

Scarborough Campus OUT Constitution

2008-2009

Article 1: Name

The official title of this organization shall be “Scarborough Campus OUT”. The organization may be referred to as “SCOUT”, or variations on “SC*OUT”, with different punctuation marks in place of the ‘*’. In this document the organization will be referred to as “SCOUT”.

Article 2: Purpose

SCOUT exists for the benefit of all members of the University in the hope of enriching student life. SCOUT is committed to promoting a comfortable and equitable atmosphere for students, with a focus on students who have been marginalized on the basis of sexual and gender orientations and identities. SCOUT does this in various ways, including but not limited to:

- a. Providing a collective voice for members to address students, student governments, faculty, administrators, and other organizations regarding issues of equity, sexuality, gender identity and other related issues;
- b. Working with other U of T organizations, administrators, students, and faculty to develop an equitable atmosphere for members who have been marginalized on the basis of sexual/gender orientations/identities;
- c. Providing a welcoming, safe and active social atmosphere for members by organizing social activities and peer support as needed;
- d. Accumulating and providing information and other resources on a wide range of sexuality/gender issues for the purpose of educating the student body;
- e. Responding to instances of homophobia, heterosexism, transphobia, bi-phobia, lesbophobia, and other forms of injustice within UTSC.

Article 3: Membership

- a. University of Toronto Scarborough students, staff, faculty, alumni shall be eligible for membership in this organization.
- b. There is no membership fee to join SCOUT.
- c. Any student of the University of Toronto Scarborough shall be eligible to run for an elected position pursuant to Article 7 of this Constitution.
- d. Any member of SCOUT shall be eligible to vote for any elected position pursuant to Article 7.
- e. A member is defined as a person who identifies themselves for membership at a PCM and is issued a voting member card. A voting member card will not identify the card holder and will be represented by a number. All coordinators can issue voting member cards.

Article 4: Coordinators

There is no official leadership hierarchy within SCOUT. Each member has one vote at any Planning & Coordinating Meeting (PCM).

All Coordinators must challenge themselves and others by being dedicated to addressing and ending oppressive comments and instances in SCOUT spaces and SCOUT meetings or events, both physical and virtual. Examples of oppression include but are not limited to: racism, sexism, classism, discrimination on the basis of ethnicity, culture and/or faith, eurocentrism, ableism, ageism, heterosexism, genderism, homophobia, biphobia, lesbophobia, transphobia.

The Coordinators' classification, position, and duties are outlined below. All Coordinators are considered Signing Officers. A single Political Coordinator is permitted but ideally all positions will be filled to ensure proper representation, delegation, transparency, and member-accountability.

Article 4.1: Political Coordinator (2)

- a. Political Coordinators shall be responsible for ensuring that the purpose, (Article 2) of the organization is fulfilled.
- b. Political Coordinators must actively pursue sources of funding for the organization, along with the Financial Coordinator.
- c. Political Coordinators act as the official spokespeople of the organization liaising (a) internally with students, staff, faculty, administrators, student governments, student clubs, and other organizations within U of T, included but not limited to: SCSU, SAC, Student Affairs, the LGBTQ

Resources & Programs Coordinator, Frosh/Orientations Steering Committees, and the U of T Pride Committee; and (b) externally with organizations, companies, and people to create positive relationships and to further the needs and goals of the organization.

- d. Political Coordinators shall generate strategies designed to raise LGBTQ visibility on campus, fight instances of oppression and ensure a positive student experience for SCOUT's membership.
- e. Political Coordinators shall actively seek out training and opportunities for experiential enhancement in issues surrounding sexuality & gender identity/orientations, cultural differences/sensitivity, and any related issues.
- f. Political Coordinators are responsible for running SCOUT events and overseeing any tri-campus planning and organizing with other U of T LGBTQ student groups.
- g. Political Coordinators shall book facilities, keep track of funds, maintain the website, and moderate the listerv if no other Coordinators are elected.

Article 4.2: Operations Coordinators

- a. The Operations Coordinator shall acquire up-to-date information and make it available to the membership, in the form of pamphlets, books, videos, magazines, zines and other forms of media. Duties also include: Website maintenance, Listersev moderation and updating the B-wing Bulletin board.
- b. The Operations Coordinator shall be responsible for booking rooms, electronics, and other resources as necessary.
- c. The Operations Coordinator assist the Political Coordinators with any tri-campus events.
- d. The Operations Coordinator shall liaise with other UTSC student clubs, student governments, or administrators on behalf of the Political Coordinators.
- e. The Operations Coordinator shall maintain a list of keyholders, and maintain and enforce keyholder rules.
- f. The Operations Coordinator shall be responsible for ensuring that all coordinators and members maintain the positivity, openness and professionalism of SCOUT's office.

Article 4.3: Financial Coordinators

- a. The Financial Coordinator shall be responsible for pursuing funding through SCSU, SAC, LGBTQOUT, the LGBTQ Lounge, Positive Space UTSC, Council on Student Service (CSS) or other sources as the organization requires.
- b. The Financial Coordinator shall work in tandem with the other Coordinators to allocate funds to events and projects designed for the benefit of the membership.
- c. The Financial Coordinator shall be responsible for maintaining accurate and complete records of all financial transactions and shall prepare financial reports at the end of each term and disseminate them to the organization membership.
- d. The Financial Coordinator is an optional position: the outgoing coordinators shall decide at each election whether this position is to be filled.

Article 4.4: Special Events Coordinator

- a. The Special Events Coordinator shall be responsible for liaising with other campus groups and the LGBTQ community outside of UTSC for the purpose of organizing and promoting events.
- b. The Special Events Coordinator shall organize no fewer than two (2) events per term of office designed to benefit the membership.
- c. If there is no Financial Coordinator, the Special Events Coordinator shall take on all responsibilities of the Financial Coordinator.

Article 4.5: Outreach Coordinator

- a. The Outreach Coordinator shall be responsible for health outreach within the UTSC community, including the assembly and distribution of condom kits, availability of safer sex materials in the Lounge and any necessary collaboration with The Health & Wellness Centre.
- b. The Outreach Coordinator may act as the official spokesperson of the organization liaising:
 - (1) internally with students, staff, faculty, administrators, student governments, student clubs, and other organizations within U of T, included but not limited to: SCSU, SAC, Student Affairs, the LGBTQ Resources & Programs Office, Frosh/Orientations Steering Committees, and the U of T Pride Committee; and
 - (2) externally with organizations, companies, and people to create positive relationships and to further the needs and goals of the organization.

- c. The Outreach Coordinator shall generate strategies designed to raise LGBTQ visibility on campus, fight instances of oppression and promote a positive student experience.

Article 5: Finance

- a. The Coordinators (including Political, Operations and Financial) shall act as the Finance committee.
- b. The Finance Committee shall review funding allocations every Planning & Coordinating Meeting (PCM).
- c. The Finance Committee shall be responsible for the allocation of organization's funds:
 - (1) The power to sign for the release of organization's funds requires authorization from any Coordinator, and must be agreed upon by majority vote at the concordant PCM.
 - (2) Inappropriate use of funds is absolute grounds for dismissal of a coordinator subject to a two-thirds majority vote at a PCM.
- d. The fiscal year end for the organization shall be May 01 of each year.
- e. The Financial Coordinator shall prepare and make available:
 - (1) Term-end income/outcome statements;
 - (2) Financial reports to the Coordinators or membership as requested;
 - (3) A year-end report presenting both the fiscal years operations and the financial status of the organization.
- f. The Financial Coordinator will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

Article 6: Meetings

A PCM is open to all organization members and non-members to attend, generate feedback, help decide the organization's purpose, events, or procedures, and to discuss allocation of funds. Only card-holding voting members may vote. A Coordinator must be present at each meeting.

All Planning & Coordinating Meetings (PCM) require no less than one (1) week's notice (of date, time and place) to be considered valid. A PCM may be called with less notice (emergency meeting) at the discretion of the Political Coordinator(s); such meetings must be declared valid at the onset by the majority vote of those present.

- a. The Coordinators must hold at least one (1) PCM per term during the fall and winter terms.
- b. Quorum for a PCM is 5 members including coordinators. This includes emergency meetings.
- c. If a Coordinator does not attend at least one (1) PCM by the end of any term, that Coordinator shall be deemed to have resigned and cannot be re-elected that same academic year.
- d. A year-end meeting must be held to disseminate financial information, organization mandate and objectives, and to discuss the direction the organization might want to take during the summer term.

Article 7: Elections

- a. Elections will take place each year by the end of March.
- b. The term of office is from May 1 to April 30.
- c. Nominations will open no later than two weeks prior to the election, and will close not later than one week prior to the election.
- d. The candidate who receives the most votes will be deemed the winner. In the event of a tie:
 - (1) Where there are more than two candidates, the candidate receiving the lowest vote total will be removed from the ballot and a new vote held.
 - (2) Where there are only two candidates, the coordinators ONLY will vote by secret ballot to determine the winner. If one of the candidates is currently a coordinator, they are not permitted to vote in this case. If the coordinator vote results in a tie or cannot determine a winner, a coin toss shall decide the winner.
- e. Referendums or yes/no votes are decided by a simple majority, 50% + 1.
- f. In the event that a coordinator resigns or is dismissed a new election for that position may be called.

Article 8: Amendments

Amendments to the organization's Constitution shall require the approval of at least two thirds of the members present at a PCM.

Article 9: Food Handling on Campus

The organization will adhere to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 10: Attendance at Meetings and Orientation Sessions

At least one representative from SCOUT will attend all meetings or orientation sessions intended for all student organizations held by the SCSU and/or the Office of Student Affairs and Services.

Article 11: Precedence of UTSC Policies

SCOUT will abide by all pertinent UTSC policies and regulations. Where UTSC policies and regulations and those of SCOUT conflict, the policies and regulations of UTSC will take precedence.

Article 12: Legal Liability

SCOUT recognizes and understands that the University of Toronto Scarborough assume no legal liability for the actions of this organization, and that the university is not providing blanket indemnification insurance coverage for any activities of the organization.