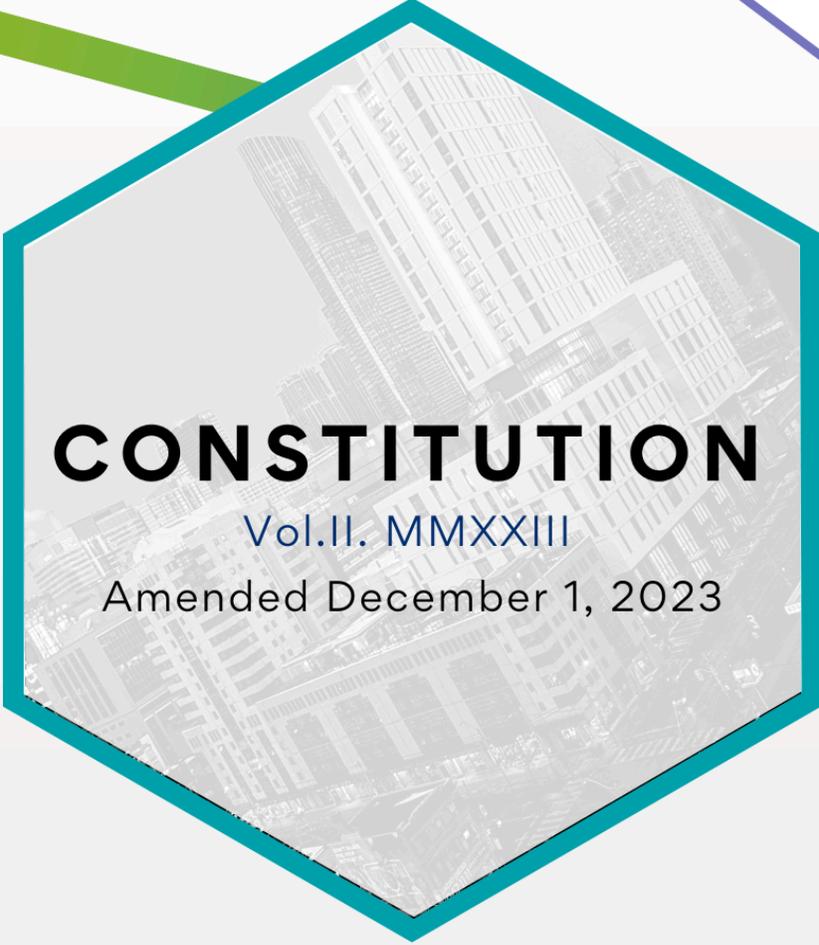


# FACULTY OF COMMUNITY SERVICES SOCIETY



## CONSTITUTION

Vol.II. MMXXIII

Amended December 1, 2023



## **TABLE OF CONTENTS**

**ARTICLE 1: THE FCSS STUDENT SOCIETY (Page 3)**

**ARTICLE 2: MEMBERSHIP (Page 3-4)**

**ARTICLE 3: MANDATE (Page 4-5)**

**ARTICLE 4: THE DEAN OF THE FACULTY OF COMMUNITY SERVICES (Page 5-6)**

**ARTICLE 5: THE SOCIETY MANAGER (Page 6)**

**ARTICLE 6: THE BOARD OF GOVERNORS (Page 6)**

**ARTICLE 7: MEMBERSHIP FEES (Page 6)**

**ARTICLE 8: THE EXECUTIVE OFFICERS AND BOARD OF DIRECTORS (Page 6-9)**

**ARTICLE 9: IMMUNITY OF THE DIRECTORS (Page 9)**

**ARTICLE 10: GENERAL MEETINGS (Page 9-10)**

**ARTICLE 11: FINANCES (Page 10)**

**ARTICLE 12: ELECTIONS (Page 10-11)**

**ARTICLE 13: AMENDMENTS TO THE CONSTITUTION (Page 11)**

**ARTICLE 14: BY-LAWS (Page 11-12)**

**ARTICLE 15: VIOLATIONS (Page 12)**

Students in the Faculty of Community Services at Toronto Metropolitan University came together in the Winter and Summer of 2013 to finalize and plan a society to help connect and bring Faculty of Community Services students together in a professional, mental health, unified, and academic manner. A group of students in 2022 were able to gain enough support to fully launch a campaign to secure funding for the Faculty of Community Services Society. The Faculty of Community Services Society is a student-led government that was formed to promote community within the Faculty of Community Services, to create an environment where Community Services students can thrive in their field of study as well to give them a voice in Toronto Metropolitan University and the Greater Toronto Area. To maintain good faith with the Constitution of the Faculty of Community Services Society every five years a new Strategic Plan shall be written.

## **ARTICLE 1: THE FCSS STUDENT SOCIETY**

1.1. The association of students enrolled in Faculty of Community Services undergraduate programs at Toronto Metropolitan University shall be called the Faculty of Community Services Society, hereafter referred to as “FCSS”.

1.2. The Board of Governors of Toronto Metropolitan University shall hereafter be referred to as the “Board of Governors”.

1.3. Toronto Metropolitan University shall hereafter be referred to as the “University”.

1.4. The FCSS Board is composed of Executive Officers and Directors.

1.5. The General Membership shall hereafter be referred to as “Members”.

## **ARTICLE 2: MEMBERSHIP**

2.1. All full-time and part-time, undergraduate students registered in programs within the Faculty of Community Services at the University shall become members of FCSS, subject to the payment of such fees as may be prescribed under the provisions of Article 7.

2.1.1. All members of the Board of Directors

2.2. Membership expires upon the graduation, withdrawal, suspension or expulsion of a member from the Faculty of Community Services.

### **2.3 Rights of Members**

2.3.1. Every Member shall have the right to attend and vote at all General Meetings which include the semi-annual general meeting and annual general meeting, either in person or by proxy.

2.3.2. Every Member shall have the right to vote in all General Elections, referenda, and plebiscites.

2.3.3. Every Member shall have the right to vote electronically, using their personal electronic device or by ballot voting.

2.3.4. Every Member shall have the right to seek to know and be informed of election regulations and policies.

2.3.5. Every member shall have the right to seek election as an Executive Director with exceptions to the Executive Director and Executive Director of Finance & Corporate Relations which can only be elected amongst former FCSS members.

2.3.6. Every member shall have the right to seek election as a School Director.

2.3.7. Every member shall have the right to move amendments to the Constitution.

2.3.8. Every member shall have the right to move to impeach any Executive Officer or Director.

2.3.9. Every Member shall have the right to access all governing documents, including regulations adopted by the Board, minutes of meetings of the Board, and minutes of meetings of Committees. All governing documents shall be made available in an accessible format upon request.

2.3.10. All governance processes shall include guidelines to remove physical, and attitudinal barriers to access.

### **ARTICLE 3: MANDATE**

#### **3.1. The mandate of the FCSS shall be:**

To cultivate an environment that advocates, supports and protects undergraduate students' integrity, dignity, and justice at Toronto Metropolitan University. The FCSS shall work to improve the academic and student experience for all its Members through the principles of equity, diversity and inclusion for a fairer educational, community and social environment at Toronto Metropolitan University.

The following subsets of values are meant to complement this mandate:

3.1.1. To encourage activities and events that will enhance the educational, professional and cocurricular experience of its members and contribute to the educational values of the University

3.1.2 To encourage all members to become active participants in FCS and University affairs and to afford the opportunity and a forum for the expression of opinions upon all questions bearing on or affecting their educational and co-curricular interests;

3.1.3 To foster and facilitate communication and collaboration among the schools in FCS, other societies at the University, and other international, national and provincial organizations and government bodies with concerns in education, student life and welfare.

3.2 The pre-referendum Registered Office of the FCSS is in Toronto, Ontario, located at 99 Gerrard Street East, Sally Horsfall Eaton Centre, SHE 682

3.3. The FCSS shall operate all its business, services and programming in English.

3.4. The FCSS acknowledges and respects the needs and circumstances of all our members/student groups/course unions. The FCSS shall work to ensure all members' voices are heard, acknowledged, and reflected within our policies and procedures to advance the shared interests of all students (members).

3.5. The FCSS is committed to EDI principles, as outlined in the FCSS EDI policy and works to prevent and remedy discrimination or any form of oppressive language, behaviours, or action at

Toronto Metropolitan University. This may include discrimination/unjust language based on but is not limited to age, ancestry, belief, citizenship/non-citizenship, creed, ethnicity, family status, gender expression, gender identity, marital status, place of origin, race, sex, or sexual orientation.

3.6. The FCSS acknowledges and respects the treaty and historical contributions of the Anishinaabe, Mississaugas and Haudenosaunee peoples, on whose traditional and unceded territory Toronto Metropolitan University is built and located. The FCSS shall work to decolonize Toronto Metropolitan University and continue to work alongside the Anishinaabe, Mississaugas and Haudenosaunee peoples with the understanding that we are newcomers who have been invited into this treaty in the spirit of peace, friendship and respect.

3.7. FCSS will comply with principles, values, goals, objectives, policies and plans in the [Toronto Metropolitan University Act](#), *Toronto Metropolitan University Master Plan*, *TMU Academic Plan*, and the *Faculty of Community Services Academic Plan* within our programming.

#### **ARTICLE 4: THE DEAN OF THE FACULTY OF COMMUNITY SERVICES**

4.1. The Dean of the Faculty of Community Services or an appointee by the Dean, on behalf of the Board of Governors, shall advise FCSS, monitor its publications, supervise its Board of Directors elections and ensure its fiscal accountability. The orientation and other programs of the FCSS shall be subject to the approval of the Dean of the Faculty of Community Services or an appointee by the Dean.

4.2. The Dean of the Faculty of Community Services may view and freeze FCSS funds and resources in situations of gross misconduct by any Board of Directors and associating committee over these assets. Situations that constitute gross misconduct include: but not limited to

4.2.1. Gross violation of the FCSS Constitution, By-laws, platforms, policies, regulations or Board decisions.

4.2.2. Falsifying or forgery of any monetary record.

4.2.3. Misappropriation, gross misconduct, or negligence of FCSS funds and resources.

4.2.4. Other serious actions not in conformance with the best ethical interests of the organization.

#### **ARTICLE 5: THE SOCIETY MANAGER**

5.1. The FCSS Society Manager, on behalf of the Board of Governors and the Dean of the Faculty of Community Services, shall advise FCSS, monitor its publications, supervise its Board of Directors elections and ensure its financial accountability.

5.2. The FCSS Society Manager may view and freeze FCSS funds and resources in situations of gross misconduct by any Executive Officer or Director with signing authority over these assets.

## **ARTICLE 6: THE BOARD OF GOVERNORS**

6.1. The Board of Governors ratified the Faculty of Community Services Society (FCSS) on November 10, 2022, as the official student government body for all undergraduate full-time equivalent Faculty of Community Services students at Toronto Metropolitan University (TMU).

6.2. During the ratification the TMU Board of Governors Election Procedures Committee voted in favour of recognizing the FCSS Referendum outcome as fact including the membership levy fee, and the extensive governance policy documents.

## **ARTICLE 7: MEMBERSHIP FEES**

7.1. The Membership Fee shall be \$60 per academic year for all students enrolled in full-time equivalent undergraduate programs in the Faculty of Community Services at TMU.

## **ARTICLE 8: THE EXECUTIVE OFFICERS AND BOARD OF DIRECTORS**

8.1. There shall be a total of seven (7) Executive Officers (also known as Executive Directors), nine (9) School Directors and three (3) Affiliate Directors elected to the Board of Directors.

8.1.1. Seven (7) Voting Executive Officers who shall be the Executive Officers of FCSS, shall be elected at large by the members of FCSS: Executive Director, Executive Director of Finance & Corporate Relations, Executive Director of Student Services, Executive Director of Academics, Executive Director of Culture & Wellness, Executive Director of Events, and Executive Director of Communications & Marketing.

8.1.2. Nine (9) School Directors shall be elected by the students in each of the undergraduate programs in the Faculty of Community Services which includes: Child & Youth Care, Disability Studies, Early Childhood Studies, Midwifery, Nursing, Nutrition & Food, Occupational and Public Health, Social Work, and Urban & Regional Planning.

8.1.3. Affiliate Directors such as the First Year Students Director, International Students Directors and, Indigenous Students Director shall be elected by students of their specific constituency.

8.1.4. The Board of Directors will fill vacant positions on the Board by, at their discretion, either appointing a new Director from the FCSS membership or by holding an election.

8.1.5. The FCSS Society Manager, FCSS Board Chairperson, FCSS Equity & Community Inclusion Commissioner and FCSS Sustainability Commissioner shall be non-voting ex-officio members of the Board of Directors.

8.1.6. The FCS Student Senator shall be a non-voting ex-officio member of the Board of Directors.

8.1.7. The FCSS Parent Director, BIPOC Director and LGBTQ2S+ Director shall be a non-voting ex-officio member of the Board of Directors while serving.

## **8.2. Terms of Office:**

8.2.1. The term of office of each elected or appointed Director shall be one (1) year, May 1 to April 30, or may continue until a successor is elected or appointed.

8.2.2. Directors can be elected for a maximum of three (3) consecutive terms.

8.2.3. The term limit for the FCS Society Manager shall be directly tied to their employment contract with the University.

8.2.4. The eligibility for the Chair position of FCSS is limited to candidates with at least one (1) year of prior experience on a student group, course union, student society, TMSU, Board of Governors, Senate or any other relevant work experience from a past position held external to the university.

8.2.5. No Executive Officer of FCSS may simultaneously hold an executive position in a Course Union, the Toronto Metropolitan Students' Union (TMSU), the Toronto Metropolitan Association of Part-time Students (TMAPS), or the TMU Residence Council.

8.2.5.1. The Board of Directors of FCSS may not simultaneously hold an executive position on the Toronto Metropolitan Students' Union (TMSU), the Toronto Metropolitan Association of Part-time Students (TMAPS), or the TMU Residence Council.

8.2.6. All elected Executive Officers and Board of Directors shall be students enrolled in a Faculty of Community Services full-time undergraduate degree program and who have paid the FCSS levy. They are required to have either a clear academic standing with a cumulative Grade Point Average greater than or equal to 2.0 at the beginning of their elected/appointed term. The academic standing of the Directors shall be reviewed by the FCSS Society Manager, who will inform the Directors that they are removed from the position if that Director fails to meet these requirements.

8.2.6.1. The only exception is for the School of Disability Studies Program Director, students in the Disability Studies part-time degree program are eligible to run for this Board Position

8.2.6.2. FCSS wants all undergraduate programs in the Faculty of Community Services to be represented on the Board of Directors and the School of Disability Studies Program Director will be exempted from paying any levy fee into the society since no part-time degree students pay into the student's society.

### **8.3 Responsibilities of Board Members:**

All Executive Officers and Directors are responsible for the following;

- a. Each Executive Officer and Director shall serve for a term of one (1) year, from 1 May to 30 April.
- b. Interim Directors shall serve until 30 April or until the election and ratification of a successor in the Fall Elections, whichever is sooner.
- c. No person may serve more than three (3) consecutive terms as an Executive Officer Director.
- d. A term of any length as interim Director or Executive Officer shall not count as a single term as a Director.
- e. Directors shall commit to fulfilling a total of 20 volunteer hours for the FCSS per semester including (but not limited to) meeting set-ups, event support, town hall support and more.
- f. Executive Officers shall commit 20 hours per month to the operations of FCSS to be eligible for the honorarium.
- g. Directors shall take part on FCSS committees they are interested in serving on, from the beginning of their term to the end of their term.
- h. Directors for their respective programs are responsible for hosting a once-per-semester town hall meeting with students of their respective programs to discuss services and implementation of policies by FCSS:
  - o This can be adjusted and subject to change as needed.

### **ARTICLE 9: IMMUNITY OF THE DIRECTORS**

9.1. Directors shall not be held jointly or individually responsible for actions taken and decisions made in good faith within the scope of their authority. Directors can be held jointly or individually responsible for actions taken and decisions made regarding the misappropriation of FCSS financial resources or assets.

9.2. Members of FCSS by their membership shall automatically waive the right to take legal action against the Board of Directors or any Director as a result of actions or decisions taken by Directors individually or jointly by the FCSS in an official vote.

9.3. Repetitive and unexcused absences of three (3) or more consecutive scheduled board meetings or non-performance of duties result in a 30-day suspension and notification. If behaviour continues, the Director will be subject to removal by a board simple majority vote. Special cases will be reviewed by the FCSS Society Manager and informed by the Board of Directors.

### **ARTICLE 10: GENERAL MEETINGS**

10.1. The FCSS Annual General Meeting, hereafter referred to as the “AGM”, shall normally be held during the winter term of the academic year. The Executive Officers of FCSS shall convene it.

10.2. The notice convening the AGM and the agenda of the meeting shall be publicized in the campus media at least two full weeks in advance of the meeting.

10.3. There shall be at least two general meetings each year – the AGM in the winter term and a fall term Semi-Annual General Meeting (SAGM).

10.4. The Executive Director of FCSS may call other General Meetings as often as the Board of Directors may deem necessary.

10.5. Special general meetings shall be called by the Executive Director of Student Services on receipt of a written request signed by a minimum of fifty (50) FCSS members. The written request shall include a statement setting out the purpose of the special meeting.

#### **ARTICLE 11: FINANCES**

11.0. The FCSS Finance Policy shall govern the day-to-day operational expenses, funding requests and annual budget process.

11.1. The fiscal year of FCSS shall be from May 1 to April 30.

11.2. The Executive Director, the Executive Director of Finance & Corporate Relations and the FCSS Society Manager shall present an annual financial budget to the Associate Dean, Students, Undergraduate Studies, & Pedagogy of the Faculty of Community Services and the Board of Directors no later than June 30.

11.3. The Executive Director, the Executive Director of Finance & Corporate Relations and the FCSS Society Manager will act as the 3 signing officers to give final, written authorization for all financial matters concerning FCSS. All financial matters shall be approved and bear the signature of the Executive Director of Finance & Corporate Relations as well as one of either the Executive Director or FCSS Society Manager.

11.4. The Executive Committee shall consult the Associate Dean, Students, Undergraduate Studies, & Pedagogy of the Faculty of Community Services for approval of any contractual matters FCSS wishes to engage with.

11.5. The FCSS Society Manager shall assist the Executive Director of Finance & Corporate Relations to create and meet financial targets and oversee the financial statements of FCSS.

11.6. The Finance Committee will review all finance submissions and direct them to the appropriate person.

11.7. The Financial Policies of FCSS must be consistent with TMU [policies](#), specifically to do with financial policies from the University Financial Services Department and TMU's [Financial Guidelines \(2004\)](#)

## **ARTICLE 12: ELECTIONS**

12.1. Elections of the Board of Directors are governed by the FCSS Election & Campaign Procedures.

12.2. A Chief Returning Officer shall be appointed from outside the membership by the FCSS Society Manager to oversee the conduct of the election of the Board of Directors.

12.3. The election procedure shall coincide with the normal practices of the University as established by the Election Procedures Committee.

## **ARTICLE 13: AMENDMENTS TO THE CONSTITUTION**

13.1. Amendments which affect the basic constitutional structure of FCSS or change its mandate, membership or relation to the Board of Governors must first be approved by the Board of Governors.

13.2. Amendments to the Constitution or proposed amendments shall normally be approved by the Board of Directors and ratified at the Annual General Meeting

13.3. Amendments initiated by the membership must include a written notice of the proposed amendment signed by not less than five (5) members from each Faculty of Community Services program with names and student numbers printed next to their signature. The written notice shall be received by the Executive Director of Student Services not less than fourteen (14) days prior to the Annual General Meeting.

13.4. Proposed amendments must be publicized and posted with the agenda of the Annual General Meeting.

13.5. Amendments shall require an affirmative vote of at least two-thirds of the members present and voting at the Annual General Meeting.

13.6. If quorum is not reached, of at least 50 members of the membership present, then the amendments to the constitution will be moved to the next Annual General Meeting.

## **ARTICLE 14: BY-LAWS**

14.1. FCSS may establish By-Laws for the conduct of its business and may specify how they shall be amended.

14.2. By-Laws are enacted by the Directors and approved by the membership at the Annual General Meeting.

14.3. The By-Laws will be consistent with the FCSS Constitution. In the event of disagreement between the two documents, the Constitution has primacy.

#### **ARTICLE 15: VIOLATIONS**

15.1 Disciplinary proceedings may be initiated by any Director or Executive Officer against any other Director or Executive Officer on any of the following grounds. They may result in the impeachment of any Director or Executive Officer by motion brought before the Board of Directors:

15.1.1. Gross violation of the FCSS Constitution, By-Laws, platforms, policies, regulations, or Board of Directors decisions.

15.1.2. Behaviour unbecoming of a member; that which brings discredit to FCSS or the University.

15.1.3. Any and all malicious acts as defined by statute.

15.1.4. Repetitive and unexcused absences at scheduled Board meetings or nonperformance of duties.

15.1.5. Misappropriation, falsifying or forgery of any monetary record or negligence of FCSS funds and resources.

15.1.6. Other serious actions not in conformance with the best ethical interests of the organization.

15.2. Any Director or Executive Officer may be removed from office by a vote of two-thirds of the Board of Directors.