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# POLICIES AND PROCEDURES

## TST Advanced Degree Students' Association

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Ratified: October 1, 2007  
Revised: January 11, 2008  
Revised: January 30, 2009

### A. Policies and Procedures for ADSA Purpose (Constitutional Section 2)

A.1 ADSA understands its operations as being primarily oriented towards the academic and professional development of its members. It seeks to:

- promote scholarly networking among students with similar or cross-disciplinary interests;
- encourage members' participation into the academic world of presenting and publishing;
- emphasize the importance of professional development opportunities, especially related to research and teaching;
- facilitate its members' transition to other graduate schools and the job market; and
- in particular, advocate for greater commitment to and action on the above goals by TST and its members colleges.

A.2 ADSA seeks to fulfil these professional development goals through its activities:

A.2.1 *Professional Development Seminars*. Important topics for ADSA members include:

- how to get published;
- professional associations and how to make the most of them;
- CV's and teaching dossiers;
- biblical language software;
- applying for fellowships (OGS / SSHRC);
- general teaching skills;
- course design and syllabi;
- teaching and the use of technology;
- the job interview process;
- dealing with difficult students (including legal issues, harassment, etc.);
- applying for doctoral programs.

A.2.2 *Works and Wine*, a forum where ADSA members can present their research and receive feedback from their colleagues. A multi-disciplinary approach is particularly encouraged.

A.2.3 Support of TST discipline-specific seminars and conferences, especially if they are student led and encourage the academic participation of ADSA members.

A.2.4 Three travel bursaries of \$200 each offered twice a year to deserving ADSA members who will be presenting or responding to papers, or interviewing for jobs outside of Ontario, and who do not have any other external funding sources for the conference.

A.2.5 Maintenance of an ADSA website to:

- inform students of ADSA and TST events;
- inform and discuss issues being addressed by the ADSA and/or the TST;
- publish announcements about conferences, events, lectures, etc. at TST colleges and of interest to AD students; and
- share information on academic resources and professional development.

A.2.6 Annual orientation letter of welcome and ADSA brochure to introduce new ADSA members to their association and its activities.

A.2.7 ADSA also encourages its members' use of University of Toronto professional resources, including: career guidance, teaching and research skills, English writing skills, programs to introduce new software and technologies.

## **B. Policies and Procedures for Membership Fees (Constitutional Section 3.5)**

B.1 The amount of the levy will be variegated between part-time and full-time students.

B.2 The fee will be collected by TST through the University of Toronto.

B.3 The Treasurer is responsible for collecting the monies from TST.

B.4 When necessary, the ADSA Board can move to increase the annual student levy by two-thirds majority vote.

B.5 After ADSA Board approval, any increase to the student levy must be approved by referendum with a two-thirds majority vote of the general ADSA membership.

B.6 The President is responsible for informing the colleges, via the TST Director, of any changes to the membership fees.

## **C. Policies and Procedures for the ADSA Board (Constitutional Section 4)**

C.1 Terms of office for elected positions

C.1.1 For Executive positions (4.2.1), two years.

C.1.2 For the TST Representative positions (4.2.2), subject to the regulations of the Board, Council, Department or Committee, normally two years.

C.1.2.1 If an elected member resigns from the position before serving their term of two years, the Board will elect another representative from among its members for the rest of the duration of the term. If no such representative among the Board members is found, the position will remain vacant until the next Board elections.

C.1.3 For the College Representative positions in 4.2.3, one year.

C.1.3.1 If an elected member resigns from the position before serving their term of one year, the Board will elect another representative from among its members for the duration of the term until the next election. If no such representative among the Board members is found, the Board will ask the AD Director of the College to appoint another representative from the general ADSA membership population until the end of the elected person's term.

## C.2 ADSA Executive

C.2.1 The ADSA Executive shall consist of five members: the President, Vice-President, Treasurer and Administrator who are elected at the AGM, and a fifth executive member appointed by the ADSA board for a one year term. This member is to be an elected representative on the ADSA Board.

C.2.2 In extraordinary circumstances, the ADSA Board may decide to assign all its powers and authority to the Executive Committee. The Executive Committee, with a quorum of three, can exercise them whenever a majority of Executive members judge that delay is inappropriate. Any decisions taken under this provision must be confirmed at the next meeting of the ADSA Board.

## C.3 Responsibilities of the Executive

### C.3.1 President

C.3.1.1 Will call and chair all ADSA Board and ADSA Executive meetings.

C.3.1.2 Will preside over the annual general meeting (hereafter AGM).

C.3.1.3 Will develop agendas for meetings in concert with the other ADSA Executive members.

C.3.1.4 Will be the principal liaison officer between the ADSA, the TST Director and the TST Director for Advanced Degree Studies. As such they will sit on the TST Board of Trustees as the representative for Advanced Degree students.

C.3.1.5 Will represent the ADSA Board and/or ADSA Executive as needed.

C.3.1.6 Will act as a primary liaison between the ADSA Board and its membership.

C.3.1.7 Will represent the ADSA in its official correspondence and communication.

C.3.1.8 Will have cheque-signing authority along with the Treasurer.

C.3.1.9 Will produce a detailed annual report of ADSA's activities to be presented at the AGM and uploaded on [adsa.ca](http://adsa.ca). The report will also be shared with TST.

C.3.1.10 The President will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external

committee will be taken as a resignation the acceptance of which will then be subject to review by the Board. Exception can be made in reasonable circumstances.

### C.3.2 Vice-President

C.3.2.1 In the absence of the President, the Vice-President will perform the duties of the President and be responsible for chairing meetings.

C.3.2.2 Will be the parliamentarian and assist in procedural disputes.

C.3.2.3 Will assist the President in any way necessary.

C.3.2.4 Will be responsible for overseeing elections, including the appointment of a Chief Returning Officer (hereafter CRO).

C.3.2.5 The Vice-President will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external committee will be taken as a resignation the acceptance of which will then be subject to review by the board. Exception can be made in reasonable circumstances.

### C.3.3 Treasurer

C.3.3.1 Will be responsible for the ADSA bank account(s) and have cheque-signing authority.

C.3.3.2 Will keep the accounts of all expenditures and incomes.

C.3.3.3 Will prepare a financial report for every meeting (report may be oral).

C.3.3.4 Will prepare a financial statement for the year just completed and a preliminary projected budget for the following year to be voted upon by the Board in March and to present as information at the AGM in April.

C.3.3.5 Will present a revised annual budget for the ADSA Board at the November meeting.

C.3.3.6 Will draw up a detailed financial statement for the first meeting of the ADSA Board at the beginning of the academic year.

C.3.3.7 Will be responsible for collecting the annual student levy from the member colleges and/or TST.

C.3.3.8 Will be the principal liaison between the ADSA and the students' union. As such, they will sit on the student union's board as representative of TST students.

C.3.3.9 The Treasurer will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.3.4 Administrator

C.3.4.1 Will distribute the agenda for all meetings upon receiving it from the President.

C.3.4.2 Will record and distribute the minutes of the meetings of the ADSA Executive, the ADSA Board and the AGM.

C.3.4.3 Will present the minutes of the previous meeting for approval at the subsequent meeting.

C.3.4.4 Will give notice of extraordinary meetings and all other events.

C.3.4.5 Will archive all ADSA minutes and correspondence in hard copy.

C.3.4.6 Will serve as the Advanced Degree student representative to the Library Committee

C.3.4.7 The Administrator will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external committee will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.3.5 Fifth Member of the Executive

C.3.5.1 Will attend all Executive meetings and have the power to vote.

C.3.5.2 In the absence of the Vice-President, the Treasurer or the Administrator will perform their duties as necessary.

C.3.5.3 The Fifth Member of the Executive will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external committee will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.4 Responsibilities of the College Representatives

C.4.1 Will submit a written report regarding the issues pertaining to AD students at their college to the Administrator 48 hours before the distribution of the agenda for each ADSA meeting.

C.4.2 Will send college information to the website administrator. Such things may include, but are not limited to, student accomplishments, publications, job openings, dissertation defences, etc.

C.4.3 Will be expected to represent the ADSA Board at the college orientation.

C.4.4 Will act as the liaison between the college and the ADSA.

C.4.5 College Representatives will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external committee will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.5 Responsibilities of the Department Representatives

C.5.1 Will submit a written report containing issues pertaining to AD students in their department to the Administrator 48 hours before the distribution of the agenda for each ADSA meeting.

C.5.2 Will represent student departmental concerns in the department meeting. This may include writing letters, polling the students, and gaining an understanding of the issues students in the department face.

C.5.3 Will act as the liaison between the ADSA Board and the department.

C.5.4 Department Representatives will commit to attending all of the meetings required by the position held. Failure to attend two consecutive meetings of either ADSA or the external committee will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.6 Responsibilities of the Communications Officer

C.6.1 Will maintain the ADSA website.

C.6.2 Will prepare any marketing literature (posters, brochures etc.) for ADSA.

C.6.3 Will maintain ongoing communication with the ADSA Board to ensure adequate exchange of information.

C.6.4 Will be paid an annual stipend of \$250 for the duties performed.

C.6.5 Failure to fulfil these duties in a timely manner will be taken as a resignation the acceptance of which will then be subject to review by the board. Exceptions can be made in reasonable circumstances.

#### C.7 Removal of ADSA Board Members

C.7.1 The ADSA Board may move to have an elected member removed by a two-thirds majority vote.

C.7.2 After ADSA Board approval, the removal must be approved by a two-thirds majority vote at the AGM or a special general meeting.

C.7.2.1 If the President is the subject of a removal motion, the Vice-President will chair all meetings until the matter is resolved.

C.7.3 An appointed ADSA Board member may be removed from office by a two-thirds majority vote of the ADSA Board.

## **D. Policies and Procedures for ADSA Elections**

### **D.1 Chief Returning Officer**

D.1.1 Upon the recommendation of the Vice-President, a member of the ADSA Board who is not seeking an elected position is appointed yearly to serve as Chief Returning Officer (hereafter CRO).

D.1.1.1 The Vice-President may serve as CRO if not seeking an elected position.

D.1.2 The CRO is responsible to administer ADSA, Department and College elections in accordance with the ADSA policies and procedures.

### **D.2 College elections**

D.2.1 College elections will be administered by ADSA, with voting limited to the members of the individual colleges. The Vice-President may convene a meeting of advanced degree students of that college for the purpose of electing a representative.

D.2.1.1 The college elections may take place in the fall or in the spring of the following year.

D.2.2 In case a representative resigns, or the position becomes vacant in the midst of a term of office, then the AD Director of the representative's college will be contacted to fill the position.

### **D.3 Department elections**

D.3.1 Department elections will be administered by ADSA, with voting limited to the members of the individual departments. The Vice-President may convene a meeting of advanced degree students of that department for the purpose of electing a representative.

D.2.3 In case a representative resigns, or the position becomes vacant in the midst of a term of office, the position will be filled by other members of the ADSA Board or remain empty until the next elections.

### **D.4 ADSA Elections**

D.3.1 Any advanced degree student interested in running for a position must nominate him/herself for the positions outlined in the constitution, section 4.2.

D.3.2 All nominations must be accompanied by the endorsement of two other advanced degree students.

D.3.3 Nominations must be submitted to the CRO by the second Friday of March.

D.3.4 Any student nominated to departmental or D.Min. committees must be a student of the respective department.

D.3.5 Any student nominated as college representative must be a student of the respective college.

D.3.6 If there is one nomination in any given position, that person will be acclaimed the winner at the AGM.

D.3.7 In the event that more than one student is nominated for a single position, the following procedure will be adhered to:

D.3.7.1 An election will be conducted before the April AGM with the documented results announced during the AGM.

D.3.7.2 The election campaign will be one week long, where each candidate may:

- post one message to the TST students listserv regarding their candidacy, which will be posted on the ADSA website for one week;
- put a reasonable number of posters up at colleges, through approved channels, and take them down after the election.

D.3.7.3 No campaign literature may be distributed on the election day.

D.3.7.4 The election is usually held electronically through the use of online survey software. Voters will have to declare their status as legitimate ADSA members, that is, current TST advanced degree students, before they are allowed to vote. The CRO, with the help of an impartial assistant, will verify their status with the TST registrar.

D.3.7.5 Every advanced degree student is entitled to one vote.

D.3.7.6 In the case of electronic voting, votes will be counted automatically by the online software.

D.3.7.7 The person receiving the most votes will be declared the winner.

D.3.7.8 In the event of a tie, the winner will be determined by a coin toss.

## **E. Policies and Procedures for ADSA Meetings**

### **E.1 ADSA Board Meetings**

E.1.1 The ADSA Board will normally meet each month during the school year.

E.1.2 The dates and times of these meetings will be established at the beginning of each term.

E.1.3 Extraordinary meetings may be called by the President if needed on three days notice.

E.1.5 The President, together with other members of the ADSA Executive, will establish the agenda.

E.1.6 The ADSA Board will meet at least once over the summer.

## E.2 ADSA General Meetings

E.2.1 An annual general meeting (hereafter AGM) for all Advanced Degree students will be held in April of every year.

E.2.1.1 The Board will determine the location of the meeting at least two months prior to the AGM.

E.2.1.2 The AGM must take place at a member college or in the TST building.

E.2.1.3 The Treasurer will present for information a financial statement for the year just completed and a preliminary projected budget for the following year.

E.2.1.4 The CRO will present the newly elected members of the ADSA Board.

E.2.1.5 Any major policy decisions ratified throughout the year by ADSA will also be presented.

E.2.2 When deemed necessary, other general meetings may be called by the ADSA Executive or the ADSA Board with fourteen days notice.

## E.3 Meeting Attendance

E.3.1 All ADSA members may attend any meeting. Non-members of the Board may address any Board meetings if they have requested to be put on the agenda.

E.3.1.1 At the discretion of the ADSA Board, a portion of a Board meeting may be held *in camera*.

E.3.2 To ensure and enhance participation in the general meetings, the agenda, material for discussion and voting procedures will be circulated widely prior to the meeting and facilitated through any legitimate means of communication.

E.3.3 Any necessary policy voting procedures will be administered by the Vice-President.

## E.4 Meeting Procedures

E.4.1 The ADSA Board works at achieving consensus in all its Board and General meetings.

E.4.2 If consensus is not achieved, *Roberts' Rules of Order* will be followed.

E.4.3 Each elected Board member carries one vote in the Board meetings.

E.4.4 Each ADSA member carries one vote in the General meetings.

E.4.5 All Board and General meeting minutes will be publicized on the ADSA website.

E.4.6 The use of electronic media, including the ADSA website, ADSA email listserv and online survey tools must be encouraged to facilitate communication with and participation of

ADSA members at the General meetings, and to make smooth the running of ongoing Board business and communication.

E.4.7 Policy decisions that require a general meeting, such as ratifying constitutional amendments or levy increases, may also be made at the discretion of the Board through electronic means. Any policy voting can be held through online survey software to enhance general membership participation.

E.4.8 The results of any such voting procedures will be publicized through the ADSA website, via email and through any other means deemed necessary by the Board.

E.4.9 Other procedures and practices not in conflict with the constitution and policies and procedures may be established by the ADSA Board.

#### E.5 Budget Procedures

E.5.1 A proposed budget shall be approved annually by the ADSA Board and publicized on the ADSA website.

E.5.2 Spending decisions which vary significantly from the proposed budget shall be recorded in the Board meeting minutes.

E.6 All ADSA documentation, including meeting minutes, budgets, promotional literature, and others is to be filed in the archives at the ADSA office.

### **F. Amendments to Policies and Procedures**

F.1 Review of the policies and procedures may take place at the discretion of the ADSA Board.

F.2 All amendments must be ratified by two-thirds majority of the ADSA Board.