
Toronto School of Theology Roundtable

POLICY AND PROCEDURES

March 10, 2017 Draft

1. Overview

- a. To maintain recognition by the University of Toronto, the Roundtable must hold public Annual General Meetings, keep an up to date record on ULife, and either levy a compulsory student fee or be open to the wider University community (see Constitution sections III and VII).
- b. When possible, the Roundtable Executive should also hold Executive meetings (section 3), appoint Officers (section 4), and meet with TST and UTSU representatives (section 5).
- c. As desired, the Executive may organize or facilitate events (section 2), request or spend funds (Constitution sections VII and VIII.d.2), or call elections or referenda (sections 6 and 7).

2. Membership, Events and Communications

- a. At every General meeting, the Executive will circulate a sheet asking for attendees' name, college, University of Toronto email, and status (TST student, other TST, other U of T). Anyone who can complete the form is a member until the next Annual General Meeting.
- b. The Roundtable may organize inter-college academic and social events for TST students, or facilitate other events organized by TST students and groups, such as by circulating announcements, providing funding, or helping to book rooms at TST or Hart House.
- c. For any event funded by the Roundtable, the Executive will review a budget before the spending is approved and receive a full account of spending after the event is complete.
- d. Executives are responsible for informing students at their college of upcoming General meetings, elections, and other events. The Chair is responsible for informing members who are not TST students, using their University of Toronto emails.

3. Executive Meetings (see also Constitution section VIII.d)

- a. The Executive will meet at least twice a year and when called by the Chair.
- b. Because of how they are chosen (Constitution sections V, VI, and VIII), Executives cannot be removed except at a General meeting. However, if an Executive misses two consecutive Executive meetings without notice, the Chair will ask them to either schedule the next meeting or appoint another student to attend, and if an Executive does not respond to multiple emails, the Chair will ask their student government for an alternate contact.
- c. If the Chair or Clerk is absent or vacant, an acting Chair or Clerk will be appointed.

4. Officers

- a. At the first Executive meeting after new Executives are ratified (Constitution section VIII.b), and whenever is necessary, the Executive will appoint Officers to serve for a single one-year term. All Officers must be appointed by a two-thirds majority of the Executive.
 - i. For each position, a disinterested Executive will ask for nominations and oversee the vote. If there are multiple nominees, each may make a brief statement before a vote.
 - ii. For each position, the Executive may choose to ask the membership for nominations and/or rotate positions among the colleges.

- iii. If the ratification of new Executives fails, a term may be extended until the next General meeting, but no member may be appointed to a second term in the same role.
- b. The names and duties of Roundtable Officers include the following:
 - i. Chair: to call and chair Roundtable meetings, setting the agenda, date, time, and location in consultation with the Executive, distributing details in advance, and facilitating good procedure as necessary.
 - ii. Clerk: to record the minutes of Roundtable meetings, distribute the minutes of each meeting for approval before the next meeting, and maintain an archive of approved minutes, budgets, and financial statements.
 - iii. Treasurer: to maintain an accurate record of all revenue and expenses, prepare budgets and financial statements for approval at General and Executive meetings, and follow good financial guidelines. (Constitution section VII.b)
 - iv. Returning Officer: to gain access to U of T's online voting system (see <https://www.studentlife.utoronto.ca/cld/voting-system-agreement>), solicit nominations for TST and UTSU representatives, and oversee elections and referenda (sections 6 & 7).
 - v. TST Liaison: to identify basic degree student representatives on TST committees, invite them to Roundtable meetings, meet with them separately if they cannot attend, and promote the exchange of information between TST and the Roundtable.
 - vi. UTSU Liaison: to invite TST's UTSU representative to Roundtable meetings, meet with them separately if they cannot attend, and promote the exchange of information between the UTSU and the Roundtable.
 - vii. IT Facilitator: to gain access to the Roundtable's ULife account (ulife.utoronto.ca), ensure the Constitution and list of Executives on the ULife and TST websites is up to date, and help Executives use the ULife mailing list and other services as needed.
 - viii. Bookings Facilitator: to assist basic degree students, the Roundtable, and other student governments with booking rooms at TST, Hart House, and the University of Toronto.
 - ix. Communications Facilitator: to assist the Chair and Executive in drafting announcements and posters, and circulating them through email and social media.
- c. The Chair and Treasurer will share signing authority for Roundtable bank account(s), if any.
- d. Officers are limited to a single one-year term. If the ratification of new Executives fails, terms may be extended until the next General meeting, but no one may be appointed to a second term in the same role.
- e. Officers may be removed for excessive absence or other serious failures to fulfill their duties.
 - i. Any two Executives may ask for a removal vote by secret ballot. An impartial party will be chosen to chair the debate and count the ballots, but not vote. If two-thirds of the Executive vote to remove an Officer, the position will be declared vacant. The motion to remove and the result of the vote will be recorded in the minutes.

5. Representatives

- a. Basic degree students are entitled to sit on TST committees such as the Academic Council, Basic Degree Council, and Library Committee. Basic degree student representatives may be appointed by TST or, with TST's consent, chosen by the Roundtable. The Roundtable must

notify TST by [date] of their intent to hold an election for one or more basic degree representatives, and forward the names of the winning candidates to TST by [date].

- b. All full-time TST students (including graduate students) are members of the University of Toronto Students' Union (UTSU) and eligible to run for seats on UTSU's Board of Directors. One position on the UTSU Board is reserved for a TST student, and may be filled through either an election organized by UTSU or, preferably, an internal election run by the Roundtable. The Roundtable must notify UTSU by **December 15th** of their intent to hold an election for TST's seat, and forward the results to UTSU for ratification by **March 1st**.
- c. Regardless of how they were elected, the Roundtable will invite basic degree representatives on TST committees and TST's UTSU representative to meet with the Roundtable at least twice a year, to give brief reports on the business of their committee and highlight any issues affecting TST students for discussion and feedback.

6. Elections

- a. An election for TST or UTSU representatives may be called with the approval of two-thirds of the Executive, followed by the appointment of a Returning Officer (if the position is vacant.)
- b. The Returning Officer will draft a call for nominations describing the positions available, whether they are open to all basic degree students (for TST) or all full-time students (for UTSU), the nomination process and deadline, and the number of nominators required (e.g. at least three students from three different colleges). The Executive will circulate the call.
- c. If only one student is nominated for a position, they will be acclaimed.
- d. If more than one student is nominated for a position, but no nominations are received for another position, the Returning Officer will inform the nominees of which positions are still vacant, giving them a brief opportunity to change the position they are seeking without submitting new nominations.
- e. If more than one student still seeks the same position, an election will be held with voting open to all basic degree students (for TST committees) or all full-time students (for UTSU).
 - i. The Returning Officer will set a schedule for the election so there is at least a week for campaigning and a week for voting. They will inform the candidates of the schedule and any rules for the campaign, asking each for a statement of less than 1000 letters, including spaces. The Returning Officer will then draft an announcement of the voting method, dates, candidates, and candidate statements for distribution by the Executive.
 - ii. The Returning Officer will work with an online voting system and the TST Registrar to ensure a fair and secure vote for every eligible student. If a student is unable to vote online, they will be emailed a ballot to print, complete, and return to the Returning Officer before the end of voting, to be counted once their eligibility is verified.
 - iii. The candidates who receive the most votes win. After the voting ends, the Returning Officer will present the results for ratification at the next Roundtable meeting.
- f. If no one runs for a position, or it becomes vacant, the Executive may call a by-election or appoint a representative using the procedure described for Officers (section 4.a).

7. Referenda

- a. A referendum may be called with the approval of two-thirds of the Executive, followed by the appointment of a Returning Officer (if the position is vacant), and then a two-thirds vote to approve a clear, short, yes/no question for the referendum ballot.
 - b. The voting procedure for a referendum is as described for elections (section 6.e), and the ballots for a referendum and an election may be combined if the voting eligibility is the same.
 - c. Quorum for a referendum is 50 students or 5% of those eligible to vote, whichever is less. To pass a referendum question requires both quorum and a two-thirds majority of those voting.
8. Amendments and Authority
- a. These Policies and Procedures may be amended with the approval of a two-thirds majority of the Executive at two meetings, one to initiate a change and the second to make it permanent.

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