

THE CONSTITUTIONAL BYLAWS OF  
THE ONTARIO COLLEGE OF ART AND DESIGN STUDENT UNION  
BYLAWS & POLICIES Passed May 21<sup>st</sup> 2002  
Revised March 2005  
Revised March 2010

**BYLAW 1.0: THE NAME**

Pursuant to Section 26 of the Colleges Act, a Students' Association or Student Union is established to be named the Ontario College of Art Students' Administrative Council, known hereafter as OCADSU.

**BYLAW 2.0: THE OBJECTIVES OF THE UNION**

The objectives of OCAD Student Union shall provide for the administration of the affairs of the students of the Ontario College of Art & Design including:

- 2.1 The investigation of any matter or problem that may arise concerning the student body.
- 2.2 The development, enforcement and revision of policies governing the student body.
- 2.3 The promotion of students' educational, social, professional and recreational activities at the Ontario College of Art & Design.
- 2.4 To provide students with an effective role in the decision-making at the College.
- 2.5 To be the official liaison between the student body and the Faculty Association, OPSEU Staff Association, Administration, and Governing Council.
- 2.6 To act as official liaison between the student body and the general public, other educational institutions and all levels of government.
- 2.7 To develop and manage services and activities which enhance the educational and creative environment of the College.
- 2.8 To administer the business interests, assets, or funds generated by the Union in a professional manner for the benefit of the OCAD Student body.
- 2.9 To be responsible for the execution of the OCAD Student Union Bylaws and Policies.

**BYLAW 3.0: AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by the General Membership at a General Meeting provided that the vote is carried by a two thirds majority. It is the responsibility of the Communications Director to see that these Bylaws are reviewed every two years.

**BYLAW 4.0: MEMBERSHIP**

- 4.1 All students of the Ontario College of Art & Design who are enrolled in .5 credits shall be full members of the Union.
- 4.2 All OCAD Student Union members have the right to:
  - a) Participate in OCAD Student Union activities.
  - b) Serve as a member on any OCAD Student Union committee or as an OCAD Student Union representative on a College committee.
  - c) Be a member of OCAD Student Union Executive if duly nominated and elected.
  - d) Establish and join organizations under the auspices of OCAD Student Union.
  - e) Exercise any other rights outlined in the OCAD Student Union Bylaws and Policies.
- 4.3 Withdrawal from OCAD Student Union:
  - a) The OCAD Student Union Executive must be notified in writing of any withdrawal from the Union.
  - b) Upon receipt of written notice, the person shall cease to be an OCAD Student Union member and his or her fees shall be forfeited to the OCADSU.
- 4.4 Expulsion from the Union:
  - a) A person may be expelled from the Union by a two-thirds majority vote at the board
  - b) Upon expulsion, persons forfeit any privileges to attend, participate in or

be part of any or all OCAD Student Union activities and services as determined by the OCADSU Board.

#### BYLAW 5.0: MEMBERSHIP FEES

- 5.1 All students at the Ontario College of Art and Design enrolled in 2.5 credits or less will pay part-time fees; If they are enrolled in 3.0 credits or more, full-time fees.
- 5.2 Membership fees shall be paid at the time of registration in each semester. Full-time and part-time students will pay fees at the beginning of the academic year.

#### BYLAW 6.0: BOARD OF DIRECTORS

- 6.1 Duties  
All members of the Board of Directors have a responsibility to be aware of the OCADSU Bylaws, Policies and Procedures, including the Board of Directors Bylaws. The Board is responsible to carry out the OCADSU Bylaws, Policies and Procedures, and Mandate.

- 6.2 Voting Members  
A) Board Representatives

***Faculty of Art Representative***

***Faculty of Design Representative***

***Studio Representative (from the Faculty of Art)***

***Studio Representative (from the Faculty of Design)***

***Sustainability & Ethics Representative***

***Diversity & Equity Representative***

***Graduate Studies Representative***

***1<sup>st</sup> Year Representative***

Each member is to be elected by and from their department and/or student peers and is expected to be aware of the issues concerning their constituency.

The basic responsibilities of Board Representatives are:

- To be aware of and to respond to their constituents concerns and interests
- ***Each member will participate on at least two committees***
- Promote sharing of information and generate dialogue within programs, faculties and OCADSU
- Attend OCADSU Board meetings on a monthly basis and present a verbal report recording student concerns and proposing strategies for change
- Work within their faculty area to promote OCADSU activities and projects
- and any other duties and responsibilities that may be assigned by the Board

#### 6.3 OCADSU Committees

***Every Board member will participate on at least two committees of the OCADSU.***

***At the first meeting each group will determine the mandate, committee structure, regular meeting time, and will elect a chair to bring the monthly committee report to the Board of Directors.***

- ***At minimum each committee will meet once a semester.***
- ***Each committee of the OCADSU is open to general membership (OCAD Students) and should actively encourage regular participation.***

**PROPOSED: Board Positions & Responsibilities**

**Faculty of Art Representative**

**Elected from, and represent students at OCAD in the Faculty of Art**

**Design Representative**

**Elected from, and represent students at OCAD in the Faculty of Design**

**Studio Rep (Faculty of Art)**

**Studio Rep (Faculty of Design)**

**The Studio Reps will work to address issues that arise throughout the year around the studios on campus such as fees, equipment, hours, and cutbacks. Create awareness, and campaigns to resolve them.**

**Studio Reps will liaise with the Studio Management Team, and inform the board about any major changes that will affect students on campus.**

**Sustainability & Ethics Rep**

**Create awareness on campus for students to live an environmentally socially sustainable life. Offer advice and support to students on environmental and ethical issues as well as campaigning for wider changes from student organizations, the university and local and national government.**

**The Sustainability and Ethics representative will assist the SU with our environmental and sustainable initiatives. And sit on the Sustainability committee at OCAD.**

**Diversity & Equity Representative**

**The Diversity and Equity representative should represent one of OCAD's equity-seeking minorities: Lesbian, Gay, Bisexual, Transgender, 2-Spirited, Intersex, Ethno-Racial Communities, Disability, and Women.**

**ALL students at OCAD should feel comfortable within the university regardless of race, gender, age or sexuality. The Diversity and Equity Rep assists the SU in running culturally sensitive and appropriate programs, events, and organize various platforms for OCAD diverse voices to be heard and represented, as well as liaise with OCAD's Director of Diversity and Equity.**

**Graduate Studies Representative**

**Elected from, and represent students at OCAD in the Graduate Studies Program.**

**1<sup>st</sup> Year Representative**

**The first year rep will be elected in the bi-elections in October, and represent all first year students on campus.**

B) OCADSU Executive  
(See Bylaw 7.0 for Job descriptions)

- 6.3 Non-voting Members
- A) Director Xpace Cultural Center
  - B) OCADSU Office Manager
  - C) Secretary (Paid Position)
  - D) Committee Representatives
  - E) Hired Staff including OWSP Positions

- 6.4 Expulsion from the Board

Any member of the OCADSU Board must step down from their position if presented a petition to do so signed by no less than 10% of the OCADSU membership.

Any member of the OCADSU Board may also be removed by a motion of the board which passes with a two-thirds majority.

If a Board member has missed two consecutive meetings, or a total of three meetings in a term without giving notice or without a reason deemed satisfactory by the Executive, the Chair will bring a motion for that person's removal.

#### 6.5 Board Vacancies

If a Board position becomes vacant, a bi-election must occur, unless the vacancy occurs within 2 months of the next regular election. It is at the discretion of the Board whether or not to fill the position by bi-election.

### BYLAW 7.0: THE OCAD STUDENT UNION EXECUTIVE

7.1 There shall be an OCADSU Executive consisting of:

***Director of Campaigns and Advocacy***

***Director of Finance and Operations***

***Director of Outreach and Events***

***Director of Academic and University Affairs***

7.2 All Executive members of the Union must be students of the Ontario College of Art & Design enrolled in a minimum of 1 credit per year (0.5 credits per semester).

7.3 All Executives must be elected or acclaimed in the annual election that is normally held between reading week and the third week of March to allow for a month turn over period. If an Executive position becomes available sooner, a bi-election must occur, unless the vacancy occurs within 2 months of the next election. It is at the discretion of the Executive whether or not to hold a bi-election.

7.4 OCAD Student Union Executive Job descriptions:  
All Executives, upon election, agree to fulfill the following tasks and job descriptions:

Common Duties of the Executive:

§ Abide by and execute OCAD Student Union Bylaws

§ Involvement in at least one OCADSU subcommittee

§ Liaise between OCADSU Executive and Student Body

§ Write a monthly report detailing work accomplished in relation to objectives.

§ Pass on information and skills to all incoming members during the month-turnover period at the end of term. Each member is required to maintain a detailed record of their work (including contact information, ongoing projects, unfinished business, etc) so that the person replacing them will be able to start where they left off.

§ All executives work 15 hours a week all year round, and be paid accordingly.

§ All paid hours must be comprised of those hours working outside of OCADSU Board of Directors regularly scheduled meetings.

§ Prepare and execute proposals for activities advocating student interests to the Student Union Executive and Board.

§ Deal with issues that arise within the College.

§ Write an end-of term report outlining accomplishments, struggles and recommendations.

§ Keep accurate and organized records.

§ Ensure that the OCAD Student Union mandate is met.

§ Approve all job positions and pay schedule, and review applicants as the need arises.

§ Act as signing officers on the OCAD Student Union's Account.

§ Recognise that, given the nature of the OCADSU and the diversity of individual members, some duties will inevitably be shared or delegated.

§ Acknowledge that the Board and the Executive have the right to assign, by resolution, further duties beyond those listed here or articulated in individual job descriptions.

§ Acknowledge that each member has a duty to respect others, that that when conflict arises to deal with it in a dignified and professional manner that may include third-party mediation.

### ***OCADSU Executive Positions and Responsibilities***

***The Executive Members are responsible for the Association's day-to-day operations. They meet weekly to ensure the direction from the membership and the Board of Directors is being executed. These four individuals act as Officers of the Corporation.***

#### **Director of Campaigns and Advocacy**

Work with the Outreach and Events Director, and Academic and University Affairs Director to develop internal and external political campaigns on issues that affect OCAD Students

Acts as the OCADSU representative to community coalitions and other student organizations  
Works with other student activists to address matters of educational policy and students' rights within our University campus

Increase awareness of external issues concerning the OCAD student body on campus

Organize at the local, provincial and federal level so that we might continue to strive for quality and accessible education through CFS and other Student Unions

Assist students who have academic problems. When necessary, shall represent an individual problem to the appropriate university bodies

Establish a framework whereby OCADSU members can share experiences, skills and ideas, communicate, exchange information and debate

Co-Chair the Student Life and Support Services Committee with Director of Student Services

Liaise with the OCADSU Student Lawyer on issues affecting students

Be an active member on the Education and Employment Equity Committee

Organize general office upkeep, order office supplies, generate an office schedule, and do photocopying work

Cooperate where appropriate with other standing committees of OCADSU on matters that cross duties

Attend all meetings of the Board of Directors and Executive Committee. Prepare Board report to be sent to the Director of Academic and University Affairs one week in advance of board meetings.

Ensure that the OCAD Student Union Mandate is met

Acknowledge that the Board and Executive have the right to assign, by resolution; further duties beyond those listed in individual job descriptions

Acknowledge that each member has a duty to respect others, and that when conflict arises to deal with it in a dignified and professional manner that may include third-party mediation

Train and advises the incoming Student Issues and Advocacy Director for a minimum of 2 weeks.

#### **Director of Outreach and Events**

Co-ordinates the programming of major entertainment events

Oversees volunteer database and coordination for OCADSU events on and off campus

Maintain a calendar of events, update website and weekly e-letter. Coordinate the dynamic mailer

Works in consultation with appropriate staff and committees for events held on behalf of the OCADSU

Work with the Director of Campaigns and Advocacy to liaise and be the spokesperson/people for OCADSU to other professional organizations, Universities, Colleges and Alumni Associations

Organize general office upkeep, order office supplies, generate an office schedule, and do photocopying work.

Cooperate where appropriate with other standing committees of OCADSU on matters that cross duties

Co-sign and approve all new OCAD Student Groups

Attend all meetings of the Board of Directors and Executive Committee. Prepare Board report to be sent to the Director of Academic and University Affairs one week in advance of board meetings.

Ensure that the OCAD Student Union Mandate is met

Acknowledge that the Board and Executive have the right to assign, by resolution; further duties beyond those listed in individual job descriptions

Acknowledge that each member has a duty to respect others, and that when conflict arises to deal with it in a dignified and professional manner that may include third-party mediation

Train and advises the incoming Outreach and Events Director for a minimum of 2 weeks.

### **Director of Academic and University Affairs**

Liaise with the University on behalf of the OCADSU on academic issues

Be responsible for the creation and implementation of academic and external lobbying strategies

Prepare and email the Agenda for the Board of Directors one week in advance of the meeting. Include Directors reports.

Endeavor to gain student representation on the University's administrative and educational committees where it is nonexistent

Carry out research on course content and on academic requirements and criteria that effect undergraduate students

Work with the Board of Governors and Academic Council representatives on policies and procedures related to student life at OCAD

Update OCADSU Bylaws every two years and ensure proper records are filed in the office

Liaise with the Ombudsperson on issues affecting students

Organize general office upkeep, order office supplies, generate an office schedule, and do photocopying work.

Cooperate where appropriate with other standing committees of OCADSU on matters that cross duties

Attend all meetings of the Board of Directors and Executive Committee. Prepare Board report to be sent to board one week in advance of board meetings.

Ensure that the OCAD Student Union Mandate is met

Acknowledge that the Board and Executive have the right to assign, by resolution; further duties beyond those listed in individual job descriptions

Acknowledge that each member has a duty to respect others, and that when conflict arises to deal with it in a dignified and professional manner that may include third-party mediation

Train and advises the incoming Academic and University Affairs Director for a minimum of 2 weeks.

### **Director of Operations and Finance**

First signing officer on all cheques

Financial operations, administering revenue generation projects, and maintaining accountability to the membership for all financial decisions

Depositing cheques and pay bills on time. This includes working with the bookkeeper to review all bank transactions, and resolve any accounting errors overlooked by the bank, i.e. only one signature on cheque, embezzlement, and miscalculations.

Receive all student fees collected by OCAD, upon closing of registration, and, where appropriate investing monies.

Ensure that all OCADSU employees, contractors, sub-contractors and volunteers have proper contracts

Oversee employee evaluations in conjunction with Office Manager

Ensure sole responsibility for keys and combination of safe. Keep the corporate seal secure in the safe unless needed

Signing Officer for all XPACE cheques and contracts

Update and renew the OCADSU insurance to adequately cover all staff and office operations

Ensure OCADSU budget is published annually in Student publications and/or on the website.

Present financial report and the budget, for ratification, at the Annual General Meeting. Present budget updates at other General Meetings.

Liaise with the OCAD's Finance Director.  
Liaise with OCAD's OWSP administrator.

Organize general office upkeep, order office supplies, generate an office schedule, and do photocopying work.

Cooperate where appropriate with other standing committees of OCADSU on matters that cross duties

Attend all meetings of the Board of Directors and Executive Committee. Prepare Board report to be sent to the Director of Academic and University Affairs one week in advance of board meetings.

Ensure that the OCAD Student Union Mandate is met

Acknowledge that the Board and Executive have the right to assign, by resolution; further duties beyond those listed in individual job descriptions

Acknowledge that each member has a duty to respect others, and that when conflict arises to deal with it in a dignified and professional manner that may include third-party mediation

Train and advises the incoming Operations and Finance Director for a minimum of 2 weeks.

### **Office Manager**

The Office Manager works closely with the Board of Directors and the Executive Committee to provide support, advice and continuity for the organization. The role of the Office Manager is not to lead, but rather to inform and to assist the Executive Committee, and in particular, to co-ordinate and effectively accomplish the work that the Board of Directors chooses to undertake.

The Office Manager is also responsible for managing the OCADSU office and all part-time and seasonal staff.

#### 7.4 Removal from office

Any member of the OCADSU Executive must step down from their position if presented a petition to do so signed by no less than 10% of the OCADSU membership.

Any member of the OCADSU Executive may also be removed by a motion of the board which passes with a two-thirds majority.

#### 7.5 Term limits OCADSU Executive

No person shall keep the same Executive position for more than two years.

### BYLAW 8.0: OCADSU MEETINGS

#### 8.1 Executive member meetings:

- a) The Executive shall meet on a schedule determined at the first meeting of the semester.
- b) Not less than three Executive shall constitute a quorum.
- c) Motions require a two-thirds majority vote to pass.
- d) The Executive shall meet over the winter, spring, and summer breaks when necessary and requested any two Executives.
- e) A comprehensive record of minutes shall be maintained.

#### 8.2 Board Meetings

- a) The Board of Directors will meet at least once every month throughout the year (including summer months) to discuss issues concerning student matters at OCAD and to strategize campaigns and actions that will best address those issues
- b) The Director of *University and Academic Affairs* will set the agenda and times for all Board meetings and give notice for timeline for submissions to the agenda
- c) Meeting Procedures shall be conducted under Robert's Rules of Order
- d) Quorum requires the presence of fifty percent plus one Board Members, and must include at least three Executives. Departmental representatives may proxy their vote in writing to another OCADSU member within their department.

- e) Minutes of meetings must be kept available to all students within one week of their approval. A comprehensive record of past minutes of all meetings shall be maintained.

### 8.3 General Meetings

- a) The OCADSU Annual General meeting shall be held at OCAD during September as determined by the Executive.
- b) Special General Meetings shall be convened by the Executive as required.
- c) Special General Meetings of the Union may also be called by the Chair upon receipt of written request of 5 % of OCADSU Members. The request shall specify the purpose of the meeting.
- d) Motions require a simple majority to pass, except for motions to change these bylaws, which require a two-thirds majority to pass (as per section 3.0)
- e) Notwithstanding bylaw 8.3 section d (above) meetings will use Robert's Rules of Order
- f) Notice for General Meetings must be given a minimum of two weeks notice in advance, in the form of an OCADSU web posting, minimum of 50 posters, and an email sent to all students.
- g) No member may proxy their vote to another.
- h) On the day of the general Meetings there must be a posting in the lobby of 100 and 115 McCaul St., and on the door to the meeting room.
- i) A comprehensive record of minutes of all GMs and AGMs shall be maintained.

### BYLAW 9.0: OCAD STUDENT UNION SEAL

The OCADSU seal is to be used for official documents and certificates. The OCADSU seal shall be kept in a secure place as determined by the Director of Finance and Operations