candidate**
- 3) **Aimee Anctil - President Candidate**
- 4) Noah Edwards - Environment and Sustainability Commissioner
- 5) **Juman Zanzoul - VP University & College Affairs**
- 6) **Alyssa Scanga - Environment and Sustainability Commissioner**
- 7) Mackenzie Routh - Students with Disabilities Commissioner (withdrew march 6th)
- 8) Emily Johnston - VP Campaigns & Equity Candidate
- 9) Rukshani Adikari - VP University & College Affairs
- 10) Sofiat Olabimtan - VP University & College Affairs
- 11) Chanel Bowen - VP University & College Affairs
- 12) Logan Petersiel - Queer Students Commissioner
- 13) **Dee Carter - Gender Issues Commissioner**
- 14) **Elias Malcolm- Queer Students Commissioner**
- 15) **Moez Khawar - On-Campus Commissioner**

### **Report:**

The committee met weekly throughout the Elections Period after it was struck by the Board on January 22<sup>nd</sup>. As we proceeded further into the semester regular attendance of the whole committee was limited, but we were always able to establish a quorum to discuss progress on elections each week. Electoral communications were handled through a delegated email account [tcsaelections@trentu.ca](mailto:tcsaelections@trentu.ca) and was made available to members of the Elections Committee. The voter eligibility list was received from the Office of Student Affairs on January 31<sup>st</sup>, 2023. It indicated the membership of the Association at **9948** students.

The registration period for all positions opened on February 1<sup>st</sup> and closed on February 28<sup>th</sup>. After the close of registration, 15 students had submitted their registration packages, with only 5 positions running uncontested. Registration packages were validated by the CEO, and eligibility criteria were confirmed for all registrants prior to the start of the campaign period.

Candidates were provided with detailed rules regarding elections at the close of the registration period. An All Candidates meeting was held on February 28th to review campaigning rules and regulations. Any candidates unable to attend were followed up with by the Chief Electoral Officer, and the electoral rules were described in sufficient detail prior to campaigning. Candidate platforms were posted on the Association's Website & social media to coincide with the campaign period, which began on March 1<sup>st</sup> and concluded on March 23<sup>rd</sup>.

Three infractions were given to three different candidates, all of which were running for VP University and College Affairs. Chanel Bowen was issued an infraction for early campaigning on February 16th. Elections Committee did meet with Chanel on February 17th to discuss the infraction and decided to maintain its decision. Rukshani Adikari received an infraction for endorsement from a campus club/group on March 3rd. Juman Zanzoul was issued an infraction for poster in undesignated areas on March 22nd. Next year the Elections Committee recommends having more comprehensive rules regarding campaigning on social media due to issues with candidates following or messaging students excessively.

To encourage student engagement, the elections committee approved several giveaways and events throughout the campaign period. Elections Committee hoped to host "Get the Scoop" due to its big success last year but had to cancel due to weather. Instead, the Association hosted an event called "Your Vote Matters a Latte" on Thursday, March 9<sup>th</sup>. We gave away free lattes at Starbucks between 12-2 pm to promote elections and the Meet the Candidates event happening that night. Candidates were invited to this event to chat with students about their campaign. This event was successful despite coming together last minute. While not many students actually wanted the free latte, being able to talk with students while they waited in line allowed candidates and brand ambassadors to have more meaningful conversations regarding elections.

Meet the Candidates was held on March 9th at 5:00 pm in the event space and streamed through an Instagram Live on the TCSAs main account. The event was well attended, and light refreshments were provided. The event concluded around 7 pm after speeches were delivered and questions answered by the candidates.

Throughout the campaign period, the Association featured candidates through Instagram Live on our main TCSA account. Candidates were asked questions about their platform and goals if elected. They also answered any questions submitted through the live by students.

During voting, the association hosted "Pop Off for Elections" on March 21st, which followed a similar format to Get the Scoop. We had Bens Kettlecorn make popcorn for students outside the Student Centre and inform them about voting and how to do so. We gave away over 400 bags of popcorn and received lots of good feedback from students. I would highly recommend doing it or something similar next year, as there was a noticeable increase in voter turnout the day of and the days following.

Students that voted were placed into a draw to win 1 of 3 \$100 Trent Cash prizes. Once they submitted their ballot, they were given the opportunity to submit their student number through a separate form in order to maintain anonymity.

Candidates were also reminded to submit campaign expenses in the final week of campaigning. Once they do so, they will be reimbursed via E-transfer in the coming weeks for any appropriate expenses they incurred. Candidate Expenses will be added as an appendix to this report once reconciled.

**Of 9,948 undergraduates at Trent, 2,260 students submitted their ballot for an overall turnout of 22.72%.** The voting period (March 17-23) recorded the following distribution of votes:

- o March 17: 662
- o March 18: 238
- o March 19: 237
- o March 20: 247
- o March 21: 401
- o March 22: 230
- o March 23: 245

Students were emailed ballots on each day of the voting period. A separate survey was linked *through the ballot* for those who voted and wanted a chance to win one of three, \$100 Trent Cash prizes. The winners were notified on March 23<sup>rd</sup> via email from a pool of 1150 students who submitted an entry to win one of these prizes.

I would like to thank the Elections Committee, particularly Zoe Litow-Daye, Christine Liu, and Moriah Hillyer, as well as Fiona McKenna Craig Stoddart and Deondrae Thompson, for their contributions this term. As a result of the dedication and hard work of the whole team, we were able to deliver an election that reflected many great ideas that beat last year's record for the largest number of recorded votes and the highest number of recorded ballots that the Association has on record.

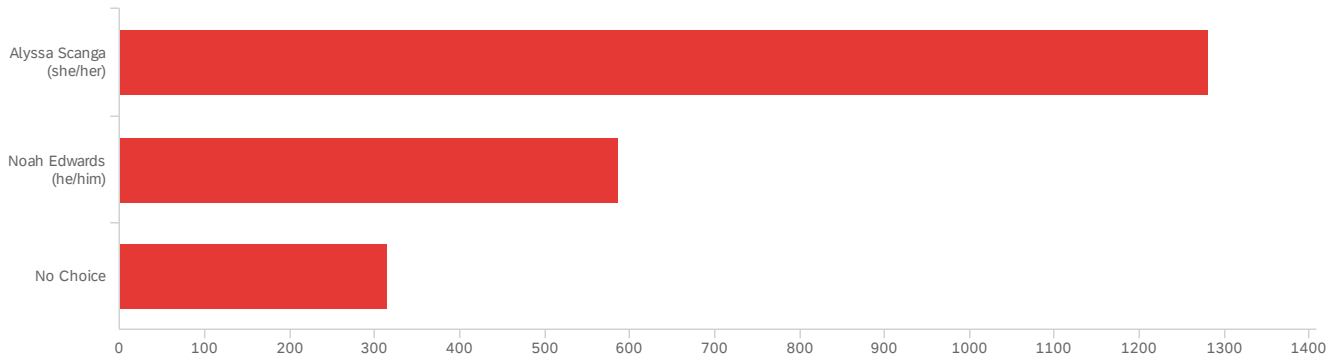
Respectfully Submitted,  
Wendy Walker  
Chief Electoral Officer

# Default Report

Spring 2023 TCSA Election

March 23, 2023 4:31 PM EDT

q1 - Who is your choice for the 2023-2024 Environment & Sustainability Commissioner?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who is your choice for the 2023-2024 Environment & Sustainability Commissioner?	1.00	3.00	1.56	0.73	0.54	2,183

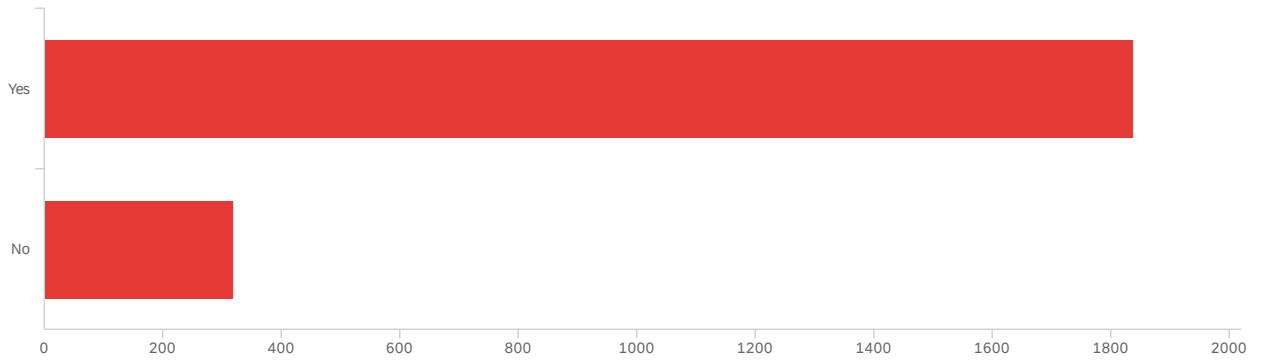
#	Field	Choice Count
1	Alyssa Scanga (she/her)	58.68% 1281
2	Noah Edwards (he/him)	26.89% 587
3	No Choice	14.43% 315
		2183

Showing rows 1 - 4 of 4



## q2 - Do you support Dee Carter (she/he/they) becoming your 2023-2024 Gender Issues

### Commissioner?



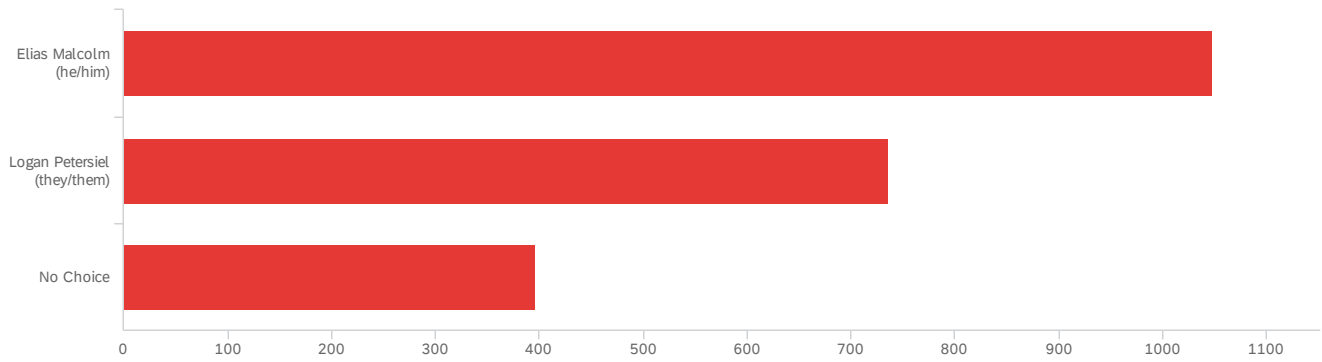
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you support Dee Carter (she/he/they) becoming your 2023-2024 Gender Issues Commissioner?	1.00	2.00	1.15	0.35	0.13	2,157

#	Field	Choice Count
1	Yes	85.21% 1838
2	No	14.79% 319

2157

Showing rows 1 - 3 of 3

### q3 - Who is your choice for the 2023-2024 Queer Students Commissioner?

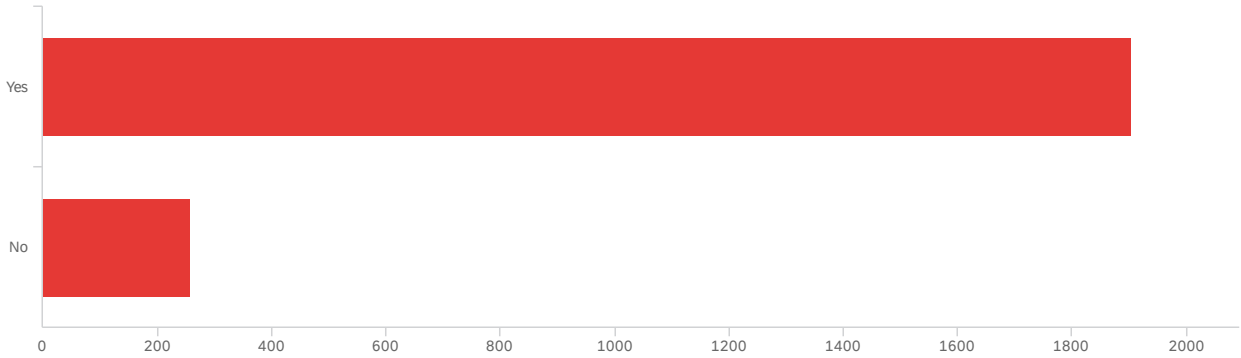


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who is your choice for the 2023-2024 Queer Students Commissioner?	1.00	3.00	1.70	0.76	0.57	2,180

#	Field	Choice Count
1	Elias Malcolm (he/him)	48.07% 1048
2	Logan Petersiel (they/them)	33.76% 736
3	No Choice	18.17% 396
		2180

Showing rows 1 - 4 of 4

q4 - Do you support Moeez Khawar (he/him) becoming your 2023-2024 On-Campus Commissioner?



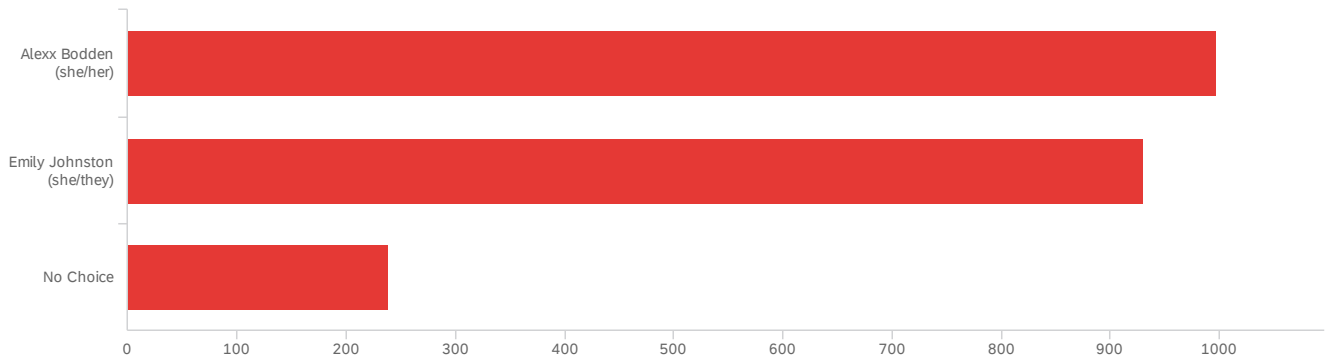
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you support Moeez Khawar (he/him) becoming your 2023-2024 On-Campus Commissioner?	1.00	2.00	1.12	0.32	0.11	2,162

#	Field	Choice Count
1	Yes	88.07% 1904
2	No	11.93% 258

2162

Showing rows 1 - 3 of 3

## q5 - Who is your choice for the 2023-2024 Vice President Campaigns & Equity?

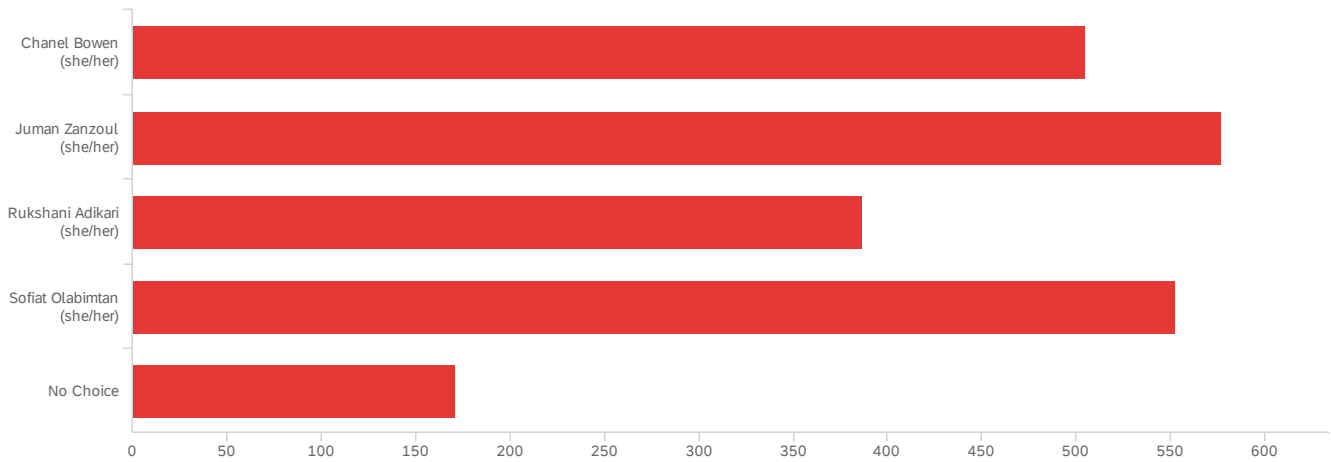


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who is your choice for the 2023-2024 Vice President Campaigns & Equity?	1.00	3.00	1.65	0.67	0.45	2,166

#	Field	Choice Count
1	Alexx Bodden (she/her)	46.03% 997
2	Emily Johnston (she/they)	42.94% 930
3	No Choice	11.03% 239
		2166

Showing rows 1 - 4 of 4

## q6 - Who is your choice for the 2023-2024 Vice President University & College Affairs?



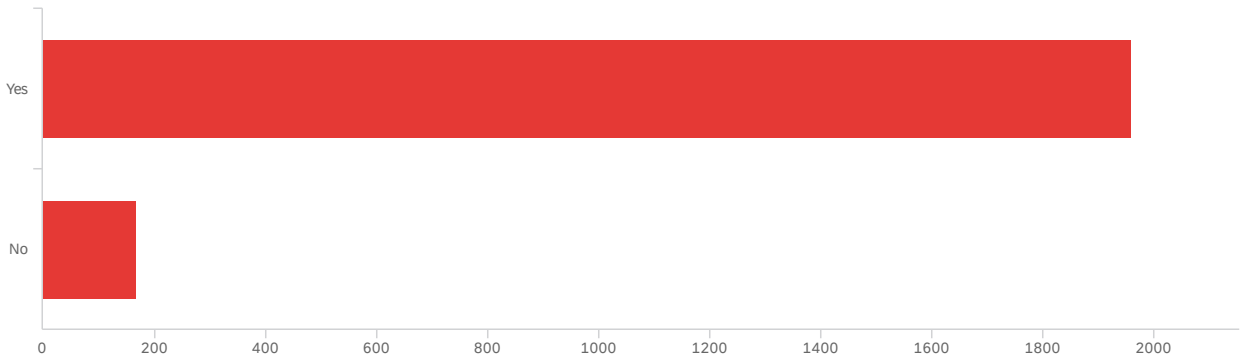
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who is your choice for the 2023-2024 Vice President University & College Affairs?	1.00	5.00	2.68	1.28	1.65	2,193

#	Field	Choice Count
1	Chanel Bowen (she/her)	23.03% 505
2	Juman Zanzoul (she/her)	26.31% 577
3	Rukshani Adikari (she/her)	17.65% 387
4	Sofiat Olabimtan (she/her)	25.22% 553
5	No Choice	7.80% 171
		2193

Showing rows 1 - 6 of 6

# q7 - Do you support Bri Policicchio (she/her) becoming your 2023-2024 Vice President

## Student Health & Wellness?



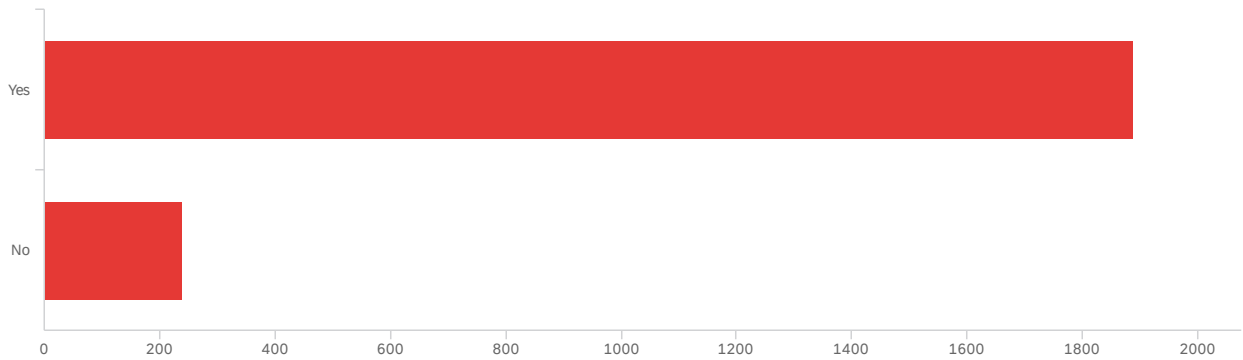
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you support Bri Policicchio (she/her) becoming your 2023-2024 Vice President Student Health & Wellness?	1.00	2.00	1.08	0.27	0.07	2,129

#	Field	Choice Count
1	Yes	92.06% 1960
2	No	7.94% 169

2129

Showing rows 1 - 3 of 3

q8 - Do you support Aimee Ancitil (she/her) becoming your 2023-2024 TCSA President?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you support Aimee Ancitil (she/her) becoming your 2023-2024 TCSA President?	1.00	2.00	1.11	0.32	0.10	2,127

#	Field	Choice Count
1	Yes	88.81% 1889
2	No	11.19% 238

2127

Showing rows 1 - 3 of 3

**End of Report**



# EXTERNAL REVIEW – TCSA ELECTIONS SPRING 2023

Prepared by:  
Matthew Seaby

## Summary of Contents:

1. Integrity of the 2023 Spring Elections
2. Review of the 2023 Spring Election
3. Review of Election Correspondence
4. Areas of Concern with the 2023 Elections – The Petition and Referendum Process
5. Review of the Bylaws, Operating Resolutions and Recommendations
6. Suggested By-Law Amendments



## Integrity of the 2023 Spring Elections

Upon reviewing elections this year, including incidents arising out of an attempted referendum, I have put together this report to highlight what took place. Based on my review I can say that there were issues with Petitions received by the Association, and the process followed to present a potential referendum question to the membership.

Regarding the Election of Directors, Association representatives proceeded with clear adherence to the By-laws and Operating Resolutions for expected timelines, events, electoral procedures and managing candidates throughout the electoral period. In my opinion, the outcomes reported in the unofficial results are true and accurate, following my inspection and count of the individual ballots cast for positions sought by candidates in the 2023 Spring Elections.

These two matters with opposing outcomes, the election of Directors occurring without incident that would prompt concerns with the integrity of elections, and the difficulties encountered with the referendum process, offer an opportunity consider potential solutions going forward.

## Review of the 2023 Spring Election Elections

The Registration Period took place from Wednesday, February 1st to Tuesday, February 28<sup>th</sup>. Registrations for elections were closed at 12:00pm EST. Upon review, registrations appeared to proceed as they should, with a clear start and end in line with what is expected by the by-laws. Candidates were registered for elections without major incident. One infraction was issued during this period, prior to the All-candidates meeting which took place on February 28<sup>th</sup>, and through follow up meetings for those who could not make it.

The Campaign Period took place from Wednesday, March 1st - Thursday, March 23<sup>rd</sup>, closing at 4:00pm EST. Results were announced to candidates upon the close of the voting period (unofficially). Association representatives for the 2023 Spring Elections dealt with a large volume of candidate related queries and follow ups, but handled the amount of correspondence well and correctly with what is expected by the by-laws and operating resolutions to keep elections in good order. Two infractions were issued during this period.

A “Meet the Candidates,” event was hosted on Thursday, March 9th at 5:00pm EST in the Student Centre Event Space. Additional events to promote student engagement with TCSA Elections were also planned and successfully delivered during the campaign period.

## Ballot Preparation, Voting and Tabulation

The ballot was prepared in line with best practice settings<sup>1</sup> and sent out on a distribution schedule approved by the Elections Committee. Within the ballot results individual votes demonstrated consistency in the record and with unofficial results that were communicated upon the close of the voting period. The ballot was reviewed by the Chief Electoral Officer prior to distribution and sent out on March 17 through the distribution list that was provided by Trent University (containing members of the

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<sup>1</sup> Settings include how incomplete survey responses are handled, when the survey is available, who can access the survey, preventing multiple submissions, preventing indexing, what users can access responses, anonymizing responses, as well as other general survey settings that impact user experience. The correspondence that was distributed alongside the ballot was also reviewed.

Association). Each following day, until March 23<sup>rd</sup>, a reminder email for members who had not yet voted was sent out through the distribution list as well.

The voting period occurred from Friday, March 17th at 9:00am EST and closed on Thursday, March 23<sup>rd</sup> at 4:00pm EST. Once ballots were closed, I requested the raw voting data from the Chief Electoral Officer. It was received at 5:50pm pm on March 23<sup>rd</sup>. Upon inspecting this data, I can say that it matched all outcomes that were reported to candidates as part of the unofficial results announcement following the conclusion of the voting period. A summary of my count is enclosed below:

- **Environmental Commissioner:** 2183 Ballots cast for candidates / 77 blank responses, **Alyssa elected** 1281 votes, Noah 587 votes, No Choice 315 votes.
  
- **Gender Issues Commissioner** 2157 ballots cast / 103 blank responses, **Dee elected** 1838 votes for, 319 votes against.
  
- **Queer Students Commissioner:** 2180 ballots cast / 80 blank responses, **Elias elected** 1048 votes, Logan 736 votes, No choice 396 votes.
  
- **On-Campus Commissioner:** 2162 ballots cast / 98 blank responses, **Moez elected** 1904 votes for, 258 votes against
  
- **Vice President Campaigns & Equity:** 2166 Ballots cast / 94 blank responses, **Alexx elected** 977 votes, Emily 930 votes, No choice 239 votes.
  
- **Vice President University & College Affairs:** 2193 Ballots cast / 67 blank responses, **Juman elected** 577 votes, Sofiat 553 votes, Chanel 505 votes, Rukshani 387 votes, No choice 171 votes.
  
- **Vice President Student Health and Wellness:** 2129 Ballots cast / 131 blank responses, **Bri elected** 1960 votes for, 169 votes against
  
- **Association President:** 2127 Ballots cast / 133 blank responses, **Aimee elected** 1889 votes for, 238 votes against

## Review of Election's Correspondence

As part of the review, I was provided with access to the delegate account ([tcsaelections@trentu.ca](mailto:tcsaelections@trentu.ca)) through which elections correspondence takes place. I reviewed a total of approximately 150 email chains received from January 30<sup>th</sup>, 2023, onward into the campaign period. Those operating on the delegate account were primarily the DEO and CEO. Upon completing my review, I counted a total of 3 infractions being issued:

1. For campaigning prior to the campaign period
2. For endorsement from another group
3. For a violation of the postering rules.

All decisions appeared consistent with information that was communicated to the candidates in course of Elections. Mention of the campaign rules was made to the candidates on February 28<sup>th</sup> at the All-

Candidates Meeting (or in subsequent meetings for those who could not attend). Several warnings were also issued to candidates when warranted, and demonstrated the Election Committee's duty to balance rules against candidate actions that were brought to the attention of Election representatives. In total 14, issues / complaints were raised to the committee for consideration.

### Areas of Concern with the 2023 Elections – The Petition and Referendum Process

The main area of concern cited in course of my review was with referenda and petition process and a lack of clarity in the rules. The by-laws distinctly list these matters separately from the election of Directors. In certain instances, the by-laws do not provide the clearest information for the Association to base this aspect of its democratic processes on. Certain ambiguities (blurry timelines and onerous rules) left Association staff at the discretion of petition instigators who collected signatures on their own timeline, and in their own manner which:

- a. Conflicted with Association rules regarding petitions, and
- b. Left the Association in a position where it had to bring forward the petition to the Board on a timeline that conflicted with its own by-laws.

Adjacent to that primary concern, the subject matter of the petition created an uproar from the impacted levy group, Trent Arthur, and its allies in the Trent community. The subsequent reaction prompted a challenging Board Meeting where the petition was brought to be certified. With relevant parties in attendance, it was eventually (correctly) recognized that the petition should not proceed for reasons I will not elaborate on here (minutes of the Association are the best place that review this matter).

From this incident, it is clear that a well-run process is advantageous in any circumstances regarding potential referendum (which starts by petition). The basis of this process needs to be found in the Association's bylaws.

The details mentioned above were established in a meeting with representatives of the Elections Committee,<sup>2</sup> where a timeline of matters related to the petition was provided, in addition to a wider discussion on all aspects of elections this year.

### Review of By-Laws, and Operating Resolutions and Recommendations

#### Review of the Operating Resolutions

Both the Elections Committee Operation Resolution (page 39) and Elections Procedures Operating Resolution (page 40) we last amended in March 2022. Upon my review of these policies, I found them to be comprehensive in describing specific processes and details that the Elections Committee, Candidates and Referenda Groups should be mindful of. In consideration of continuous improvement my only recommendation is that a new election and referendum handbook prepared before the next electoral period with any relevant changes from the Operating Resolutions or By-laws captured in this document. Doing so would help the Elections Committee provide a clear source of information for Elections and Referendum going forward.

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<sup>2</sup> I met with the Chief Electoral Officer, the Deputy Electoral Officer and the BIPOC Student Organizer on March 22, from 4:30pm until approximately 6pm.

## Bylaw Recommendations

The following recommendations on the Association's Elections and Referendum/Petitions By-Laws are intended to improve and clarify its existing regulations. Recommendations are presented below in a bulleted list, and accompanied by an edited version of the applicable sections of the By-Laws to demonstrate where amendments may be made. Additional review of the following points and suggested amendments is recommended so that further consideration of all recommendations takes place before amendments might be presented at a General Meeting of the Membership:

1. The election of Directors and conducting of referenda/petitions are TWO important functions of the Trent Central Student Association. Although these are not completely distinct from one another, each should be run within its own process to better distinguish relevant parties, rules, activities, and promote greater engagement in the context of student politics.
2. The Elections Committee should be tasked with distinct powers and responsibilities for the election of Directors and conducting referendum, separately.
3. Clearer language within the bylaws to distinguish regulations that govern the election of Directors and conducting referenda would benefit existing practices. Such language would also support the Board of Directors in their responsibility to certify petitions and ratify elections / referenda results throughout the year.
4. One section of the by-laws (Approval, Amendment and Removal of Fees, pg. 7-8) contains information that is better stated alongside other regulations governing petitions.
5. The thresholds required for petitions have become onerous for instigators to complete, especially as timelines for referendum have been more important procedurally. To address this, I recommend lowering the threshold at which a petition may be considered by the Board of Directors, but increasing the threshold at which it is binding on the Association.
  - a. The minimum suggested threshold for which a petition may be considered valid should be lowered to 5%. It would then be required that a vote by the Board of Directors take place for further action.
  - b. The threshold at which a petition is binding on the Association should be raised to a minimum of 15% to situate the role of the Board more appropriately in governing the Association, specifically bringing referendum forward on behalf of its members.
  - c. The current requirement that a petition be binding on the Association (achieve 10% of the membership's signatures) if it concerns a referendum about a levy group fee is onerous and inhibits the membership from being able to petition the Board on these matters. It should be changed.<sup>3</sup>

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<sup>3</sup> The number of signatories required was a major issue with the petition presented this year. It creates a significant requirement where students are now expected to collect over 1000 signatures just to ask a referendum question. Further, Association staff must certify petitions at this threshold which is a serious encumbrance during some of the busiest times of the year. Lowering the threshold would mitigate the potential problem created by this hefty requirement. In recent years, the threshold for candidate enrollment has been lowered substantially as well, for similar reasons.

## Suggested Bylaw Amendments:

### IV.6 Approval, Amendment and Removal of Fees [Pages 7 – 8]

IV.6.1 The approval of all new fees and the amendment or removal of all existing fees must be approved by a referendum in accordance with the by-laws herein.

IV.6.1.1 ~~The Board reserves the right to initiate referenda by two-thirds (2/3) majority vote. The Board may, by two-thirds (2/3) majority vote, approve referendum~~ pertaining to the amendment or removal of its Annual Membership Fee (By-Law IV.1) and Supplemental Service Fees (By-Law IV.4), as well as the creation of new supplemental service fees.

IV.6.1.2 The Board reserves the right to initiate referenda by two-thirds (2/3) majority vote to initiate referenda to remove the Levy Group Fee for any Levy Group who has not deposited their levy cheque for two consecutive academic ~~years~~ terms due to inactivity. Such referenda will include a destination for the remaining funds ~~in that group's University account held by the university.~~

IV.6.1.3 If a Levy Group provides the Board with a signed resolution proving that the group no longer wishes to receive a levy fee (due to inactivity or otherwise) the Association reserves the right to request that Trent University remove said fee without going to referenda.

IV.6.2 All referenda regarding the approval, amendment, or removal of fees, with the exception of those fees mentioned in By-Law IV.6.1.1 and IV.6.1.2, and IV.6.1.3, must be initiated by a petition requesting the said referendum in accordance with the by-laws herein.

~~IV.6.2.1 Petitions requesting a referendum to approve, amend, or remove a levy group fee must be binding on the Association as per By-Law XIV.9 Petitions.~~

~~IV.6.2.2 Petitions requesting a referendum to approve, amend, or remove a fee must be received by the Association by the close of the nomination period of the Spring General Elections.~~

-IV.6.3 All referenda and petitions relating to fees may only refer to individual fees. The Association will not normally accept a petition or allow a referendum that seeks to create, remove, or amend multiple fees at one time.

IV.6.3.1 Referenda and Petitions will be accepted for multiple fees only if said referenda/petition relates to indexing said fees to CPI (or equivalent cost of living indicator), is the result of a contractual obligation of the University or the Association or relates to another appropriate administrative amendment made on behalf of the University or the Association.

IV.6.4 The Board may, on two-thirds (2/3) majority vote, and on the recommendation of the Operations and Services Manager and an Association Standing Committee, request that Trent University not charge members for any fees described by section "IV.4. Supplemental Service Fees" for one academic year. This power excludes the fee corresponding to By-Law "IV.4.5 Student Centre" which cannot be altered.

**By-Law 13: Elections of Directors [Pages 20 – 22]**

**XIII.1 Candidate Eligibility**

XIII.1.1 Only an eligible member of the Association who has paid the membership fee shall be allowed to run for a position on the Board of Directors.

XIII.1.2 Only eligible members of the Association shall be allowed to vote in the Association's elections and referenda.

XIII.1.3 Honorary members and those who otherwise pay the Association's membership fee shall not be eligible to run for positions on the Board of Directors or vote in the Association's elections or referenda.

XIII.1.4 No member of the Association who is under the age of eighteen (18) after the date of elections ratification shall be allowed to occupy a position on the Board of Directors.

XIII.1.5 No member of the Association who has declared bankruptcy shall be allowed to run for a position on the Board of Directors.

XIII.1.6 A member of the Association who has been found incapable (or incapable of managing property) by a court in Canada or elsewhere shall be ineligible to run for a position on the Board of Directors.

XIII.1.7 The President shall not be enrolled in no more than three (3) full credits between the months of September and April of their term.

**XIII.2 Elections Committee**

**XIII.2.1 Membership;** an Elections Committee shall be comprised of three (3) directors in accordance with operating policy. In addition, there shall be a Chief Electoral Officer who shall act as Chair of the Committee, and a Deputy Electoral Officer, both appointed for a term coinciding with that of the Board in accordance with operating policy, subject to revision as required.

**XIII.2.2 Powers of the Elections Committee for the Election of Directors;** the Elections Committee is authorized to:

- i. Set guidelines for campaigning and approve campaign materials.
- ~~i. Set guidelines and approve campaign materials.~~
- ii. Select elections staff.
- iii. Impose disciplinary actions to be taken against candidates, in the event of election infractions.
- iv. Determine voting and counting mechanisms for the Election of Directors.

**XIII.2.3 Responsibilities of the Elections Committee for the Election of Directors:**

- i. Ensure that elections are conducted in accordance with the by-laws and any resolutions.
- ii. Recommend an elections schedule to the Board.
- iii. Consider complaints from and against candidates.
- iv. Produce a report on each set of Director Elections.

XIII.2.4 Misconduct by the Committee or a committee member therein shall be investigated by a Special Committee called for that purpose by the Board.

XIII.2.5 The Board reserves the right to review all operations of the Elections Committee or the Chief Electoral Officer at its discretion.

### **XIII.3 Timing of Elections**

**XIII.3.1 Spring General Elections;** The voting period for the spring general election shall be held during the month of March for the purpose of electing all at-large positions.

**XIII.3.2 Fall Elections By-Elections;** The voting period for the Fall By-Election shall occur before the fall reading week for any vacant positions created by resignation, removal or those not otherwise provided for in the Spring General Election.

**XIII.3.3 Special Elections;** The office of any director, where said office is held by and for the Association and is not ex officio, that becomes vacant pursuant to the terms of the by-laws hereof may be filled by a Special Election to be held on a timeline as determined by the Board of Directors. Special elections shall not take place in the winter term.

XIII.3.3.1 If a director currently holding a seat on the Board wishes to declare his/her candidacy in the Fall By-Election or a Special Election, it shall be mandatory for the Director to take a leave of absence from the Board once their candidacy is confirmed.

**XIII.3.4 Selection of Ex Officio Directors;** Appointment of all ex officio Directors shall be conducted in accordance with the electoral procedures of the organizations appointing them to the Board, where possible.

### **XIII.4 Notice of Elections and the Registration Period for Candidates**

XIII.4.1 Notice of the Spring General Elections and the registration period for candidates shall take place over four (4) weeks coinciding with the month of February.

XIII.4.2 Notice of Fall By-Elections and the registration period for candidates shall take place following Labour Day, through the remainder of the month of September.

XIII.4.3 No less than one (1) teaching week may be designated as the registration period for candidates for any Special Election after notice has been given.

XIII.4.4 Candidacies received after the registration period has ended will not be accepted. The deadline to become registered as a candidate shall be decided by the Elections Committee so long as it does not take place outside of the months indicated as registration periods.

### **XIII.5 Campaign Period and Campaigning for Candidates**

XIII.5.1 The campaign period shall be from the point at which the nomination period closes until the close of the voting period.

XIII.5.2 Candidates shall not begin actively campaigning until they have met all conditions required by the Elections Committee to participate in elections. Candidates shall only campaign during the official campaign period pursuant to the by-laws hereof.

XIII.5.3 All campaign materials must conform with the standards expected by the Elections Committee. Candidates shall endeavor to have their materials shall be approved by a member of the Elections Committee prior to use.

XIII.5.4. Candidates shall adhere to a campaign spending limit set by the Elections Committee

### **XIII.6 Voting**

XIII.6.1 Voting will be conducted as determined by the Elections Committee for a period of not less than five (5) days and for a period not exceeding seven (7) days.

XIII.6.2 The voting mechanism for all eligible members shall be determined by the Elections Committee.

### **XIII.7 Interpretation of Results**

A candidate achieving the greatest share of votes cast will be determined to be the winner of that election. In the event of a sole candidate, the candidate must receive a majority of affirmative votes, fifty percent (50%), plus one (1) vote, in a ratification election to be deemed the winner.

### **XIII.8 Ratification of Results**

Results of all elections remain unofficial until such time that the Board has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the by-laws and policy, ratified the results. Ratification shall occur at the next meeting of the Board following the close of the voting period as defined in the by-laws hereof pending successful completion of any recounts, investigations, etc.

**XIII.9 Electoral Disputes** Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Committee shall investigate the charge and take such action deemed appropriate. In the event of a complaint against the Committee or any member thereof, the infraction shall be referred to the Board. It is the right of any candidate determined to have lost by less than five percent (5%), and without specific charge, to request an official recount within two (2) weekdays of the notification of results.

## **By-Law 14: Referenda and Petitions [Pages 23-25]**

### **XIV.1 Purposes of Referenda**

A referendum of the members may be called for the following purposes:

- i) To determine the stance of the membership on issues of major importance.
- ii) To determine membership in, or commitment to pay any corollary Association or University fees, or fees of other organizations.
- iii) To overturn decisions of the Board; and
- iv) To enact or amend the by-laws of the Association.

### **XIV.2 Initiation of Referenda**

XIV.2.1 The membership may initiate a referendum through the presentation of a petition to the Board. Such a petition must be supported by not less than five ten percent (510%) of the membership to be deemed valid. A petition should state the reason for the referendum and suggest wording of the question.

XIV.2.2 The Board may, at any time, initiate a referendum by a two-thirds ( $\frac{2}{3}$ ) majority vote, except for referenda pertaining to initiation, removal, or specific charges of Levy Group Fees (described in By-Law



IV.5), which must be initiated by petition in accordance with By-Law IV.6 Approval, Amendment and Removal of Fees.

XIV.2.3 All referenda concerning Levy Group Fees shall coincide with the Spring General Elections of the Association.

### **XIV.3 Supervision of Referenda**

XIV.3.1 It shall be the duty of the Elections Committee to supervise referenda subject to the general rights, terms and conditions of the by-laws hereof.

#### **XIV.3.2 Powers of the Elections Committee over Referenda; the Elections Committee is authorized to:**

- i. Determine the exact wording of referendum questions that appear on the ballot.
- ii. Set guidelines for campaigning and approve campaign materials.
- iii. Select staff for referenda.
- iv. Impose disciplinary actions to be taken against referenda committees, as deemed necessary.
- v. Determine voting and counting mechanisms for referendum.

#### **XIV.3.3 Responsibilities of the Elections Committee toward Referenda:**

- i. Ensure that Referenda are conducted in accordance with the by-laws and any resolutions.
- ii. Ensure proper notice for the registration of referendum groups is given.
- iii. Consider complaints from and against referenda groups.
- iv. Produce a report on referenda processes and outcomes at the conclusion of the voting period.

### **XIV.4 Notice of Referenda**

Public notice of referenda must be issued ~~not less than~~ at least one (1) teaching week ~~fourteen (14) days~~ prior to the Election Committee's registration ~~of~~ deadline for referendum committees. Where possible the Association will endeavor to have referenda coincide with the ~~regular-usual~~ electoral periods of the Association.

### **XIV.5 Debate of the Question(s)**

If a referendum is called pursuant to the by-laws hereof, whether initiated by the Board or by petition of the membership, the Association shall hold at least ~~two (2) meetings~~ one (1) Meeting of the Membership for the purpose of debate and discussion, if opposing referendum groups register themselves with the Elections Committee to debate the issue (s) to be decided by referendum.

### **XIV.6 Interpretation of Results**

A majority decision, fifty percent (50%), plus one (1) vote, of those votes cast ~~in~~ toward a ~~he~~ referendum question shall be binding upon the Association, provided that the total number of votes cast represents more than fifteen percent (15%) of the total membership of the Association.

### **XIV.7 Ratification of Results**

Results of all referenda remain unofficial until such a time that the Board has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the by-laws and policy, ratified the results. Such consideration should occur at the next meeting of the Board.

#### **XIV.8 Referenda Disputes**

Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Elections Committee shall investigate the charge and take such action deemed appropriate. In the event a complaint against the Elections Committee or any member thereof, the infraction shall be referred to the Board. It is the right of any referendum committee whose position has been determined to have lost by less than five percent (5%), and without specific charge, to request an official recount within two (2) weekdays of the notification of results.

#### **XIV.9 Petitions**

XIV.9.1 Petitions are requests by the membership for the Board to act on a particular ~~problem~~ matter. They may be binding or non-binding on the Board according to the terms and conditions of the by-laws.

XIV.9.2 Members who wish to petition for a new levy fee or to amend ~~the terms of an existing~~ a levy fee must ~~make an application~~ give notice to the Association by the first day of February Board of Directors before the start of the Spring Electoral Period. The application notice must ~~contain~~ include:

- i. Why the levy fee is being requested or amended, including its intended use(s) of additional funds.
- ii. Suggested wording of the question to appear on the ballot.
- ~~iii.~~ iii. A list of ~~three (3)~~ two (2) officers (individuals and their positions) responsible for the organization group's activities during the referendum process.
- ~~iii-iv.~~ iv. If applicable, instigators should confirm that the existing levy group which the petition concerns has been contacted. Not doing so does not invalidate the requirement to give notice to the Association.

XIV.9.3 Registered TCSA Clubs or Groups seeking a levy group fee are subject to the additional requirement of having clubs or group status with the Association for the two (2) previous calendar years.

XIV.9.4.1 Petitions must contain the following information fields:

- i. "NAME (printed)"
- ii. "SIGNATURE" (may be excluded or incomplete if petition is digital)
- iii. "STUDENT NUMBER"
- iv. "TRENT UNIVERSITY EMAIL ADDRESS"

XIV.9.4.2 Petitions must also comply with the following format:

- i. All petitions must be addressed to the Board of Directors.
- ii. Petitions must be written in clear language.
- iii. The subject matter of the petition must be indicated on every sheet, if printed.

XIV.9.5 It is the responsibility of the instigator(s) of the petition to ensure the following:

- i. That the petition is undertaken in good faith for a legitimate reason.

- ii. That each person filling out the petition is clearly informed of what they are signing, by the instigator(s) of the petition.
- iii. That, to the best efforts of the instigator(s) of the petition, each signatory is of sound mind (i.e., not under the influence of drugs or alcohol) and that said signatories are capable of understanding what they are signing.
- iv. That the instigator(s) ensure that each signatory is a Peterborough campus undergraduate student at the University and therefore a member of the Association (includes School of Education).
- v. That any petitions are submitted in a timely manner so that they can be verified by the Association through membership records, as necessary.
- vi. That each signatory has clearly and legibly submitted their information under each required heading, with the exception of those entries under the signature heading.
- vii. That no false, incomplete, or duplicate entries are made on the petition.

XIV.9.6 Action called for within petitions must be within the jurisdiction of the Board.

XIV.9.7 Petitions must be first sent to the Association Resource Manager who will certify the petition, confirming that the conditions required herein are met and will present the petition to the Board for its consideration or action.

XIV.9.8 Completed petitions requesting a referendum to approve, amend, or remove a fee must be received by the Association Resource Manager before the close of the nomination period of the Spring General Elections.

XIV.9.~~98~~ Unless otherwise defined in the by-law hereof, a binding petition must contain the valid signatures of no less than ~~ten~~-fifteen percent (~~150~~%) of the members of the Association as of the date of submission.

XIV.9.~~109~~ Instigator(s) of the petition are responsible for the conditions as detailed in the by-laws hereof. Failure to comply with any of these conditions shall invalidate the entire petition.

XIV.9.11 Once a petition is submitted, the Association Resource Manager is responsible for keeping it on file with the Association until the ratification of referendum results by the Board of Directors.

# **OPERATING RESOLUTION AMENDMENT PROPOSALS**

## **2023**

### **Committee Members:**

**Zoe Litow-Daye (Chair)**

**Aimee Anctil**

**Moriah Hillyer**

**Wendy Walker (non-voting)**

## **Advertising**

The TCSA may advertise on its premises events and activities of a cultural, educational, or community-oriented nature. The Advertising Policy governs all advertising opportunities within the TCSA's purview.

## **Terms**

All advertising and promotion within the TCSA will comply with the mandate, mission, and values of the TCSA.

The TCSA reserves the right to reject advertising that, in the TCSA's sole opinion, may adversely affect public confidence in the TCSA or the value of the TCSA. The TCSA does not have an obligation to accept any advertising submitted. The TCSA may remove at its discretion advertising that contravenes this policy from its property. The acceptance of advertising by the TCSA is not an endorsement of a product or service.

Advertisements must be in compliance with any TCSA policies and applicable provincial and federal laws and regulations, including the Ontario Human Rights Code; and the Canadian Code of Advertising Standards. It is the responsibility of advertisers to ensure that proposed advertising does not contravene any applicable legislation prior to submission to the TCSA for consideration.

The TCSA assumes no liability for advertisements that contravene legislation, and all advertisers will be required to indemnify the TCSA for any costs or damages the TCSA may incur as a result of their advertising.

In instances where members of the public wish to file complaints or inquiries about advertising displayed by the TCSA, they may bring their concerns forward to the TCSA Community Coordinator.

## **Scope**

The TCSA will not accept the following types of advertising content:

- advertising that detracts from the TCSA's public image or could place the TCSA at the centre of a controversy or sensitive issue;
- advertising that is considered of questionable taste or which in the TCSA's discretion is considered irritating in its style, content, or method of presentation;
- advertising that is partisan or political in nature;
- the promotion of religious beliefs or convictions;
- personal ads and notices, and notices of personal items for sale or rent;
- the promotion of illegal substances, tobacco, and alcohol companies and products.
- Services that may exclude TCSA members, such as geographical location, age, etc.

- fundraising, unless otherwise agreed upon through mutual consultation between the TCSA and the Foundation;
- any items that contravene this Policy.

## **Board of Directors Orientation Retreat**

To ensure that the Association Board of Directors has an opportunity to learn about the Association and the Association's roles and responsibilities, meet the staff of the Association, and plan for the upcoming year, each year, there shall be a Board Orientation retreat for the newly elected Board of Directors after the Spring Elections. It shall be the responsibility of the Association Resource Manager to plan and arrange the Orientation Retreat in consultation with Executive and executive elect members. It shall also be the Association Resource Manager's responsibility to ensure that directors who are unable to attend the Orientation Retreat or are elected in the Fall By-Elections of the Association receive the training they missed in the Fall term.

Topics to be covered at the Orientation Retreat shall include, but are not limited to, the following:

- I. Anti-Oppression Training.
- II. Robert's Rules of Order.
- III. The Trent Central Student Association By-Laws, Operating Resolutions and Policy Resolutions.
- IV. Trent Central Student Association Finances and budget processes.
- V. Trent Central Student Association Services.
- VI. Structure of Trent Administration and Post-Secondary Oversight (Provincial/Federal)
- VII. Introduction of Association Staff and of the Trent University Administration (where possible).
- VIII. ~~A strategic planning session.~~ Student Caucus Groups

All newly elected Directors of the Board shall attend the Orientation Retreat. Directors who are unable to attend the Orientation Retreat shall be required to make other arrangements with the Association Resource Manager prior to the Orientation Retreat, otherwise they may be charged with dereliction of duty pursuant to the By-Laws of the Association.

## Clubs Funding Committee

Funding for clubs shall be determined by the Clubs Funding Committee, which is a sub-committee of the Standing Committee for Finance & Operations. The committee's membership shall include:

1. The Community Coordinator (Chair; non-voting);
2. Vice-President University & College Affairs
3. ~~Minimum two (2) representatives from the Board of Directors~~

The Clubs Funding Committee shall be struck in September of each new academic year and shall meet as necessary until April. ~~Quorum for the Clubs Funding Committee shall consist of three (3) members of the Board of Directors and the Chair (or designate when necessary). The Executive of the Association shall administer clubs funding in the summer months with assistance from the Community Coordinator.~~

All expenditures by the Clubs Funding Committee must be reported to the Board of Directors, through the Vice President University and Colleges monthly executive report. Expenditures over \$2000 per club per semester should be considered by the Standing Committee for Finance & Operations. Expenditures for the Summer semester funding will be submitted to Summer Committee for final review.

Each semester, a club has the opportunity to apply for funding. The Clubs Funding Committee shall approve funding requests of Clubs in such a way that aligns with the mission and principles of the Association.

The requirements to be considered for funding are:

- i. Be a recognized club.
- ii. Have sent a minimum of one club representative to the Leadership Assembly.
- iii. Complete a financial acquisition form, which includes a statement of current accounts, the club's yearly budget, and any relevant expenditure, or incomes related to the financial acquisition being requested of the Clubs Funding Committee.
- iv. To receive funding in the second semester complete financial statements from the first funding period must be provided.

Any funding provided to registered clubs can not be used towards the following costs:

- i. travel
- ii. accommodations
- iii. any clothing or merchandise specifically for club members or executives.
- iv. Any alcohol or other controlled substances



- v. Honorariums for club members and executives
- vi. Any personal expenses outside of the club's scope

The ~~club funding committee~~ Board of Directors will maintain final authority over any funding decisions.

An effort shall be made to approve club funding requests that meet the requirements of this resolution within a timely manner. The amount of funding approved for each club shall be at the discretion of the Clubs Funding Committee (up to \$2000). The committee shall not approve funding requests for groups that support or denounce any political party. Any funding allocated to Clubs can not be used to support events or initiatives that go against the Association's policies. Furthermore, any group that is found to have violated Association or Trent University Policies pertaining to students or Clubs shall not be eligible to receive funding..

## Duties of Directors

### **Mature Students ~~Integration~~ Commissioner**

The Mature Students Commissioner shall be a student at Trent University who is enrolled under special admission requirements or criteria (i.e., a transfer student or a mature student, other categories of students may be permitted in this role as well):

- I. Act as a liaison between the Board of Directors and groups working to help welcome specific categories of students to Trent's student community (i.e., mature students, transfer students, part-time students, out of province students, international students, Indigenous students etc.), such as the Office of Student Affairs, ~~the Trail College Office~~, ~~Trents Colleges~~, or other organization tasked by the university to facilitate integration programming.
- II. Assist specific categories of students at the undergraduate level in pursuing a barrier-free education by advocating for their interest on university committees.
- III. Organize community-building events and provide resources to address the needs of specific categories of students related to this position.
- IV. Work with the Part-Time Students' Commissioners to plan events and actively represent adult learners who study on a part-time basis.
- V. Work with the Vice President University and College Affairs to create Orientation week programming

### **~~Trent Association of Black Students (TABS)~~ Commissioner**

The Black Students Commissioner must be a student who identifies as black or/ and is of black descent who is a part of the Black Trent community: ~~appointed by the Trent Association of Black Students~~ to represent that constituency on the Board of the Association.

They shall:

- I. Work to address and raise awareness of anti-black racism and oppression on Trent Peterborough campus and within the Peterborough Community.
- II. Work with relevant individuals, groups, and organizations on campus, such as the ~~Trent Association of Black Students~~, Trent African and Caribbean Student Union and the Black Student Support Group, ~~Urithi Black Academic Mentorship Program~~ as well as off campus organizations such as the Ontario Public Interest Research Group and the

Community Race Relations Committee of Peterborough to advocate and support Black Students

- III. Act as a liaison between the Board of Directors, the Office of Student Affairs, Black Student Support, Black Lives Matter Peterborough, and other student groups on campus and within the Peterborough Community.
- IV. Act as point of contact for events and/ campaigns within the TCSA for Black History Month. Work with the VP Campaigns and Equity to create at least one event/campaign for Black History Month in addition to the one other event or campaign in the academic year.
- V. Assist Black Students in pursuing a barrier-free education.
- VI. Work closely with the Racialized Students Commissioner and the Indigenous Students Commissioner in creating programming surrounding anti-racism and anti-oppression.
- VII. Attend the stand-alone Black Caucus Meeting hosted by the Canadian Federation of Students and support the collaboration between the National Circle of First Nation Metis and Inuit Students and The Black Caucus.

## **Food and Personal Care Bank**

### **Purpose**

The purpose of this policy is to outline the proper procedures and protocol for the food pantry that the TCSA operates for its membership. This policy will also establish various components of the food bank, as but not limited to who is eligible for usage, its daily use and operations, and the stocking of food and donations.

### **Responsibility of the Food Bank**

1. The Service Manager, in conjunction with Office Staff, shall manage the Food Pantry.
2. The Services Manager shall be responsible for maintaining the food pantry and ensuring that it is properly stocked.
3. The Services Manager shall ensure the food bank is operating according to the usage policy and procedure.
4. The Services Manager shall be responsible for sorting shelves in the food bank so all food is current and not expired. Should expired food be discovered, it shall follow the “Sorting Food” policy and procedure listed below.

### **Operations**

The TCSA’s One Stop Chop is to follow the requirements implemented by the health unit as well as Safe Food Handling guidelines. This includes but is not limited to:

### **Storage**

- I. Products should be stored in a cool, dry area. The storage area should be well-ventilated, and products stored off of the floor.
- II. Keep food and non-food items separate in designated storage areas.
- III. Keep storage areas clean.
- IV. Keep an 18-inch clear space around all exterior walls whenever possible
- V. Store products 6 inches off the ground by using pallets, shelving or other means.
- VI. Protect from extreme temperatures, dirt, and other sources of contamination
- VII. Follow first-in, first-out (FIFO) procedures of stock rotation.
- VIII. Make sure all products are labeled.
- IX. Check cans for dents, buckles, bulges, and rusting. If the signs are present, they are to be treated as expired food.
- X. Discard cans with serious defects shall be respectively donated to other charities willing to receive such items.
- XI. Check containers for dirt and damage.

### **Distribution**

- Do not distribute infant and baby foods and nutritional supplements after their expiry date.
- Do not distribute home canned products due to the risk of botulism
- Do not distribute dented, buckled, bulged or rusted cans. These are to be discarded as they risk mycobacterial contamination.

### **Non-Food Items**

- All non-food products must be stored in a separate area from food products, if possible.
- If not, they should be stored on lower shelves, so they will not spill and contaminate food products.
- Store at ambient temperatures and protect from extremes in temperature.
- Leaking containers of liquid soaps and cleaning supplies must be discarded and not placed in storage or distributed.
- Torn containers of dry or powdered soap may be taped and used.
- Discard torn or broken packages of diapers, feminine hygiene products, toothpaste, and mouthwash.
- Aerosol cans, pump-operated or pressurized containers that are missing the outer cap must be discarded.

TCSA's One Stop Chop Food Pantry should be sorted when it is received as well as at the start of every semester. Each semester (September, January, and May), proceeding one shelf at a time, pull all food items off the shelf and check the dates on each item. All items close to expiring should be put in the front in order to be used first, according to FIFO. All other items are placed behind. This procedure should be followed for each shelf until the entire food bank is sorted thoroughly.

If the item is expired or has no expiry date, place it in a box or separate area to return to the Service Manager's Office. These items can be delivered to the local food bank as they follow different guidelines for expiry dates.

During each visit to the food bank, ensure to check for the best before date to ensure items have not expired.

All like, and similar items are stored together on the same shelf. When stocking shelves, ensure that heavier objects are not on the higher shelving. If there is no space for new food items, a rearrangement of items on the shelves may be needed in order to keep similar foods together.

### **Codes**

Manufacturers use different types of codes on their products. These codes may include a production code or a lot code, which identifies when a product was made and sometimes what plant or line it was made on. The format of these codes will vary from one manufacturer to another and are mainly used for their internal purposes of identifying products.

The most common code is the “best before date” or durable life date; this is required by law on most prepackaged food that has a durable life of 90 days or less. The best-before date gives consumers information as to when the product is at its best. The product may still be safe to consume; if stored according to instructions after this date but is not at its optimum.

All food in the pantry must include a date that it is to be distributed by. For pre-packaged food, this is the best-before date. For all produce and fridge items, this is 2 weeks after being purchased. All freezer items should be replaced after 6 weeks.

### **Eligibility**

Trent Central Student Association Food Pantry is accessible to any current full-time or part-time Trent University student.

### **Usage**

Students are limited to one grocery bag per visit, and are expected to book an appointment to access the pantry. The Food Pantry can only be accessed within the TCSA’s office hours.

### **Donations**

When the TCSA is presented with a donation, be it monetary or physical, the following procedure is to be followed.

#### **Physical**

- I. When a physical food donation is given to the TCSA Food Pantry, the donation is recorded by the Services Manager. All food donations should be inspected before acceptance.
- II. Information to include is the record of the date, the person or organization TCSA received the donation from, who accepted the donation on behalf of the TCSA, and any notes pertaining to the donation. For example, if it was from a specific event, the amount of food donated etc.

- III. Once the donation has been accepted and recorded, the food will then be stored and placed within the food pantry for immediate use
- IV. Items donated must be unopened, in the manufacturer's original packaging, and protected from air and environmental contamination.
  - A. Boxes with inner bags can be discarded if; the inner bag is torn, perforated, leaking or contaminated, has imperfections or leaking seals, or has small moldy or foreign objects inside.
  - B. If the outer box is damaged and the inner bag is intact, place the bag into a plastic bag and leave it with contents, ingredients list and date repackaged.
  - C. Boxes without inner bags will be discarded if opened, contaminated, signs of insects, webs or moving pieces.
  - D. Bags and sacks are discarded if they are ripped, torn or punctured, if there are visible signs of insect or rodent damage, if there are visible spills and stains, and should be replaced if missing or illegible labels.

### **Monetary**

- I. When a monetary donation is given to the TCSA Food Pantry, the donation is recorded by the Service Manager and reported to the General Manager.
- II. Information to be recorded includes; the date, the person or organization TCSA received the donation from, who accept the donation on behalf of TCSA and any notes pertaining to the donation, for example, if it was from a specific event, the amount of food donated Etc
- III. The money or cheque is then given to the General Manager, who will place the donation under the Food Pantry budget line for future use.

## **Labour Acknowledgement**

The Association will begin all functions, including but not limited to Board Meetings and General Meetings, with a labour acknowledgement by the Speaker or other representative of the association, following the Association's Land Acknowledgement.

The Labour Acknowledgement will read as follows:

*The Trent Central Student Association acknowledges that much of what we know of our society today, including its culture, economic growth, and development, has been made possible by the unpaid labour of Black, Indigenous, and Racialized peoples. While racism is prominent within the structure of our society and institutions, the TCSA is committed to furthering the work of an anti-racist student union and campus in partnership with Black, Indigenous, and Racialized university staff, students, and community groups.*

Sourced from: Dr. TJ Stewart



## **Right to Disconnect**

Pursuant to Bill 27: Working for Workers Act, the Trent Central Student Association is committed to providing a work environment conducive to an appropriate work-life balance for all staff as one method of ensuring employee well-being and job satisfaction.

## **Requirement to Work outside of Normal Working Hours**

Unless specifically directed otherwise, employees shall be under no obligation to engage in work-related activities such as sending and reviewing emails, phone calls, video calls or engaging in work-related activities outside of their normal working hours.

From time to time, an employee may be required to engage in such activities upon direction from their direct supervisor. In such circumstances, the employee will be notified as far in advance as possible of planned work which is required to occur outside of normal working hours. In the event of unplanned requirements, the employee will be contacted by phone or text message indicating the requirement to perform work.

Employees will be remunerated as per the Employment Standards Act (if applicable) or employment contract for work performed outside of their normal working hours.

In the case of Executives or Senior Management, it can be expected that ongoing communication outside of normal working hours may be required due to the nature of their position.

## **Notifications Regarding After-Hours Communication**

Employees are encouraged to disconnect from work after their normal working hours. Understanding, however, that working hours for individuals across the Association may vary, communications will be sent after hours from time to time. Such communications should clearly indicate whether an immediate response is required. Scheduling an email to be sent during an employee's normal working hours should be encouraged wherever possible.

Employees are encouraged to put an “out of office” message on their email when they will be out of the office or otherwise unable to respond within the normal timelines.

## **Remote Work**

### **Purpose/Reason for Policy:**

This policy provides standard practices that govern the ability of employees to work remotely on a regular basis without compromising the responsibilities and services they support.

There may be times due to emergencies or Public Health Measures wherein the Association elects to require employees to temporarily work from home even if eligibility requirements have not been met. These instances are outside the scope of this policy.

### **Eligibility.**

An employee may be eligible to work remotely if their duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated, and have been given permission by the Association. All full-time employees are eligible for adapted remote work, with 20% of their work week designated as remote. Employees whose position requires them to be physically present within the office are ineligible for remote work.

Executive team members must complete at least 50% of their designated hours for in-office work.

Remote Work must not have a negative impact on the ability of the employee to meet their responsibilities. The employee's position and the duties associated with it have been determined to be conducive to remote work. Determining employee eligibility for remote work will be at the Association's discretion and may be rescinded.

### **Work Expectations**

Employees must follow the work schedules provided to them, be sure to meet deadlines, and uphold high-quality standards. These standards will be determined by Association management and position requirements. While some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week.

Employees will be expected to provide their own equipment for remote work unless other arrangements have been predetermined.

### **Communication**

Employees working remotely are expected to maintain the availability of standard working hours unless previously agreed upon. Employees are responsible for communicating any schedule changes through the appropriate channels.

Any correspondence from co-workers should be answered promptly within working hours.

## **Room Booking**

The TCSA welcomes the use of its spaces by students, clubs and Trent University staff. As part of its service to the community, the rooms are available for rental to community groups, agencies and organizations. All rentals will be subject to the terms defined by this policy.

The purpose of this Policy is to outline the terms and conditions for the use of rooms at the Trent University Student Centre. Meeting rooms are primarily provided for TCSA and TCSA-related programs and meetings. Once these needs are met, they may be available as public facilities to be booked for meetings, education or training seminars, cultural events, and community interest activities.

### **Booking Priorities**

- I. TCSA and co-sponsored programs
- II. TCSA registered student clubs
- III. Other University departments
- IV. Community Groups and organizations

### **Application**

Use of the meeting room by any group or organization does not constitute an endorsement by the TCSA of the group's policies or beliefs. The TCSA will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, or mental or physical disability as defined by the Ontario Human Rights Code and the Canadian Charter of Rights and Freedom. Organizations are responsible for complying with all applicable laws and by-laws, as well as TCSA policies.

The TCSA may deny applications for use based on the availability of the space, frequency of use, or requests for space by other groups and organizations.

### **Regulations**

All bookings are made through the Trent University Room Booking portal. The TCSA reserves the right to review the rental application and agreement form. Acceptance or refusal of a specific booking shall be at the discretion of the TCSA Community Coordinator. Any person or group refused may appeal in writing to the Community Coordinator.

### **Fees**

Fees are subject to change annually. Trent University departments running a student-focused event may receive a reduced rate if the TCSA is made aware at the time of booking. Student clubs registered with the TCSA will receive room bookings free of charge when applicable. Payment of fees confirms that you agree with the terms and conditions outlined in this policy. A NSF (non-sufficient funds) cheque will be subject to a \$35 handling charge.

### **Cancellations**

Cancellations made at least 3 days before the booking will be refunded minus a 10% administration fee. No refund will be given if the booking is cancelled within 24 hours of the date of the booking.

If the TCSA is unable to provide the premises for the Applicant's use due to matters beyond the TCSA's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be terminated, and the Applicant shall be entitled to a full refund. The Applicant will waive any claims for damages or compensation on account of such termination other than the refund referred to above.

### **Loss of Rental Privileges**

The TCSA, in its sole discretion, reserves the right to terminate the Applicant's use of the premises for failure to follow this policy, the Rules of Conduct or the terms of the rental agreement. If the applicant has invoices of any sort outstanding for three (3) months, they will not be able to book space until resolved.

### **Publicity & Signage**

Publicity and signs by the organization must not imply endorsement by the TCSA of the content of the program or event. Except for TCSA co-sponsored events, distribution of promotional material in the Student Centre is only permitted on the day of the event and must be removed at the end of the event.

### **Damages**

The TCSA is not responsible for theft or loss of articles or property belonging to persons renting TCSA property arising out of the occupancy by a group.

The TCSA is not responsible for damage to the Student Centre arising out of the occupancy by any person or group. Any damages or loss to TCSA property must be paid for by the renting persons or group. Rooms must be left in an orderly and clean condition.

It is the responsibility of the renting group to evacuate the room in case of a fire alarm or other emergency.

### **Booking Information**

The TCSA reserves the right to limit the number of bookings. The booking will be confirmed upon receipt of the completed booking request form and payment in full for the room. If the

booking request is not received, the room will not be held. If payment is not completed, the room will not be held.

Meeting rooms may be booked up to 2 months in advance based on availability. Recurring meetings can be booked up to 1 month in advance.

Persons or organizations must appoint a contact person who is 18 years old or older, who will sign the necessary documents, make all arrangements and be responsible for equipment and the security/safety of the rooms.

### **Equipment**

Audiovisual equipment is available at no charge but must be booked in advance.

Due to limited staff resources, there is no guarantee that TCSA staff will be available to provide audiovisual assistance on the day of the booking. Should training be desired on the use of the audiovisual equipment, it must be arranged at least 1 week in advance.

### **Keys**

Groups booking TCSA spaces will be provided with keys up to 24 hours before the event begins unless arrangements have been made ahead of time. Keys not returned to the TCSA office within 24 hours of the end of the booking will be subject to a \$25/day lost key fee for up to 5 days. If the key is not returned following the 5 days, a \$150 rekeying fee will be issued to the group.

### **Mandatory Liability Insurance**

All facility users are required to carry Liability Insurance. This coverage is for the protection of the facility renter and the TCSA, and all those participating in the use of the facility during the rental.

Those renting facilities from the TCSA will be required to produce a liability insurance certificate in the amount of \$2,000,000 per occurrence, including full participant coverage and naming the TCSA as additional insured parties.

If renters cannot produce the required certificate, they must purchase the required insurance at a nominal cost through a third-party provider as arranged by the City of Peterborough.

### **The Freedom Lounge**

Room bookings for the Freedom Lounge must align with the goals of the space as follows:

- Create a safe space for BIPOC and Racialized students to create community through social events, workshops, guest speakers, cook-outs, and other events.

- Connect BIPOC and Racialized students with resources, including, but not limited to: First Peoples House of Learning, Black Student Support, Peer Support, Consent at Trent, Community Race Relations Committee of Peterborough, and Counseling Services.
- Uplift and amplify the voices of BIPOC and Racialized peers through one-on-one advocacy, lobbying the university for anti-racist and de-colonial practices, and creating empowerment-based campaigns.

Final approval will be at the discretion of the BIPOC Student Organizer and the Freedom Lounge Ambassador.

## **Student Caucus**

### **Duties of the Caucus**

1. Guidelines for Caucuses, Groups
  - a. Issues, policy, motions and directives should be forwarded through representatives on the Policy and Governance Committee.
  - b. Issue directives regarding campaigns should be forwarded through the Vice President Campaigns & Equity, as well as the Events Committee
  - c. Any motion with budgetary implications should be forwarded to the Finance Committee.
2. Caucus' will meet and create a brief report prior to the meeting of Fall and Spring SAGM.
3. Established Caucus'

A caucus shall be composed of the Association's membership with a common interest or concern.

### **Establishment of Caucuses**

Further caucus may be established subject to the following procedure:

- a group of ten (10) members, wishing to be established as a caucus, shall apply in writing to the Association Resource Manager prior to the Winter Semi-Annual General Meeting for consideration;
- upon receipt of an application by a prospective caucus, the Board of Directors shall strike a review committee comprised of at least one (1) representative of the proposed caucus and such other persons as selected the previously established caucus' to review and make a recommendation concerning the application;
- In the event that the review committee recommends the establishment of a caucus, its report to the membership must consist of a draft standing resolution outlining the goals, membership and general constitutional provisions of the caucus; and
- A caucus must, as a stated goal, support the Mission and Principles of the Association.

### **Caucuses Rights**

- Appointment of Representatives to speak and report at Semi-Annual General Meetings
- A caucus shall have the right to bring forth issues to the Board of Directors
- A caucus shall have the right to a designated space during Board Retreat, to discuss issues relevant to the caucus.
- Establishment of Committees

A caucus may establish steering committees or other standing committees.

### **Policy**

A caucus may establish and bring forth a policy to the Policy and Governance Committee provided the policy does not contradict the policy of the Association



### **Scheduling of Meetings**

Meetings of caucuses shall be held during Board Retreat during the summer months. The Caucus then will meet twice (2) each term.

### **Voting in Caucus Meetings**

Each member of the caucus, belonging to the Association's membership as an undergraduate student, shall have one (1) vote in meetings of the caucus, except as provided for by the relevant Standing Resolutions. To maintain voting rights, members of the caucus must attend 50% of caucus meetings.

### **Designated Caucuses**

The designated caucuses of the Association are:

#### **Campus and Community Issues Caucus**

### **Mandate**

The Mandate of the Caucus shall be:

- A. to promote communication and cooperation between students groups across campus & within the community;
- B. to provide a setting for students to communicate, exchange information and share experiences and ideas regarding issues within campus and community life
- C. to facilitate communication between students and stakeholders to work in solidarity and cooperation with other Association Caucus' and Student groups;
- D. to create awareness around the issue that post secondary students face within the campus' and community life;
- E. to fight for accessible post secondary education, free from privatization, etc.
- F. Collaborate and promote the Membership Feedback Survey and other Association outreach activities
- G. Caucus goals and Mandate for the upcoming year will be determined at the first meeting, based on relevance to student issues and life

### **Membership**

Membership of the Caucus shall include all students who are directors on the board of directors and are passionate about improve Student experiences within campus and community life. This membership shall participate and vote at all meetings of the Caucus. The Caucus may also include members who are non-delegate representatives of student groups on campus or within the community.

- President (Chair)
- Gzowski President
- LEC President

- OC President
- Trail President
- CC President
- Off-Campus Commissioner
- On-Campus Commissioner
- Mature Student Commissioner
- Part-Time Students Commissioner
- Any other directors not affiliated with another established Caucus

### **Rights of Non-Members**

Students who are present at the Caucus but are not members of the Undergraduate Association have all rights afforded to members except the right to vote in committee meetings. Speaking priority will be given to members of the Association.

### **Meetings**

Meetings of the Caucus may take place prior to any general meeting of the Association at which members of the Caucus are present. Notice for regrets must be sent to the chair 24 hours prior to the scheduled Caucus meeting.

### **Duties and Responsibilities of the President**

The duties and responsibilities of the President shall be:

- A. act as liaison between the Caucus and the Board of Directors;
- B. represent the interests of the Caucus within all meetings of the Board of Directors or Association meetings;
- C. take direction from the Caucus during Board meetings, and Meetings of the Association
- D. facilitate communication between Students of the membership and the Association and student groups;
- E. oversee and coordinate campaigns initiated by the Campus and Community Issues Caucus group;
- F. Provide Students groups and the membership brief semi-annual reports which could include information about campaigns, activities, and goals pertaining to the Caucus and seeking information which could facilitate the work of the Caucus;
- G. Assist and facilitate communication of the caucus during all Association meetings;

### **Racialized Student Caucus**

#### **Definition**

Racialisation refers to the process by which dominant ideologies of power and privilege construct races as unequal, leading to experiences of racism, socio-economic oppression and marginalization.

## **Mandate**

The Mandate of the Caucus shall be:

- A. to promote communication and cooperation between racialized students groups across campus & the community;
- B. to provide a setting for racialized students to communicate, exchange information and share experiences and ideas regarding issues facing racialized, Indigenous, and International students;
- C. to facilitate communication between racialized students and other students, and to work in solidarity and cooperation with other Association Caucus and student groups;
- D. to create awareness around the issue of racism within the Association and Trent University;
- E. to fight against overt and institutional racism ingrained in post-secondary institutions.

## **Membership**

Membership of the Caucus shall include all racialized students who are directors on the Association's Board of Directors and identify as Indigenous, Racialized, or International Students. This membership shall participate and vote at all meetings of the Caucus. The Caucus may also include racialized students who are non-delegate representatives of student groups on campus or within the community.

- BIPOC Student Organizer, to act as Chair
- Vice President Campaigns & Equity
- Racialized Student Commissioner
- Indigenous Student Commissioner
- International Students Commissioner
- Black Students Commissioner
- Freedom Lounge Ambassador (*ex-officio*)

## **Rights of Non-Members**

Racialised students who are present at the Caucus but are not members of the Association have all rights afforded to members except the right to vote in committee meetings. Speaking priority will be given to members of the Association.

## **Meetings**

Meetings of the Caucus may take place prior to any general meeting of the Association at which members of the Caucus are present. Notice for Regrets must be sent to the chair 24 hours prior to the scheduled Caucus meeting.

## **Duties and Responsibilities of the VP Equity and Campaigns**

The duties and responsibilities of the VP shall be to:

- A. Act as liaison between the Caucus and the Board of Directors;

- B. represent the interests of the Caucus within all meetings of the Board of Directors or Association meetings;
- C. take direction from the Caucus during Board meetings and Meetings of the Association
- D. facilitate communication between Indigenous, Racialized and International Students of the Association and student groups;
- E. oversee and coordinate campaigns initiated by the Racialized Students Caucus group;
- F. Provide Racialised Students groups and the membership brief semi-annual reports which could include information about campaigns, activities, and goals pertaining to the Caucus and seeking information which could facilitate the work of the Constituency Group within the Federation;
- G. Assist and facilitate communication of the caucus during meetings during Board Retreat;

### **Student Health and Disability Justice Caucus**

#### **Mandate**

The Mandate of the Caucus shall be:

- A. To promote education on wellness and mental health to students within the membership
- B. To promote communication and cooperation between students with disabilities, student groups, and the university;
- C. To provide a setting for students with disabilities to discuss issues concerning student accessibility in post-secondary education
- D. To represent students with disabilities' interests and concerns within the Association.
- E. Provide a space for the membership to discuss issues and concerns surrounding Student Mental Health and Wellness
- F. To educate and promote Accessibility Concerns, and reflect issues of the membership to the Association and University

#### **Membership**

As there are conditions, either officially recognized or not, that may limit full participation in the post-secondary environment, members of the Constituency Group shall include all students with disabilities who are delegates at general meetings of the Association. Subject to ratification by the Constituency Group, the Constituency Group may also include students without disabilities who have a passion for disability justice within post-secondary education.

- Vice President Health & Wellness (Chair)
- Students with Disabilities Commissioner
- College Cabinet Disability Commissioners

- Student on SAS representative
- Student Association of Students with Autism (SASA)

Rights and Privileges of Delegates that are not Association Directors. Students with disabilities who are present at the Caucus meeting and who are not members of the Association have all the rights afforded to members except the right to vote in caucus meetings.

Duties of the VP Health and Wellness shall be:

- 1) To act as liaison between the Caucus and the Board of Directors;
- 2) Represent the interests of the Caucus on the Board of Directors;
- 3) Take direction from the Caucus during Association's general meetings;
- 4) Facilitate communication between Students with Disabilities members of the Association
- 5) Oversee and coordinate campaigns initiated by the Student Disability Justice Caucus;
- 6) Report the communication of the Caucus in a brief semi-annual reports which could include information about campaigns, activities and goals pertaining to the Student Health and Disability Caucus and seeing information which could facilitate the work of the Caucus within the Association;
- 7) Assist facilitation of Caucus Group meetings during the Board Retreat
- 8) Communicate with Assesibility Services on the issues and concerns of students represented by the Student Disability Justie Caucus ;

### **Meetings of the Caucus**

Meetings of the Constituency Group may take place prior to the general meeting of the Association at which members of the Constituency Group are present. Notice for Regrets must be sent to the chair 24 hours prior to the scheduled Caucus meeting.

### **Student Senate Caucus**

#### **Mandate**

The Caucus shall:

- A. Promote communication and cooperation between Student groups on senate to better unify the voices of students across campus & The community;
- B. To provide a setting for Student Senators to communicate, exchange information and share experiences and ideas regarding issues facing students, within their constituencies;
- C. To facilitate communication between Student Senators and the membership, and to work in solidarity and cooperation with other Association Caucus and Student groups;

- D. To create awareness around the issue that Student Senators effects within the Association and at the university campus’;
- E. To fight for increased student visibility and seats within Trent University Senate

### **Membership**

Membership of the Caucus shall include delegates from the Association’s Board of Directors and hold the position of Student Senator. This membership shall participate and vote at all meetings of the Caucus. The Caucus may also include Jr. College Senators

- VP College and University Affairs (Chair)
- TCSA Senate Liaison
- Gzowski Sr Senator
- Gzowski Jr Senator
- LEC Sr Senator
- LEC Jr Senator
- CC Sr Senator
- CC Jr Senator
- OC Sr Senator
- Oc Jr Senator
- Traill Sr Senator
- Traill Jr. Senator
- Graduate Student Senators (non-voting)
- Durham Student Senators (non-voting)

### **Rights of Non-Members**

Members who are present at the Caucus but are not members of the Undergraduate Association have all rights afforded to members except the right to vote in committee meetings. Speaking priority will be given to members of the Association.

### **Meetings**

Meetings of the Caucus may take place prior to any general meeting of the Association at which members of the Caucus are present. Meeting to be scheduled in accordance with the Trent University Senate meeting schedule. Notice for Regrets must be sent to the chair 24 hours prior to the scheduled Caucus meeting.

## **9. Duties and Responsibilities of the VP College and University Affairs**

The duties and responsibilities of the VP College and University Affairs shall be to:

- A. act as a liaison between the Caucus and the Board of Directors ;

- B. represent the interests of the Caucus within all meetings of the Board of Directors or Association meetings;
- C. take direction from the Caucus during Board meetings and Meetings of the Association
- D. facilitate communication between Student Senators and Senate with members of the Association and student groups;
- E. Oversee and coordinate campaigns initiated by the Student Senator Caucus group;
- F. Provide the membership and the Board of Directors and the membership brief semi-annual reports which could include information about campaigns, activities, and goals pertaining to the Caucus;
- G. Assist and facilitate communication of the caucus during meetings during all Association meetings;
- H. Facilitate annual outreach to the membership, and assist in the creation and distribution of the Membership Feedback Survey, implementing issues under Senate Mandate;